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## Planning Commission

240 Columbus Ave  
Sandusky, Ohio 44870

419.627.5715

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

**September 25th, 2019  
4:30 P.M.  
City Commission Chamber  
AGENDA**

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1. Meeting called to order – Roll Call
2. Approval of minutes from July 24<sup>th</sup> meeting. There was no meeting in August.

### **New Business**

1. Bradley and Marney Carolus have submitted an application to waive requirement for paved surface for a parking area located at 1320 Milan Road.

### **Old Business**

3. Meeting Adjourned

**NEXT MEETING: October 23rd, 2019**

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

Planning Commission  
July 24<sup>th</sup>, 2019  
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. Jackson, Mr. Galea, and Mr. Whelan. Mr. Greg Voltz, Ms. Angela Byington, and Mr. Horsman represented the Planning Department, and Mr. Trevor Hayberger represented the Law Department and Ms. Sparks, Clerk from Community Development.

Mr. Waddington motioned to approve the minutes from the May 22<sup>nd</sup>, 2019 meeting; Mr. McGory seconded the motion.

Mr. Miller motioned to approve the minutes from the June 26<sup>th</sup>, 2019 meeting; Mr. McGory seconded the motion.

Mr. Zuilhof stated that the first item on the agenda is an application for a Conditional Use permit for exterior signage above the first floor at 125 E. Water Street.

Mr. Horsman stated the Biemiller Building was built in 1866 and restored in 2000 and heavily damaged in 2018. It is currently undergoing restoration to house Lake Erie Shores and Islands. The proposed signage is 28 square feet and placed in an existing recessed panel. The routed PVD board with raised letters and boarder. Staff recommends approval of the sign. Staff has received a Certificate of Appropriateness from the Landmark Commission on July 17<sup>th</sup>, 2019.

Mr. McGory motioned to approve the sign; Mr. Galea seconded the motion. With no further discussion the motion passed unanimously.

Mr. Zuilhof stated the next item on the agenda is a zoning map amendment for the property located at 2309 Columbus Ave.

Mr. Voltz stated Daniel McGookey, on behalf of Theodore and Debra Peters have submitted an application for an amendment to the zone map. The adjacent properties are residential. The existing zoning is "R1-40" Single Family Residential, the applicant is proposing to rezone the property to "RRB"- Residential/ Business. The existing use is a vacant building. The applicant is looking to rezone the property to "RRB" as they believe the building is difficult to renovate into a Single- Family Residential Building. Under this zoning, most other uses will still require a conditional use permit. On the same block as this property there are a variety of the other zoning districts, none touching this parcel. This property has come to the Planning Commission and the Board of Zoning Appeals for a few different uses over the years. Those uses never materialized or a variance was not granted. Staff does not believe that the requirement for a Conditional Use Permit for a variety of uses does safeguard surrounding properties of unwanted future developments. The proposed zoning amendment does address a few priorities in the Bicentennial Vision specifically creating a vibrant city by reclaiming and repurposing a blighted site for redevelopment. Chapter 1113 of the Zoning Code states that the Zoning Map may be amended periodically whenever a general hardship prevails throughout a given district. Mr. Voltz stated that in conclusion, Planning Staff recommends approval of the proposed amendment to the Zone Map for the subject property. The Bicentennial Vision supports reclamation of blighted properties for commercial development, and as being a major corridor this could beautify a corridor. Lastly, many potential uses within a "RRB" district will require a conditional use permit, or site plan, approval, or both.

Mr. Zuilhof ask the applicant if they have any specific use in mind.

Dan McGookey, 225 Meigs Street, stated the applicant is proposing a transient rental. Mr. Peters will be living next door and the neighbors are in support of the proposal. Mr. McGookey explained the surrounding area and gave the history of the building. Mr. McGookey stated that the "RRB" zoning district does include hotels.

Mr. Miller ask the applicant if they were not able to utilize the building for residential, how could they utilize it for transient rental.

Mr. Peters explained the layout of the existing building to the Commission stating that you would not be able to live in this location permanently it is very similar to a dorm. Mr. Peters stated that he bought it to protect the property, he is not interested in anything that is not family oriented.

Mr. Miller ask if there was an easement that went with the property.

Mr. Peters described the lease agreement and the parking situation.

Mr. Zuilhof ask if they would be able to do an overlay district instead of rezoning the property.

Ms. Byington stated that an overlay district is meant for a larger area, staff would not recommend this for one parcel. Ms. Byington stated that this property owner also applied for a use variance but it was denied; other properties have also applied for use variances for transient rentals and were denied as well.

Mr. Waddington made a motion to approve the rezoning application; Mr. McGory seconded the motion.

Mr. Galea stated that as staff has indicated an overlay district would not be suitable for one property and does not believe this is spot zoning.

With no further discussion the motion was passed unanimously.

Mr. Zuilhof stated that the next application is a conditional use permit for a digital message board sign at 2700 Cleveland Road.

Mr. Voltz stated that the existing zoning is "DBD" Downtown Business. The property is currently adjacent to property zoned "CR" Commercial Recreation. Section 1143.06 states that electronic message board signs are prohibited unless approved through a Conditional Use Permit. The applicant is proposing to add a digital message board sign as part of the Cedar Point Sports Center project. The property is located along Route 6 which is 55mph road. Staff believes it is important to note that the setback from the street is very substantial and should not be detrimental to those driving vehicles. Staff believes that this wall sign will fit into the context of the site and will not be overly large when taken into context with the rest of the building façade. Staff also believes it is important to note that the setback from the street is very substantial and should not be detrimental to those driving vehicles. If Commission were to approve the sign, staff would recommend the following conditions:

1. The minimum display time shall be 10 seconds.
2. Brightness shall not impose hazard to pedestrians or vehicular traffic, or a nuisance to surrounding properties.
3. No animations, videos, illumination with flashing lights.

Mr. Miller moved to approve the application for a digital message board sign; Mr. Galea approved. With no further discussion the motion was passed unanimously.

Mr. Zuilhof stated the next application for a site plan application for a property along First Street.

Mr. Voltz stated the applicant is Jeff Rengel, on behalf of RLR Properties and he has applied for a new storage building. The adjacent properties are residential and vacant property. The existing zoning is "CR" Commercial Recreation, the applicant is proposing to build a large storage building for personal use. The existing use is vacant land.

The property was recently rezoned to CR. The rezoning process amounted to much discussion regarding the long term future of First Street and Staff hoping to create more pedestrian focused street in the long term.

Planning Staff is concerned that private storage buildings along this corridor will only decrease the viability for the corridor for future economic or residential use as storage is not the highest or best use of the land. Staff does not believe that this site requires dedicated striped parking as it proposed use is for personal storage by the property owner and not for commercial use. In conclusion, if the alley is fully vacated between the parcels planning staff recommends approval of the proposed site plan application with the following conditions:

1. All necessary permits are obtained through Engineering and Building and any other applicable agency.
2. Parcels are combined prior to construction.
3. The alley is vacated prior to construction.
4. A landscaping plan shall be submitted for staff approval.

Mr. Zuilhof stated that this could be used as commercial storage in the future, would they need a parking plan to be submitted.

Ms. Byington stated that if the use changed from personal storage to a commercial storage area a parking plan would be required.

Mr. Miller ask what alleys will be vacated in the surrounding area.

Mr. Voltz stated that the only alleys being vacated at this time are the ones that were discussed at the last meeting.

The Commission and the applicant discussed the layout and the egress for the site.

Mr. McGory moved to approve the site plan application; Mr. Waddington seconded the motion. With no further discussion the motion passed unanimously.

Mr. Zuilhof stated that the next agenda item is a site plan application for 807 E. Perkins Avenue.

Mr. Voltz stated Josh Welfle has submitted on behalf of Balconi Monuments, Inc. a site plan revision for an additional building on the lot. Adjacent properties are residential and public facility uses. The existing zoning is "GB" General Business, the applicant is proposing to consolidate the many different storage buildings into one large building. The existing use is office, storage, and repair shop. The applicant is requesting Planning Commission waive 8 required parking spaces due to the use being primarily storage. Staff does not agree that the 23 required spaces are not necessary as 10 of those spaces are due in part to the construction of the large storage building. Mr. Voltz stated that it is evident that are portions of the current parking on the north-western ide of the property that encroach into the right-of-way. This ultimately at the risk of the owner, however after the previous site plan approval the applicant did add in a landscaping buffer. Staff believes that removal of pavement along c-street would be beneficial to discourage parking within the tree-lawn and create more formalized curb cuts into the site.

In conclusion, Planning Staff recommends approval of the proposed site plan for 807 E. Perkins Avenue with the following conditions:

1. The lots that the proposed new building will be constructed on will be combine prior to construction.
2. Applicant provides, for staff approval, a drawing showing circulation of vehicles on site.
3. All applicable permits are obtained prior to construction.
4. Vehicles will no longer be permitted to park in the righto-of-way and outside of curb cuts the areas no longer uses for parking shall be returned to grass.

Mr. Welfle presented the proposed revisions to site to the Commission.

Mr. Miller made a motion to approve the revisions to the site plan for 2001 Columbus Ave; Mr. Galea seconded the motion.

Mr. Zuilhof stated the next application is for site plan approval for 2001 Columbus Ave.

Mr. Voltz stated that the applicant Steven Toft has applied for site plan approval to build a 1,421 SF accessory building. The adjacent properties are commercial service and residential. The existing use is "CS" Commercial Service and the applicant is proposing to build a garage for vehicles and lawn equipment. The existing use is a funeral home. Mr. Voltz stated that there is no mechanical work being performed in the garage. The location where the new garage is being built is currently a vacant portion of grass and a small storage shed. This does not add to any square feet of assembly space or any seats to be used within the site and there won't be a significant change in the amount of parking provided onsite. Mr. Voltz stated that in conclusion Planning staff recommends approval of the proposed site plan for 2001 Columbus Ave with the following conditions: All applicable permits are obtained prior to construction.

Mr. McGory ask if there will be adequate parking.

Mr. Voltz stated that there would be adequate parking as this will only be used for a parking garage.

Mr. Miller motioned to approve the site plan application for 2001 Columbus Ave; Mr. McGory seconded the motion. With no further discussion the motion passed unanimously.

Mr. McGory made a motion to adjourn the meeting; Mr. Miller seconded the motion.

With no further business, the meeting at 5:20 PM.

APPROVED:

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Casey Sparks, Clerk

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Michael Zuilhof, Chairman

CITY OF SANDUSKY, OHIO  
DEPARTMENT OF  
PLANNING

# PLANNING COMMISSION REPORT

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APPLICATION  
TO WAIVE REQUIREMENT FOR PAVED SURFACE  
FOR PARKING AREA LOCATED AT  
1320 MILAN ROAD (PARCEL# 57-03292.000)

Reference Number: PCZ19-0002

Date of Report: September 16, 2019

Report Author: Greg Voltz, Planner

# City of Sandusky, Ohio

## Planning Commission Report

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### BACKGROUND INFORMATION

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Bradley and Marney Carolus have submitted an application to waive requirement for paved surface for a parking area. The property is located at 1320 Milan Road, currently zoned as “R2F” Two-Family Residential. The applicant is proposing to rezone the property to “RRB” Residential/Business. The following information is relevant to this application:

Applicant: Bradley and Marney Carolus  
1320 Milan Road  
Sandusky, Ohio 44870

Site Location: 1320 Milan Road

Zoning: “R2F” Two-Family Residential

Adjacent Zoning: North: “R2F” Two-Family Residential  
East: “R2F” Two-Family Residential  
South: “R2F” Two-Family Residential  
West: “R2F” Two-Family Residential

Proposed Use: Single Family House

Existing Uses: Single Family House

Applicable Plans & Regulations: City of Sandusky Comprehensive Plan  
Sandusky Zoning Code Chapter  
Chapter 1113 Amendments to the Zone Map & Zoning Code  
Chapter 1129 Residential Districts  
Chapter 1149 Site Plan Review and Off-Street Parking

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#### SITE DESCRIPTION

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The subject property is a residential house located along Milan Road within the City of Sandusky. The property is currently zoned “R2F” Two-Family Residential and is currently being utilized as a single-family residence. It is surrounded by properties also zoned “R2F” Two-Family Residential.

##### **View of Property from Milan Road**



The subject property is highlighted below.



**Zone Map – Parcels outlined in red**



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

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#### DIVISION OF PLANNING COMMENTS

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The applicant is looking to expand the parking area by lengthening the current drive by 19' and widening the eastern most portion by 10'. The applicant is looking to use this expanded parking area to allow the property owner to park the vehicle on the gravel instead of on the grass, which is not allowed. The existing drive is either severely broken concrete or gravel and is in poor condition.

In general, Planning Staff is supportive of pervious surfaces, the proposed gravel area is located away from the side lot line. Further, the side yard is fenced. The overwhelming majority of the block has paved driveways, however the adjacent home does not. The applicant will use lawn edging to keep the stone within the parking area. Planning Staff would prefer to see pervious surfaces be of a more sufficient material such as pavers, pervious concrete, or other product, as stone eventually becomes compressed and high a high maintenance component. Although, since the driveway is pre-existing the area to be expanded is minimal and there is a fence along the side lot line, staff would recommend approval subject to the conditions listed under the "conclusion/recommendations">

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#### ENGINEERING STAFF COMMENTS

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The City Engineer has reviewed and supplied the following comment:

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#### BUILDING STAFF COMMENTS

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The City Building Official has reviewed and has no objections.

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#### POLICE DEPARTMENT COMMENTS

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The City Police Chief has reviewed and has no objections.

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**FIRE DEPARTMENT COMMENTS**

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The City Fire Chief has reviewed and has no objections

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**CONCLUSION/RECOMMENDATION**

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In conclusion, Planning Staff recommends approval for the Planning Commission to waive requirement for paved surface for parking area located at 1320 Milan Road (Parcel# 57-03292.000) subject to the following:

1. The expanded drive/parking area is constructed as follows: The sod and topsoil are removed and the surface graded. The depth of the proposed area for gravel will be a minimum of 6 inches deep. The soil must be compacted. A minimum gravel base of 4 inches shall be used and top with a minimum of 2 inches of stone.
2. A minimum of 2 inches of new gravel shall be spread on the existing drive.



## PLANNING COMMISSION

Application for Approval

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

### TYPE OF APPLICATION:

☐ Conditional Use Permit  
☐ Flood Plain Variance  
☒ Other

☐ Similar Main Use  
☐ Front Yard Fence

### APPLICANT/AGENT INFORMATION:

Property Owner Name: Bradley/marney / Carolus

Property Owner Address: 1320 milan Road  
Sandusky Ohio 44870

Property Owner Telephone: (419) 627-2804

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Address: \_\_\_\_\_

Authorized Agent Telephone: \_\_\_\_\_

### LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 1320 milan Road

Legal Description of Property (check property deed for description):  
Residential

Parcel Number: 57-03292-000 Zoning District: \_\_\_\_\_

**DETAILED SITE INFORMATION:**

Land Area of Property: 0.1712 (sq. ft. or acres)

**Total Building Coverage (of each existing building on property):**

Building #1: 1535 (in sq. ft.) House

Building #2: 144 shed

Building #3: 168 garage

Additional: N/A

Total Building Coverage (as % of lot area): \_\_\_\_\_

Gross Floor Area of Building(s) on Property (separate out the square footage of different uses – for example, 800 sq. ft. is retail space and 500 sq. ft. is storage space:

\_\_\_\_\_

1535 sq ft Residential

\_\_\_\_\_

Proposed Building Height (for any new construction): N/A

Number of Dwelling Units (if applicable): 1

Number of Off-Street Parking Spaces Provided: \_\_\_\_\_

Parking Area Coverage (including driveways): 671 (in sq. ft.)

Landscaped Area: 1525 (in sq. ft.) side yard

\* size proposed for gravel area 19 FT X 10 FT  
Long wide

190 sq ft  
Additional

**PROPOSED DEVELOPMENT (check those that apply):**

- ☒ addition to gravel drive
- ☐ New Construction (new building(s))
- ☐ Addition to Existing Building(s)
- ☐ Change of Use in Existing Building(s)

**Description of Proposed Development (Describe in detail your development plans, for example – proposed use, size of building or proposed addition, hours of operation, days of operation, seating capacity, etc.):**

TO PUT IN A extension  
on side of Drive way  
10 FT wider, 19 FT Longer  
of gravel with lawn edging  
TO contain THE Rocks.  
TO enable us to PARK  
my wife's car. There instead of  
ON THE grass.

**REQUIRED SUBMITTALS:**

**15 copies of a site plan/off-street parking plan for property**

**Application Fee:**

**Conditional Use Permit: \$100.00**

**Similar Main Use: \$100.00**

**Flood Plan Variance: \$100.00**

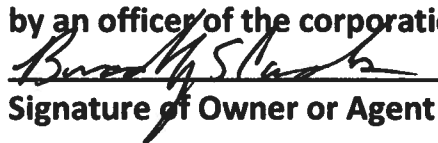
**Front Yard Fence: no charge**

**Other: check with staff for fee**

**APPLICATION MUST BE COMPLETELY FILLED OUT**

**APPLICATION AUTHORIZATION:**

If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

  
Signature of Owner or Agent

8/26/2019  
Date

**PERMISSION TO ACT AS AUTHORIZED AGENT:**

As owner of \_\_\_\_\_ (municipal street address of property), I hereby authorize \_\_\_\_\_ to act on my behalf during the Planning Commission approval process.

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

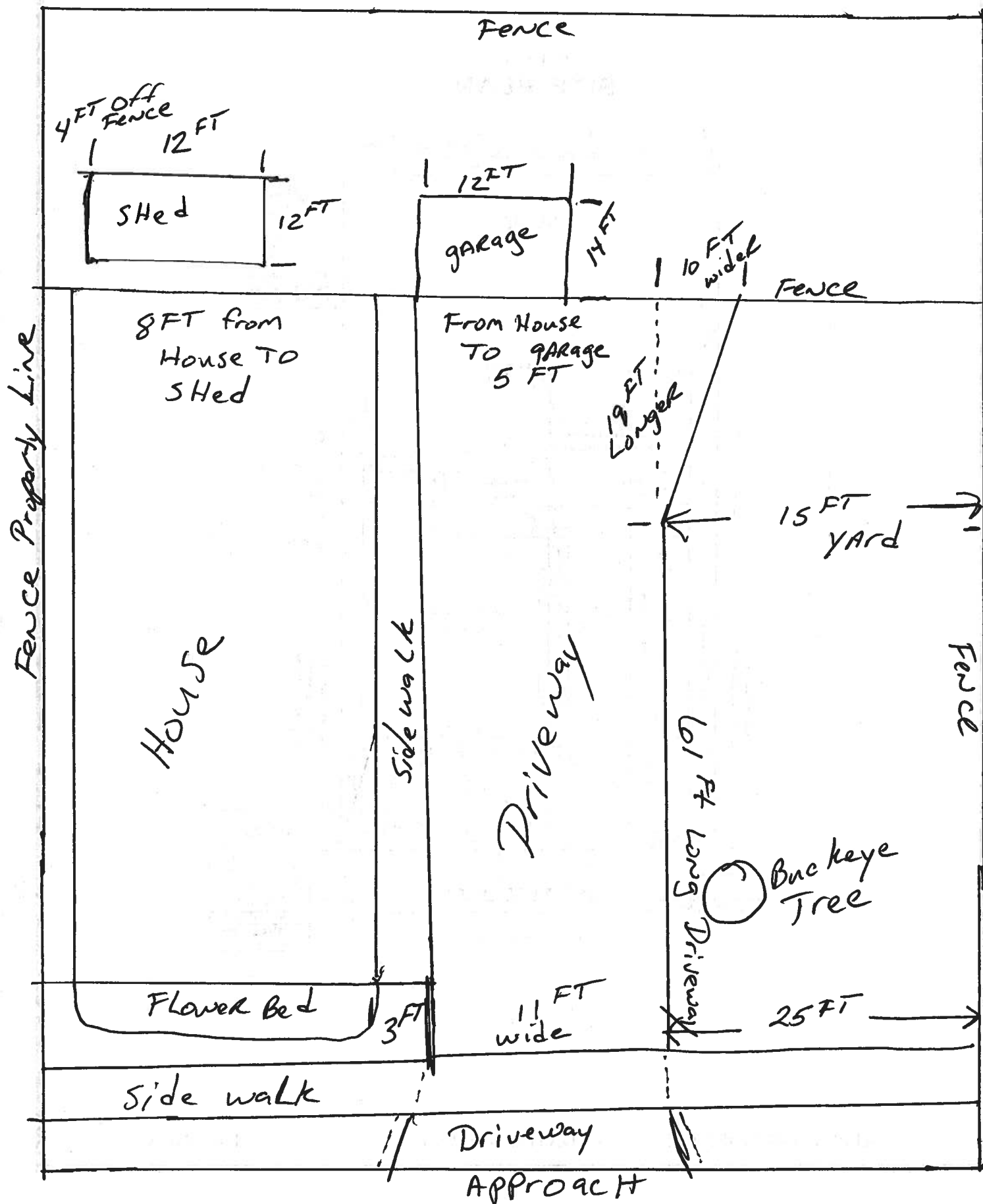
\_\_\_\_\_  
Date

**STAFF USE ONLY:**

Date Application Accepted: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Planning Commission File Number: \_\_\_\_\_



[illegible]