



Planning Commission

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5973

www.cityofsandusky.com

Agenda

March 24, 2021

5:00 pm

Meeting via Microsoft Teams and

Live Streamed on [www.Youtube.com/CityofSanduskyOH](https://www.youtube.com/CityofSanduskyOH)

1. **Meeting called to order – Roll Call**
2. **Approval of minutes from February 24, 2021 meeting**
3. **Adjudication Hearings**
 - Robert A. Reisig Investments 2 LLC, has applied for a Conditional Use Permit to allow for a “R1-40” – Residential Use at 2620 West Monroe Street.
 - An amendment to the City of Sandusky Planning & Zoning Code Chapter 1157 (Floodplain Administration).
 - Fritz Mueller, on behalf of Corso’s Perennials and St. Paul’s Church, has submitted an application for a Conditional Use Permit to allow for 2211 Mills Street (parcels 58-68010.000, 58-68014.000, 58-68015.000) to be used as a group home.
 - Fritz Mueller, on behalf of Corso’s Perennials and St. Paul’s Church, has submitted an application for an amendment to the zoning map for 2211 Mills Street (parcels 58-68010.000, 58-68014.000, 58-68015.000). The application is to rezone the site from “PF” Public Facilities to “CS” Commercial Services.
4. **New Business**
 - Fritz Mueller, on behalf of Corso’s Perennials and St. Paul’s Church, has submitted a Site Plan Application for 2211 Mills Street (parcels 58-68010.000, 58-68014.000, 58-68015.000).

5. **Old Business**
 - Director's Report

6. **Adjournment**

NEXT MEETING: April 28, 2021 at 5:00pm.

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

**Planning Commission
February 24th, 2021
Meeting Minutes**

Meeting called to order:

Chairman Dennis Murray called the meeting to order at 5:00pm. The meeting took place virtually via Microsoft Teams. The following members were present: Pete McGory, Mike Zuilhof, Jim Jackson, Conor Whelan, and David Miller. Greg Voltz and Thomas Horsman represented the Planning Department and Brendan Heil represented the Law Department.

Approval of minutes from the January 27, 2021 meeting:

Mr. McGory made a motion to approve the minutes as submitted and Mr. Miller seconded the motion. All members were in favor of the motion.

Swearing in of audience and staff that will offer testimony on the adjudication hearing:

Mr. Murray swore in those wishing to do so.

Adjudication Hearing:

- 1. *Fritz Mueller, on behalf of Corsos Perennials and St. Paul's Church, has requested to rezone 2211 Mills St (Parcels 58-68010.000, 58-68014.000, 58-68015.000) from "PF" Public Facilities to "CS" Commercial Services.***

Mr. Voltz stated that staff examined the City's Bicentennial Vision Comprehensive Plan as it relates to this area and believe that this rezoning could offer great potential towards developing human capital, entrepreneurship, and diversity. Therefore, in the staff report, staff recommended approval. He then stated that since the staff report has been written and notices have been mailed out to surrounding property owners, staff have received some concerns from neighboring residents. After listening to those concerns, staff believe more public outreach should occur, including an open house that is COVID safe, for the neighborhood to come ask questions and look at the proposed enhancements to the property before the March Planning Commission meeting. Mr. Voltz then read the two comments he received regarding the application. Dan Levell, of 2106 Mills St, asked "Do the workers that would live there receive background checks?, Should neighboring property owners expect partying, carrying on, and coming and going at all times of the day?, If they have automobiles, will there be excessive traffic back and forth, even in the parking lot?, The church didn't allow residents to use the parking lot. Will Corso's have a problem if the individuals in the neighborhood use the parking lot for parties?, How will transient workers effect property values?, Where will the migrant workers work?, How many students will be at the site and how long will they stay, a semester, two semesters?, Will the students be able to have alcohol on site?" Daryl E. Murphy I, stated "On behalf of some of the residents of Mills Street, and my uncle who lives next door to these parcels, we object to any change of zoning at this time. Although we know Sandusky is a welcoming city, there is concern of safety with transient migrant workers. The number of workers who would be housed in these facilities is unknown but could be problematic. As these workers would have no real ties to our area, what would prevent them from committing some offenses and leaving the city? Who then would be liable for damages, is Corso's accepting this responsibility? We are deeply troubled in the conclusion/recommendation the city planner/staff recommends of the proposed amendment. The taxpaying city residents of Mills Street are opposed to this proposal. If this was a public forum we could pack the room with dissenters to this proposal. We are asking the Planning Commission to object at this time to this zoning change. Mr. Jackson stated that some of the residents in the area called him with some questions that he did not have the answer to and those questions included: How many residents are going to be housed there?, Is the dormitory going to be co-ed? Mr. Zuilhof stated that he thought it would be helpful to clarify a couple of things. First, is that rezoning approval would not be sufficient enough in allowing the proposed use of the applicants. The applicant would also need to apply for a conditional use permit, which would need to be approved by the Planning Commission, and that may answer a lot of questions. Second, is that a zoning change will allow for a use for anything within that zoning category. He stated that if this was an application for a Planned Unit Development, everyone would know exactly what the outcome would be, instead of just rezoning and allowing all uses within that zoning category. Mr. Miller asked if the trail garden would be an outdoor thing and if there are any limitations on the amount of acreage is allowed for that. Mr. McGory stated that while he understands the resident's concerns and the fear of the

unknown, he thinks it could turn out to be a good situation for everybody. Fritz Mueller, CFO for Corso's, Gus Corso, one of the owners of Corso's, and Chad Corso, president of Corso's introduced themselves for the record. Gus then stated that a trial garden would be an area where they would grow plants they receive from all across the county, in order to see if they hold up over a period of a year or so in the area. The interns would take care of the trial garden and have weekly reports on those. Chad stated that they are hoping to fit 160 people into the church. He said the buildings would not be co-ed. The company they use to hire people is called Manzana, and that company does the background checks, through an H-2A program, through the government. There would be no alcohol allowed on the site. There would be three buses and a van on site that would take the workers where they need to go as well as take them to social activities. There are also supervisors for the workers that stay on site with them and drive the buses. They want to have a soccer field set up for them next to the church for them to use. Fritz stated that this would be the third year that they will have worked with the Manzana group and it has always been a good experience, they have not had any issues. They are a disciplined group that work 5-6 days a week. He said that they normally have 8 students, but are looking to double that. He said that they have not yet discussed on whether or not they are going to apply the same rules with the interns that Manzana has with the workers regarding alcohol. However, they have also not had any problems with the interns they have previously had over the years. Mr. McGory made a motion to table this application until the March 24th Planning Commission meeting and Mr. Miller seconded the motion. All voting members were in favor of the motion, except for Mr. Zuilhof, who abstained from the vote.

New Business:

1. Presentation on Designated Outdoor Refreshment Area.

Mr. Horsman stated that a DORA is a specific area where alcoholic beverages may be sold by licensed liquor establishments for outdoor consumption within a defined area. DORA was a top recommendation from the Downtown Master Plan as it would give some flexibility for outdoor events/outdoor seating areas and would allow bars/restaurants to serve more people amid the COVID restrictions. He said that there is nearly 60 cities in Ohio that have a DORA and there has been positive feedback from those cities. An application will need to be submitted to the City Commission to approve. The City must recertify the DORA every five years. City Commission could also modify or dissolve it at any time. Mr. Zuilhof stated that the area for the DORA seems inappropriately large to him and in areas that are not technically considered downtown. He also stated that as a downtown resident, there is already a lot of disruptions that occur around 2 or 3 o'clock in the morning, and that is without allowing people to walk around with an alcoholic drink. Mr. Horsman explained that the City does have the authority to set whatever hours they would like to allow for the DORA to take place. Mr. Jackson stated that if there is going to be festivals and events in Washington Park, it would make sense to him to allow the DORA to extend to area. Mr. McGory said that he does not think there would be a difference in how people behave by allowing them to drink alcohol outside versus just inside. The laws are still going to be the same. Mr. Whelan stated that he thinks the proposed area boundary makes sense to him and that he thinks the area should include as many establishments as possible that want to participate in order to be as inclusive as possible. He asked what the liquor license cost through the state is and what kind of control the state gets by having the DORA as opposed to just allowing open container and if that is even a possibility. Mr. Horsman stated that this would be the only way a municipality could overcome the open container laws. There is no additional cost to the liquor permit holders if they want to be a part of the DORA. Mr. Whelan then asked how much area is in staff's proposed boundary. Mr. Voltz stated that the proposed area includes roughly 138 acres, but that includes the water area as well. Part of the reason staff came to the proposed boundary was due to bars/restaurants that said they wanted to be included as well as staff thought people may want to take a beverage while walking along the shoreline. Mr. Horsman stated that additionally, the proposed boundary is in line with the Downtown Business District and Entertainment District boundaries. Mr. Miller stated that he likes the proposed area and the thought of getting a drink from Dockside and enjoying the green space and shoreline nearby as well as possibly getting a drink down towards the other end of the street and taking it to Shoreline Park. He said that he also does not think this would cause any additional disturbances.

Meeting Adjourned:

Mr. McGory made a motion to adjourn and Mr. Miller seconded. The meeting ended at 6:21pm.

Next Meeting:

March 24, 2021 at 5:00pm

Approved:

Kristen Barone, Clerk

Dennis Murray, Chairman

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR A CONDITIONAL USE PERMIT
TO ALLOW FOR A RESIDENTIAL USE AT 2620 W.
MONROE ST.

Reference Number: PCONDU21-0001

Date of Report: March 22, 2021

Report Author: Tom Horsman



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Applicant/Owner: Robert Reisig
Reisig Investments 2 LLC
P.O. Box 1733
Avon Park, FL 33826

Site Location: Parcel 58-02506.000 (2620 W. Monroe Street)

Zoning : "GM" General Manufacturing

Existing Uses: Manufacturing

Proposed Uses: Residential

Applicable Regulations: Sandusky Zoning Code Chapter 1139 Manufacturing Districts

SITE DESCRIPTION

The subject property is located on Monroe Street and zoned General Manufacturing (GM), and it is surrounded by other GM zoned parcels. Residential use is not permitted in GM districts unless the Planning Commission grants a Conditional Use Permit (CUP). Approved residential uses in GM districts must follow the regulations of an R1-40 residential zoning district. The standard for granting the CUP requires that “the construction of a new dwelling or accessory building, will not unduly interfere with the assembly of land for industrial development.”

Section 1109.10 of the Zoning Code also outlines the following additional standards for granting a CUP:

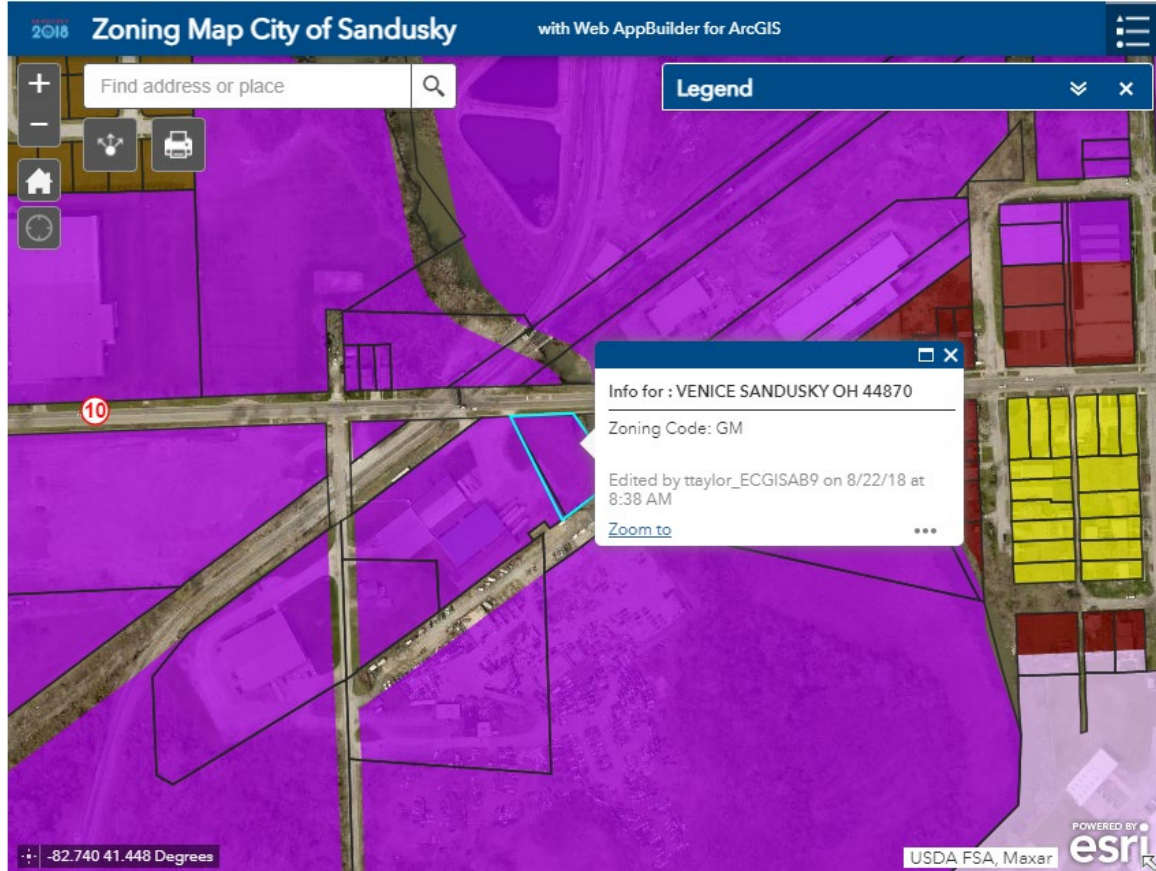
Business, Commercial and Manufacturing Districts.

- A. That the proposed use is necessary to serve community needs, and existing similar facilities located in a more remote district in which the use is permitted by right, are inadequate;
- B. That the proposed use is not closer than appropriate in the particular situation to schools, churches, and other places of assembly.
- C. That location size, intensity, and site plan of the proposed use shall be such that its operation will not be objectionable to nearby dwellings by reason of noise, smoke, dust, odors, fumes, vibrations, or glare more than is normal, or as permitted by the performance standards of the district.
- D. That the proposed use will form a harmonious part of the business, commercial, or manufacturing district, taking into account, among others, convenience of access and relationship of one use to another.
- E. That the proposed use should be permitted in the next less restrictive district because of its limited nature, modern devices, equipment, or improvements;
- F. That the hours of operation and concentration of vehicles in connection with the proposed use will not be more hazardous or dangerous than the normal traffic of the district.

2620 W. Monroe Street. Parcel 58-02506.000 is highlighted below.



Zone Map – Parcel Indicated



Zone Map Setbacks



PUD - Planned Unit Development



Parcels



TRO - Transient Rental Overlay



Zoning

AG - Agriculture

CA - Commercial Amusement

CR - Commercial Recreation

CS - Commercial Service

DBD - Downtown Business

GB - General Business

GM - General MAnufacturing

LB - Local Business

LM - Local Manufacturing

P - Auto Parking

PF - Public Facilities

R1-40 - Single Family Residential

R1-50 - Single Family Residential

R1-60 - Single Family Residential

R1-75 - Single Family Residential

R2F Two-Family Residential

RB - Roadside Business

RMF - Multi-Family Residential

RRB - Residential/Business

RS - Residential Suburban

DIVISION OF PLANNING COMMENTS

The applicant is proposing to build a 2,500 square foot dwelling. The business on the adjacent parcel is also owned by the applicant. The application states that the purpose of the dwelling is to be a place where the owner can reside when in Sandusky. The proposed dwelling would conform with the requirements of R1-40 zoning districts.

ENGINEERING STAFF COMMENTS

The City Engineering Division is reviewing the application and has not supplied objections to the proposed site plan at time of writing this report.

BUILDING STAFF COMMENTS

The City Building Official is reviewing the application and has not supplied objections to the proposed site plan at time of writing this report.

POLICE DEPARTMENT COMMENTS

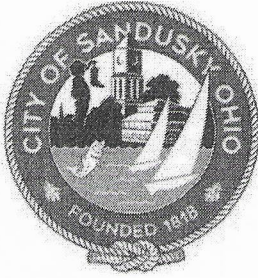
The City Police Chief is reviewing the application and has not supplied objections to the proposed site plan at time of writing this report.

FIRE DEPARTMENT COMMENTS

The City Fire Chief is reviewing the application and has not supplied objections to the proposed site plan at time of writing this report.

CONCLUSION/RECOMMENDATION

In conclusion, Planning Staff has no objection to the Conditional Use Permit.



PLANNING COMMISSION

Application for Approval

Department of Planning
240 Columbus Ave
Sandusky, Ohio 44870
419.627.5891
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: Reisig Investments 2 LLC
Property Owner Address: P.O. Box 1733 Avon Park, FL 33825
Property Owner Telephone: 321-689-2445
Property Owner Email: tirebob@digital.net
Authorized Agent Name: Robert A. Reisig
Authorized Agent Address: P.O. Box 1733 Avon Park, FL 33825
Authorized Agent Telephone: 321-689-2445
Authorized Agent Email: tirebob@digital.net

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 2620 West Monroe St.
Sandusky, Ohio 44870
Legal Description of Property (check property deed for description):
See Attachment A
Parcel Number: 58-02506 000 Zoning District: _____

DETAILED SITE INFORMATION:

Land Area of Property: 0.0785 (sq. ft. or acres)

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

Building #1: 0 (in sq. ft.)

Building #2: 0

Building #3: 0

Additional: _____

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:

0

Proposed Building Height (for any new construction): 22"

Number of Dwelling Units (if applicable): 1

Number of Off-Street Parking Spaces Provided: 2

Parking Area Coverage (including driveways): 572 (in sq. ft.)

Landscaped Area: 600 (in sq. ft.)

PROPOSED DEVELOPMENT (check those that apply):

- ☒ 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.):

The purpose of this building is to create
a dwelling where I can reside and work
while I am in Ohio to manage my tire
business next door.

The building will have a footprint of
approximately 2,500 sq feet with a
heated/cooled area of 1,750 sq feet. No
seating capacity will be in effect as the
office will be for limited face to face
meetings.

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

2-4-21
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: _____

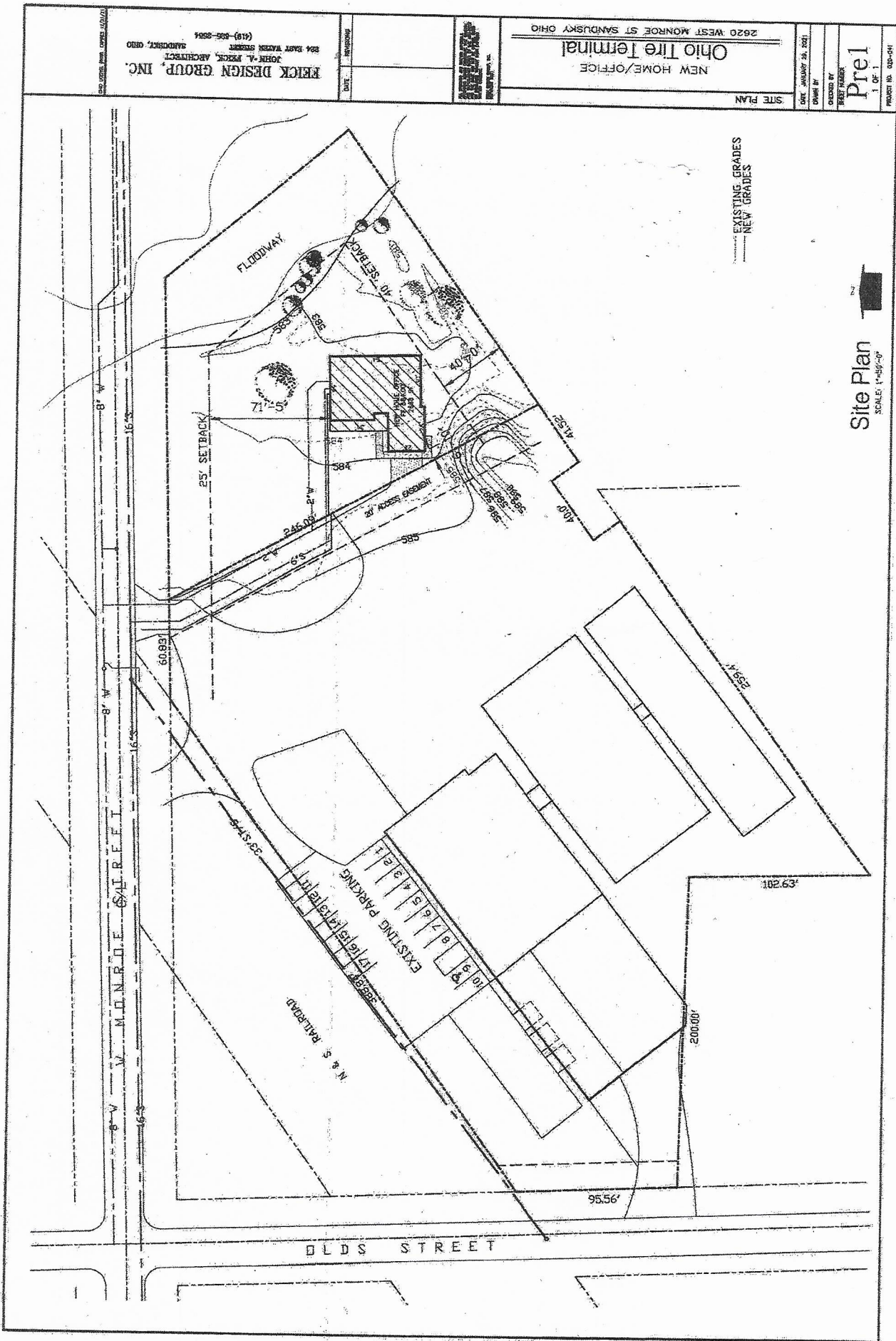
Date of Planning Commission Meeting: _____

Planning Commission File Number: _____

PARCEL NO. 1:

Being a parcel of land easterly of and abutting Outlot 9 West of Mills Creek as follows: Beginning at the intersection of the east line of said Outlot 9, West of Mills Creek, with the south line of Monroe Street, the same point being North 87° 32' East, measured along the south line of Monroe Street from the centerline of Olds Street; thence North 87° 32' East, along the south line of Monroe Street, 186.63 feet to the centerline of Mills Creek; thence South 36° 59' East, along said centerline 136.83 feet to the northwesterly right of way line of the Pennsylvania Railroad; thence South 53° 01' West, along last mentioned line, 195.17 feet to the east line of Outlot 9; thence North 27° 18' West, along last mentioned line, 246.09 feet to the place of beginning and containing 0.785 acre more or less.

Situated in the City of Sandusky, County of Erie and State of Ohio:



Site Plan
SCALE: 1"=50'-0"

Prel
1 OF 1

NEW HOME/OFFICE
Ohio Tire Terminal
2620 WEST MONROE ST SANDUSKY OHIO

FEICK DESIGN GROUP, INC.
JOHN A. FEICK, ARCHITECT
264 EAST WATSON STREET
SANDUSKY, OHIO
(419) 505-5554

SITE PLAN
DATE: JANUARY 24, 2021
DRAWN BY:
CHECKED BY:



DEPARTMENT OF PUBLIC WORKS

240 Columbus Avenue
Sandusky, Ohio 44870
419.627.5829
www.ci.sandusky.oh.us

To: City of Sandusky Planning Commission

From: Joshua R. Snyder, P.E., Assistant City Engineer

Date: March 17, 2021

Subject: **Commission Agenda Item – Updating sections of ordinance 1157**

ITEM FOR CONSIDERATION: Legislation approving updates to the Floodplain Damage Reduction section of the Codified Ordinance, Chapter 1157.

BACKGROUND INFORMATION:

Due to Sandusky's proximity to Lake Erie and Sandusky Bay and being home to multiple creeks feeding into these large bodies of water, the City of Sandusky has special flood hazard (SFH) areas, scientifically identified/mapped by the Federal Emergency Management Agency (FEMA). These areas are subject to likely periodic inundation (flooding) which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. Additionally, structures that are inadequately elevated, floodproofed, or otherwise protected from flood damage also contribute to the flood loss. In order to minimize the threat of such damages and to achieve the purposes hereinafter set forth, these regulations are adopted.

Regulation of the flood zone is handed from FEMA to ODNR, Floodplain Management Program, Division of Water Resources and then delegated to each local government that chooses to participate in the National Flood Insurance Program. The City of Sandusky has been a participant in the National Flood Insurance Program (NFIP) since 1977, which discounts property insurance rates, because City staff regulates development within the affected Special Flood Hazard (SFH) Areas within the City. Furthermore, as a member of the NFIP, the flood insurance cost for a given property stays uniform from insurer to insurer, so flood insurance "shopping" is not necessary. The last update to this ordinance was in 2008.

Primary drivers of this update, include that:

1. Our 2008 Ordinance primarily needs terminology and definitions updated to coincide with FEMA's current model Floodplain Ordinance. Due to updated mapping and survey technologies along with the feedback gained about our geographic area, an updated map is forthcoming with newly designated zones in areas of the City.
2. One of the most impactful changes within this ordinance, is the removal of the (City imposed) "freeboard" requirement, which is a set elevation the previous Ordinance required, above and beyond the FEMA designated Flood Protection Elevation for a 1% annual chance (formerly called 100-year) flood event. Although seemingly conservative, this additional elevation was unreasonable-to-impossible to meet reasonably in most parts of the Special Flood Hazard Area, creating aesthetic, access and general grading issues, particularly on smaller lots. 12 of 13 (1 withdrew) variances sought to vary from our freeboard-added elevation requirement were approved in the last 4 years. Even ODNR Floodplain Management staff has even recommended,

as a best practice, that “if freeboard elevations are not being enforced (even by an appeals board) then we shouldn’t have one”. Additionally, and maybe more importantly, granting variances from our freeboard elevation, also allows development below the FEMA established elevation, putting structures at a greater risk, than simply following the FEMA elevation in the first place.

ACTION REQUESTED: It is recommended that Planning commission approve the incorporated changes and updates to the floodplain ordinance and recommend approval of said changes to the City Commission.

Respectfully,

Joshua R. Snyder, PE, CPSWQ
Assistant City Engineer

PLANNING COMMISSION APPLICATION

**PROPOSED AMENDMENT TO CHAPTER 1157
(FLOODPLAIN ADMINISTRATION)**



PLANNING COMMISSION

Application for Approval

Department of Planning

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5891

www.cityofsandusky.com

TYPE OF APPLICATION:

☐ Conditional Use Permit

☐ Similar Main Use

☐ Flood Plain Variance

☐ Front Yard Fence

☒ **Other** Ordinance Amendment - Chap. 1157

APPLICANT/AGENT INFORMATION:

Property Owner Name: City of Sandusky

Property Owner Address: 240 Columbus Ave.

Property Owner Telephone: _____

Property Owner Email: _____

Authorized Agent Name: City of Sandusky - Public Works Dept.

Authorized Agent Address: _____

Authorized Agent Telephone: 419-627-5875

Authorized Agent Email: _____

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: NA - City-wide floodplain areas

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

Parcel Number: _____ Zoning District: _____

DETAILED SITE INFORMATION:

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

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

Building #1: _____ (in sq. ft.)

Building #2: _____

Building #3: _____

Additional: _____

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:

Proposed Building Height (for any new construction): _____

Number of Dwelling Units (if applicable): _____

Number of Off-Street Parking Spaces Provided: _____

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

Landscaped Area: _____ (in sq. ft.)

PROPOSED DEVELOPMENT (check those that apply):

- ☐ 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.):

Update and amend Chapter 1157 of City Ordinances

See attached communication to City

Commission.

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

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: _____

**COMMUNICATION TO
CITY COMMISSION
GIVING EXPLANATION
OF CHANGES TO
CHAPTER 1157**



DEPARTMENT OF PUBLIC WORKS

240 Columbus Avenue
Sandusky, Ohio 44870
419.627.5829
www.ci.sandusky.oh.us

To: Eric Wobser, City Manager

From: Joshua R. Snyder, P.E., Assistant City Engineer

Date: January ~~26~~5, 2021

Subject: Commission Agenda Item – Updating sections of ordinance 1157

ITEM FOR CONSIDERATION: Legislation approving updates to the Floodplain Damage Reduction section of the Codified Ordinance, Chapter 1157.

BACKGROUND INFORMATION:

Due to Sandusky's proximity to Lake Erie and Sandusky Bay and being home to multiple creeks feeding into these large bodies of water, the City of Sandusky has special flood hazard (SFH) areas, scientifically identified by the Federal Emergency Management Agency (FEMA). These areas are subject to likely periodic inundation (flooding) which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. Additionally, structures that are inadequately elevated, floodproofed, or otherwise protected from flood damage also contribute to the flood loss. In order to minimize the threat of such damages and to achieve the purposes hereinafter set forth, these regulations are adopted.

The City of Sandusky has been a participant in the National Flood Insurance Program (NFIP) since 1977, which discounts property insurance rates, because staff regulates development within the affected Special Flood Hazard (SFH) Areas within the City. Furthermore, as a member of the NFIP, the flood insurance cost for a given property stays uniform from insurer to insurer, so flood insurance "shopping" is not necessary. The last update to this ordinance was in 2008.

Driving this update more specifically, is that our 2008 Ordinance primarily needs terminology and definitions updated to coincide with FEMA's current model Floodplain Ordinance. Due to updated mapping and survey technologies along with the feedback gained about our geographic area, an updated map is forthcoming with newly designated zones in areas of the City. One of the most impactful changes within this ordinance, is the removal of the "freeboard" requirement, which is a set elevation the previous Ordinance required, above and beyond the FEMA designated Flood Protection Elevation for a 1% annual chance (formerly called 100-year) flood event. Although seemingly conservative, this additional elevation was tough-to-impossible to meet reasonably in most parts of the Special Flood Hazard Area, and costly to conform to. Additionally, there was no additional discount to flood insurance rates, having or meeting this "higher" standard.

BUDGETARY INFORMATION: There are no fees associated with making these administrative changes.

ACTION REQUESTED: It is recommended that proper legislation be prepared and approved to allow the new building regulations, particularly the “Flood Protection Elevation” change, to take effect early in the 2021 calendar year, to minimize the amount of new development applicants that need to try for variances from our existing Flood Protection Elevation. Ultimately these changes will help expedite developments, otherwise meeting our codes in the Special Flood Hazard Area, and keep our Ordinance in line with FEMA regulations.

I concur with this recommendation:

Eric Wobser
City Manager

Aaron Klein, PE
Director, City Engineer

cc: M. Spriggs, Commission Clerk; M. Reeder, Finance Director; B. Heil, Law Director

CURRENT ORDINANCE 1157 MARKUP

ORDINANCE NO. _____

AN ORDINANCE AMENDING PART ELEVEN (PLANNING AND ZONING CODE), TITLE FIVE (ADDITIONAL ZONING REQUIREMENTS), CHAPTER 1157 (FLOOD DAMAGE REDUCTION) OF THE CODIFIED ORDINANCES OF THE CITY OF SANDUSKY IN THE MANNER AND WAY SPECIFICALLY SET FORTH HEREINBELOW.

WHEREAS, the City Commission adopted Chapter 1157 (Flood Damage Reduction) by Ordinance No. 08-064, passed on July 28, 2008, which reflected the model ordinance provided by the Ohio Department of Natural Resources in order to meet all the requirements for the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP); and

WHEREAS, the proposed amendments are primarily to update terminology and definitions to coincide with FEMA's current model Floodplain Ordinance; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments of the City of Sandusky, Ohio and, NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. Part Eleven (Planning and Zoning Code), Title Five (Additional Zoning Requirements), Chapter 1157 (Flood Damage Reduction) of the Codified Ordinances of the City of Sandusky is hereby amended as follows:

**NEW LANGUAGE APPEARS IN BOLD PRINT
LANGUAGE TO BE STRICKEN APPEARS WITH A STRIKE THROUGH IT
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**CHAPTER 1157
FLOOD DAMAGE REDUCTION**

- 1157.01 General Provisions.
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- 1157.04 Use And Development Standards For Flood Hazard Reduction.
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CROSS REFERENCES

Flood control bonds; public capital improvement - see Ohio Const., Art. VIII, Sec. 21
National Insurance Program Compliance - see Ohio R.C. 307.37
County Commission flood control aid to governmental units - see Ohio R.C. 307.77
Levees - see Ohio R.C. 717.01
Participation in National Flood Insurance Program - see Ohio R.C. 1506.04
Construction permits and prohibitions for dams, dikes and levees - see Ohio R.C. 1521.06
Reduction of assessed valuation for establishing reservoirs - see Ohio R.C. 1521.09
Floodplain management - see Ohio R.C. 1521.13

Review of flood plain management ordinances - see Ohio R.C. 1521.18
Manufactured home parks - see Ohio R.C. 4781.26
Notification of flood - see Ohio R.C. 4781.33
Compliance with Flood Plain Management Rules - see Ohio R.C. 4781.29
Recreation vehicle parks - see Ohio R.C. 3729.04
Health, Safety and Sanitation - see GEN. OFF. Ch. 521

1157.01 GENERAL PROVISIONS.

(a) Statutory Authorization. ARTICLE XVIII, Section 7, Home Rule and ARTICLE XVIII, Section 3, of the Ohio Constitution grants municipalities the legal authority to adopt land use and control measures for promoting the health, safety, and general welfare of its citizens. Therefore, the City Commission of Sandusky, State of Ohio, does ordain as follows:

(b) Findings of Fact. The City of Sandusky has special flood hazard areas that are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. Additionally, structures that are inadequately elevated, floodproofed, or otherwise protected from flood damage also contribute to the flood loss. In order to minimize the threat of such damages and to achieve the purposes hereinafter set forth, these regulations are adopted.

(c) Statement of Purpose. It is the purpose of these regulations to promote the public health, safety and general welfare, and to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
- (6) Help maintain a stable tax base by providing for the proper use and development of areas of special flood hazard so as to protect property and minimize future flood blight areas;
- (7) Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions;
- (8) Minimize the impact of development on adjacent properties within and near flood prone areas;
- (9) Ensure that the flood storage and conveyance functions of the floodplain are maintained;
- (10) Minimize the impact of development on the natural, beneficial values of the floodplain;
- (11) Prevent floodplain uses that are either hazardous or environmentally incompatible; and
- (12) Meet community participation requirements of the National Flood Insurance Program.

(d) Methods of Reducing Flood Loss. In order to accomplish its purposes, these regulations include methods and provisions for:

- (1) Restricting or prohibiting uses which are dangerous to health, safety, and property due to water hazards, or which result in damaging increases in flood heights or velocities;
- (2) Requiring that uses vulnerable to floods, including facilities, which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- (4) Controlling filling, grading, dredging, excavating, and other development which may increase flood damage; and,
- (5) Preventing or regulating the construction of flood barriers, which will unnaturally divert flood, waters or which may increase flood hazards in other areas.

(e) Lands to Which These Regulations Apply. These regulations shall apply to all areas of special flood hazard within the jurisdiction of the City of Sandusky as identified in Section 1157.01(f), including any additional areas of special flood hazard annexed by City of Sandusky.

(f) Basis for Establishing the Areas of Special Flood Hazard. For the purposes of these regulations, the following studies and / or maps are adopted:

- (1) *Flood Insurance Study Erie County, Ohio and Incorporated Areas and Flood Insurance Rate Map (FIRM) Erie County, Ohio and Incorporated Areas* both effective August 28, 2008.
- (2) Other studies and / or maps, which may be relied upon for establishment of the flood protection elevation, delineation of the 100-year floodplain, floodways or delineation of other areas of special flood hazard.
- (3) Any hydrologic and hydraulic engineering analysis authored by a registered Professional Engineer in the State of Ohio, which has been approved by the City of Sandusky as required by Section 1157.04(c) Subdivisions and Large Scale Developments.

Any revisions to the aforementioned maps and / or studies are hereby adopted by reference and declared to be a part of these regulations. Such maps and/or studies are on file at the office of the Director of Engineering Services, ~~222 Meigs Street~~ **240 Columbus Avenue**, Sandusky, Ohio 44870.

(g) Abrogation and Greater Restrictions. These regulations are not intended to repeal any existing ordinances including subdivision regulations, zoning or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall be followed. These regulations shall not impair any deed restriction covenant or easement but the land subject to

such interests shall also be governed by the regulations.

(h) Interpretation. In the interpretation and application of these regulations, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and,
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes. Where a provision of these regulations may be in conflict with a state or Federal law, such state or Federal law shall take precedence over these regulations.

(i) Warning and Disclaimer of Liability. The degree of flood protection required by these regulations is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. These regulations do not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damage. These regulations shall not create liability on the part of the City of Sandusky, any officer or employee thereof, or the Federal Emergency Management Agency, for any flood damage that results from reliance on these regulations or any administrative decision lawfully made thereunder.

(j) Severability. Should any section or provision of these regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

~~(Ord. 08-064. Passed 7-28-08.)~~

1157.02 DEFINITIONS.

Unless specifically defined below, words or phrases used in these regulations shall be interpreted so as to give them the meaning they have in common usage and to give these regulations the most reasonable application.

(a) Accessory Structure: A structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal structure.

(b) Appeal: A request for review of the floodplain administrator's interpretation of any provision of these regulations or a request for a variance.

(c) Base Flood: The flood having a one percent chance of being equaled or exceeded in any given year. The base flood may also be referred to as the 1% chance annual flood or one-hundred (100) year flood.

(d) Base (100-Year) Flood Elevation (BFE): The water surface elevation of the base flood in relation to a specified datum, usually the National Geodetic Vertical Datum of 1929 or the North American Vertical Datum of 1988, and usually expressed in Feet Mean Sea Level (MSL). In Zone AO areas, the base flood elevation is the natural grade elevation plus the depth number (from 1 to 3 feet).

(e) Basement: Any area of the building having its floor subgrade (below

ground level) on all sides.

(f) **Breakaway Wall**: means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

(g) **Coastal High Hazard Area**: means an area of special flood hazard, as identified by the federal emergency management agency, along the open coast at Lake Erie and any other area subject to high velocity wave action from storms or seismic sources along Lake Erie and its bays.

(h) **Development**: Any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

(i) **Enclosure Below the Lowest Floor**: See "Lowest Floor."

(j) **Executive Order 11988 (Floodplain Management)**: Issued by President Carter in 1977, this order requires that no federally assisted activities be conducted in or have the potential to affect identified special flood hazard areas, unless there is no practicable alternative.

(k) **Federal Emergency Management Agency (FEMA)**: The agency with the overall responsibility for administering the National Flood Insurance Program.

(l) **Fill**: A deposit of earth material placed by artificial means.

(m) **Flood or Flooding**: A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters, and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

(n) **Flood Hazard Boundary Map (FHBM)**: Usually the initial map, produced by the Federal Emergency Management Agency, or U.S. Department of Housing and Urban Development, for a community depicting approximate special flood hazard areas.

(o) **Flood Insurance Rate Map (FIRM)**: An official map on which the Federal Emergency Management Agency or the U.S. Department of Housing and Urban Development has delineated the areas of special flood hazard.

(p) **Flood Insurance Risk Zones**: Zone designations on FHBMs and FIRMs that indicate the magnitude of the flood hazard in specific areas of a community. Following are the zone definitions:

- (1) **Zone A**: Special flood hazard areas inundated by the 100-year flood; base flood elevations are not determined.
- (2) **Zones A1-30 and Zone AE**: Special flood hazard areas inundated by the 100-year flood; base flood elevations are determined.

- (3) Zone AO: Special flood hazard areas inundated by the 100-year flood; with flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths are determined.
- (4) Zone AH: Special flood hazard areas inundated by the 100-year flood; flood depths of 1 to 3 feet (usually areas of ponding); base flood elevations are determined.
- (5) Zone A99: Special flood hazard areas inundated by the 100-year flood to be protected from the 100-year flood by a Federal flood protection system under construction; no base flood elevations are determined.
- (6) Zone B and Zone X (shaded): Areas of 500-year flood; areas subject to the 100-year flood with average depths of less than 1 foot or with contributing drainage area less than 1 square mile; and areas protected by levees from the base flood.
- (7) Zone C and Zone X (unshaded): Areas determined to be outside the 500-year floodplain.
- (8) **Zone V: Coastal special flood hazard area subject to a 100-year flood from velocity hazard (wave action); base flood elevations are not determined.**
- (9) **Zone VE: and V1-30: Coastal special flood hazard area subject to a 100-year from velocity hazard (wave action); base flood elevations are determined.**

(q) Flood Insurance Study (FIS): The official report in which the Federal Emergency Management Agency or the U.S. Department of Housing and Urban Development has provided flood profiles, floodway boundaries (sometimes shown on Flood Boundary and Floodway Maps), and the water surface elevations of the base flood.

(r) **Floodproofing: Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.**

(s) Flood Protection Elevation: The Flood Protection Elevation, or FPE, is the base flood elevation ~~plus two (2) feet of freeboard~~. In areas where no base flood elevations exist from any authoritative source, the flood protection elevation can be historical flood elevations, or base flood elevations determined and/or approved by the floodplain administrator.

(t) Floodway: A floodway is the channel of a river or other watercourse and the adjacent land areas that have been reserved in order to pass the base flood discharge. A floodway is typically determined through a hydraulic and hydrologic engineering analysis such that the cumulative increase in the water surface elevation of the base flood discharge is no more than a designated height. In no case shall the designated height be more than one foot at any point within the community.

The floodway is an extremely hazardous area, and is usually characterized by any of the following: Moderate to high velocity flood waters, high potential for debris and projectile impacts, and moderate to high erosion forces.

(u) Freeboard: A factor of safety usually expressed in feet above a flood level for the purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, obstructed bridge openings, debris and ice jams, and the hydrologic effect of urbanization in a watershed.

(v) Historic Structure: Any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listings on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
- (3) Individually listed on the State of Ohio's inventory of historic places maintained by the Ohio Historic Preservation Office.
- (4) Individually listed on the inventory of historic places maintained by City of Sandusky's historic preservation program, which program is certified by the Ohio Historic Preservation Office.

(w) Hydrologic and Hydraulic Engineering Analysis: An analysis performed by a professional engineer, registered in the State of Ohio, in accordance with standard engineering practices as accepted by FEMA, used to determine flood elevations and/or floodway boundaries.

(x) Letter of Map Change (LOMC): A Letter of Map Change is an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, and Flood Insurance Studies. LOMCs are broken down into the following categories:

- (1) Letter of Map Amendment (LOMA): A revision based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property is not located in a special flood hazard area.
- (2) Letter of Map Revision (LOMR): A revision based on technical data that, usually due to manmade changes, shows changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. One common type of LOMR, a LOMR-F, is a determination concerning whether a structure or parcel has been elevated by fill above the base flood elevation and is, therefore, excluded from the special flood hazard area.
- (3) Conditional Letter of Map Revision (CLOMR): A formal review and comment by FEMA as to whether a proposed project complies with the minimum National Flood Insurance Program floodplain management criteria. A CLOMR does not amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, or

Flood Insurance Studies.

(y) Lowest Floor: The lowest floor of the lowest enclosed area (including basement) of a structure. This definition excludes an "enclosure below the lowest floor" which is an unfinished or flood resistant enclosure usable solely for parking of vehicles, building access or storage, in an area other than a basement area, provided that such enclosure is built in accordance with the applicable design requirements specified in these regulations for enclosures below the lowest floor.

(z) Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle". For the purposes of these regulations, a manufactured home includes manufactured homes and mobile homes as defined in Chapter ~~3733~~ **4781** of the Ohio Revised Code.

(aa) Manufactured Home Park: As specified in the Ohio Administrative Code ~~3701-27-01~~ **4781-12-01(K)**, a manufactured home park means any tract of land upon which three or more manufactured homes, used for habitation are parked, either free of charge or for revenue purposes, and includes any roadway, building, structure, vehicle, or enclosure used or intended for use as part of the facilities of the park. A tract of land that is subdivided and the individual lots are not for rent or rented, but are for sale or sold for the purpose of installation of manufactured homes on the lots, is not a manufactured home park, even though three or more manufactured homes are parked thereon, if the roadways are dedicated to the local government authority. **Manufactured home park does not include any tract of land used solely for the storage or display for sale of manufactured homes.**

(bb) National Flood Insurance Program (NFIP): The NFIP is a Federal program enabling property owners in participating communities to purchase insurance protection against losses from flooding. This insurance is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods. Participation in the NFIP is based on an agreement between local communities and the Federal government that states if a community will adopt and enforce floodplain management regulations to reduce future flood risks to all development in special flood hazard areas, the Federal government will make flood insurance available within the community as a financial protection against flood loss.

(cc) New Construction: Structures for which the "start of construction" commenced on or after the initial effective date of the City of Sandusky Flood Insurance Rate Map, July 5, 1977, and includes any subsequent improvements to such structures. **For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM July 5, 1977, and includes any subsequent improvements to such structures.**

(dd) Person: Includes any individual or group of individuals, corporation,

partnership, association, or any other entity, including state and local governments and agencies. An agency is further defined in the Ohio Revised Code Section 111.15 **(A)(2)** as any governmental entity of the state and includes, but is not limited to, any board, department, division, commission, bureau, society, council, institution, state college or university, community college district, technical college district, or state community college. "Agency" does not include the general assembly, the controlling board, the adjutant general's department, or any court.

(ee) Recreational Vehicle: A vehicle which is (1) built on a single chassis, (2) 400 square feet or less when measured at the largest horizontal projection, (3) designed to be self-propelled or permanently towable by a light duty truck, and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

(ff) Registered Professional Architect: A person registered to engage in the practice of architecture under the provisions of sections 4703.01 to 4703.19 of the Revised Code.

(gg) Registered Professional Engineer: A person registered as a professional engineer under Chapter 4733 of the Revised Code.

(hh) Registered Professional Surveyor: A person registered as a professional surveyor under Chapter 4733 of the Revised Code.

(ii) Special Flood Hazard Area: Also known as "Areas of Special Flood Hazard", it is the land in the floodplain subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency on Flood Insurance Rate Maps, Flood Insurance Studies, Flood Boundary and Floodway Maps and Flood Hazard Boundary Maps as Zones A, AE, AH, AO, A1-30, ~~and~~ A99, or V, VE. Special flood hazard areas may also refer to areas that are flood prone and designated from other federal state or local sources of data including but not limited to historical flood information reflecting high water marks, previous flood inundation areas, and flood prone soils associated with a watercourse.

(jj) Start of Construction: The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of a building.

(kk) Structure: A walled and roofed building, manufactured home, or gas or liquid storage tank that is principally above ground.

(ll) Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

(mm) Substantial Improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures, which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include:

- ~~(1) Any improvement to a structure that is considered "new construction,"~~
- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified prior to the application for a development permit by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a "historic structure," provided that the alteration would not preclude the structure's continued designation as a "historic structure".

(nn) Variance: A grant of relief from the standards of these regulations ~~consistent with the variance conditions herein.~~

(oo) Violation: The failure of a structure or other development to be fully compliant with these regulations.
~~{Ord. 08-064. Passed 7-28-08.}~~

1157.03 ADMINISTRATION.

(a) Designation of the Floodplain Administrator. The Director of Engineering Services is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator.

(b) Duties and Responsibilities of the Floodplain Administrator. The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- (1) Evaluate applications for permits to develop in special flood hazard areas.
- (2) Interpret floodplain boundaries and provide flood hazard and flood protection elevation information.
- (3) Issue permits to develop in special flood hazard areas when the provisions of these regulations have been met, or refuse to issue the same in the event of noncompliance.
- (4) Inspect buildings and lands to determine whether any violations of

these regulations have been committed.

- (5) Make and permanently keep all records for public inspection necessary for the administration of these regulations including Flood Insurance Rate Maps, Letters of Map Amendment and Revision, records of issuance and denial of permits to develop in special flood hazard areas, determinations of whether development is in or out of special flood hazard areas for the purpose of issuing floodplain development permits, elevation certificates, **VE zone construction certifications**, variances, and records of enforcement actions taken for violations of these regulations.
- (6) Enforce the provisions of these regulations.
- (7) Provide information, testimony, or other evidence as needed during variance hearings.
- (8) Coordinate map maintenance activities and FEMA follow-up.
- (9) Conduct substantial damage determinations to determine whether existing structures, damaged from any source and in special flood hazard areas identified by FEMA, must meet the development standards of these regulations.

(c) Floodplain Development Permits. It shall be unlawful for any person to begin construction or other development activity including but not limited to filling; grading; construction; alteration, remodeling, or expanding any structure; or alteration of any watercourse wholly within, partially within or in contact with any identified special flood hazard area, as established in Section 1157.01(f), until a floodplain development permit is obtained from the Floodplain Administrator. Such floodplain development permit shall show that the proposed development activity is in conformity with the provisions of these regulations. No such permit shall be issued by the Floodplain Administrator until the requirements of these regulations have been met.

(d) Application Required. An application for a floodplain development permit shall be required for all development activities located wholly within, partially within, or in contact with an identified special flood hazard area. Such application shall be made by the owner of the property or his/her authorized agent, herein referred to as the applicant, prior to the actual commencement of such construction on a form furnished for that purpose. Where it is unclear whether a development site is in a special flood hazard area, the Floodplain Administrator may require an application for a floodplain development permit to determine the development's location. Such applications shall include, but not be limited to:

- (1) Site plans drawn to scale showing the nature, location, dimensions, and topography of the area in question; the location of existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.
- (2) Elevation of the existing, natural ground where structures are proposed.
- (3) Elevation of the lowest floor, including basement, of all proposed structures.
- (4) Such other material and information as may be requested by the Floodplain Administrator to determine conformance with, and provide enforcement of these regulations.

professional engineer that the bankfull flood carrying capacity of the watercourse will not be diminished.

- B. Adjacent communities, the U.S. Army Corps of Engineers, and the Ohio Department of Natural Resources, Division of Water, must be notified prior to any alteration or relocation of a watercourse. Evidence of such notification must be submitted to the Federal Emergency Management Agency.
- C. The applicant shall be responsible for providing the necessary maintenance for the altered or relocated portion of said watercourse so that the flood carrying capacity will not be diminished. The Floodplain Administrator may require the permit holder to enter into an agreement with City of Sandusky specifying the maintenance responsibilities. If an agreement is required, it shall be made a condition of the floodplain development permit.
- D. The applicant shall meet the requirements to submit technical data in Section 1157.03(kj)(1)(A)(3) when an alteration of a watercourse results in the relocation or elimination of the special flood hazard area, including the placement of culverts.

(4) Development Standards for Coastal High Hazard Areas [and MoWA Areas]. The requirements of Section 1157.03 (k) apply to development in coastal high hazard areas designated zone V or VE on the community's effective FIRM [and when designated on a preliminary or final FIRM issued by FEMA under the circumstances provided in Section 1157.03(k)]. *[OPTIONAL: The requirements of Section 1157.03 (k) also apply to development in Moderate Wave Action areas, within zone AE between a Limit of Moderate Wave Action and the landward limit of zone V or VE designated on the community's effective FIRM, or between a Limit of Moderate Wave Action and the offshore limit of the community's jurisdiction where zone V or VE is not designated on the community's effective FIRM.]*

- A. All new construction and substantial improvements shall be elevated on pilings or columns that may be armored as necessary to withstand Lake Erie ice forces so that:
 - 1. The bottom of the lowest horizontal structural member supporting the lowest floor (excluding the pilings or columns) is elevated to or above the flood protection elevation, and
 - 2. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components.
 - a. Water loading values shall be those associated with the base flood.
 - b. Wind loading values shall be those defined according to American Society of Civil Engineers

7-13 *Minimum design loads and associated criteria for buildings and other structures*, or current version adopted by Ohio Board of Building Standards.

- c. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Section 1157.03 (k)(1) (A).
- B. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.
 - 1. For the purpose of Section 1157.03 (k)(1)(A), a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot.
 - 2. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or where so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet all of the following conditions:
 - a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
 - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Water loading values shall be those associated with the base flood. Wind loading values shall be those defined according to American Society of Civil Engineers 7-16 *Minimum design loads and associated criteria for buildings and other structures*, or equivalent standard.
 - 3. All space enclosed by breakaway walls, open wood lattice-work, or insect screening below the lowest floor shall be used solely for parking of vehicles, building access, or storage.
- C. The use of fill or redistributed existing fill, placed after the initial identification of Zones V, VE or V1-30 on the

community's FIRM, for structural support of buildings is prohibited.

- D. Alteration of sand dunes that will increase potential flood damage is prohibited.
- E. Placement or substantial improvement of manufactured homes must comply with Section 1157.04 (d).
- F. Recreational vehicles must either:
 - 1. Be on site for fewer than 180 consecutive days;
 - 2. Be fully licensed and ready for highway use; or
 - 3. Comply with Section 1157.04 (d).

~~(Ord. 08-064. Passed 7-28-08.)~~

1157.05 APPEALS AND VARIANCES.

(a) Appeals Board Established.

- (1) The City of Sandusky Board of Zoning Appeals established under Chapter 1111 of the Codified Ordinances of the City of Sandusky is hereby appointed to serve as the Appeals Board for these regulations.
- (2) Records of the Appeals Board shall be maintained by the Clerk of the Board of Zoning Appeals. A copy of the records of any appeal regarding this Chapter 1157 shall also be maintained in the Office of the Floodplain Administrator.

(b) Powers and Duties.

- (1) The Appeals Board shall hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Floodplain Administrator in the administration or enforcement of these regulations.
- (2) Authorize variances in accordance with Section 1157.05(d) of these regulations.

(c) Appeal From Any Notice and Order, or Other Official Action of the Floodplain Administrator.

- (1) Any person adversely affected by any notice, order or other official action of the Floodplain Administrator may request a hearing on the matter before the Appeals Board provided that such person shall file, within 21 days of the date of such notice and order, or other official action, a brief statement of the grounds for such hearing or for the mitigation of any item appearing on any order of the Floodplain Administrator's decision. Such appeal shall be in writing, signed by the applicant, and be filed with the Floodplain Administrator. Upon receipt of the appeal, the Floodplain Administrator shall transmit a report including any and all necessary pertinent information on which the Floodplain Administrator's decision was made to the Clerk of the Appeals Board.
- (2) Upon receipt of the notice of appeal, the Appeals Board shall fix a reasonable time for the appeal hearing, give notice in writing to parties in interest, and decide the appeal within a reasonable time

after the hearing.

(d) Variances. Any person believing that the use and development standards of these regulations would result in unnecessary hardship may file an application for a variance. The Appeals Board shall have the power to authorize, in specific cases, such variances from the standards of these regulations, not inconsistent with Federal regulations, as will not be contrary to the public interest where, owing to special conditions of the lot or parcel, a literal enforcement of the provisions of these regulations would result in unnecessary hardship.

(1) Application for a Variance.

- A. Any owner, or agent thereof, of property for which a variance is sought shall make an application for a variance by filing it with the Floodplain Administrator, who upon receipt of the application for a variance shall transmit it to the Clerk of the Appeals Board.
- B. Such application at a minimum shall contain the following information: Name, address, and telephone number of the applicant; legal description of the property; parcel map; description of the existing use; description of the proposed use; location of the floodplain; description of the variance sought; and reason for the variance request.
- C. All applications for variance shall be accompanied by a variance application fee set in the schedule of fees adopted by the City of Sandusky.

(2) Public Hearing for a Variance. At such hearing the applicant shall present such statements and evidence as the Appeals Board requires. In considering such variance applications, the Appeals Board shall consider and make findings of fact on all evaluations, all relevant factors, standards specified in other sections of these regulations and the following factors:

- A. The danger that materials may be swept onto other lands to the injury of others.
- B. The danger to life and property due to flooding or erosion damage.
- C. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
- D. The importance of the services provided by the proposed facility to the community.
- E. The availability of alternative locations for the proposed use that are not subject to flooding or erosion damage.
- F. The necessity to the facility of a waterfront location, where applicable.
- G. The compatibility of the proposed use with existing and anticipated development.
- H. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area.
- I. The safety of access to the property in times of flood for ordinary and emergency vehicles.

- J. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.
- K. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

Variances shall only be issued upon:

- L. A showing of good and sufficient cause.
- M. A determination that failure to grant the variance would result in exceptional hardship due to the physical characteristics of the property. Increased cost or inconvenience of meeting the requirements of these regulations does not constitute an exceptional hardship to the applicant.
- N. A determination that the granting of a variance will not result in increased flood heights beyond that which is allowed in these regulations; additional threats to public safety; extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing local laws.
- O. A determination that the structure or other development is protected by methods to minimize flood damages.
- P. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

Upon consideration of the above factors and the purposes of these regulations, the Appeals Board may attach such conditions to the granting of variances, as it deems necessary to further the purposes of these regulations.

(3) Other Conditions for Variances.

- A. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- B. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items in Section ~~5.4(B)(1) to (11)~~ **1157.05(d)(2)(A) to (K)** have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.
- C. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(e) Appeal to the Court. Those aggrieved by the decision of the Appeals Board may appeal such decision to the Erie County Court of Common Pleas, as provided in Chapter 2506 of the Ohio Revised Code.

~~(Ord. 08-064. Passed 7-28-08.)~~

1157.06 ENFORCEMENT.

(a) Compliance Required.

- (1) No structure or land shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged or altered without full compliance with the terms of these regulations and all other applicable regulations which apply to uses within the jurisdiction of these regulations, unless specifically exempted from filing for a development permit as stated in Section 1157.03(i).
- (2) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with Section 1157.06(c).
- (3) Floodplain development permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the use, and arrangement, set forth in such approved plans and applications or amendments thereto. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and punishable in accordance with Section 1157.06(c).

(b) Notice of Violation.

Whenever the Floodplain Administrator determines that there has been a violation of any provision of these regulations, he or she shall give notice of such violation to the person responsible therefore and order compliance with these regulations as hereinafter provided. Such notice and order shall:

- (1) Be put in writing on an appropriate form;
- (2) Include a list of violations, referring to the section or sections of these regulations that have been violated, and order remedial action, which, if taken, will effect compliance with the provisions of these regulations;
- (3) Specify a reasonable time for performance;
- (4) Advise the owner, operator, or occupant of the right to appeal;
- (5) Be served on the owner, occupant, or agent in person. However, this notice and order shall be deemed to be properly served upon the owner, occupant, or agent if a copy thereof is sent by registered or certified mail to the person's last known mailing address, residence, or place of business, and/or a copy is posted in a conspicuous place in or on the dwelling affected.

(c) Violations and Penalties.

Violation of the provisions of these regulations or failure to comply with any of its requirements shall be deemed to be a strict liability offense, and shall constitute a first degree misdemeanor. Any person who violates these regulations or fails to comply with any of its requirements shall upon conviction thereof be fined or imprisoned as provided by the laws of the City of Sandusky. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of Sandusky from taking such other lawful action as is necessary to prevent or remedy any violation. The City of Sandusky shall prosecute any violation of

these regulations in accordance with the penalties stated herein.
(~~Ord. 08-064. Passed 7-28-08.~~)

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance shall take effect at the earliest time allowed by Law.

RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION

ATTEST: _____
MCKENZIE E. SPRIGGS
CLERK OF THE CITY COMMISSION

Passed:

**STATISTICS ON
FLOODPLAIN
VARIANCES SOUGHT
(SINCE 2016)**

2016

#	DATE	ADDRESS	VARIANCE TYPE	RESULT		
18-16	18-Aug	1 CP Drive	Floodplain Variance	Approved		
07-16	21-Apr	3115 Cleveland Rd. Sports Force Park	Floodplain Variance	Approved		

Floodplain
 Variance
 Applications
 Sought (since 16)

14

Approved

13

Denied

0

Withdrawn

1

2017

DATE ADDRESS VARIANCE TYPE RESULT

11-17	6-Apr	2102 River Rd	Flood Zone Variance	Approved		
14-17	18-May	One Cedar Point Drive	Flood Zone Variance	Approved		

2018

#	DATE	ADDRESS	VARIANCE TYPE	RESULT	
07-18	19-Apr	One Cedar Point Drive	Flood Protection Waiver	Approved	
08-18	19-Apr	One Cedar Point Drive	Flood Protection Waiver	Approved	
09-18	19-Apr	One Cedar Point Drive	Flood Protection Waiver	Approved	
10-18	19-Apr	One Cedar Point Drive	Flood Protection Waiver	Approved	

2019

#

DATE _____

ADDRESS**VARIANCE TYPE**

RESULT

OWNER[illegible]

2020

#	DATE	ADDRESS	VARIANCE TYPE	RESULT	OWNER	
PVAR20-00	7/14/2020	1 CEDAR POINT DR	Variance - Flood Plain	Approved	CEDAR POINT PARK LLC	
PVAR20-00	7/17/2020	831 CEDAR POINT RD	Variance - Flood Plain	Approved	GARDNER BRENT A & TAMI J COTRUSTEES	
	18-Jun	1 CEDAR POINT DR.	Variance - Flood Plain	Approved	CEDAR POINT PARK LLC	
	10/15/2020	1107 CEDAR POINT RD	Variance - Flood Plain	Approved	DAVID JESSE	

2021

#

DATE _____

ADDRESS**VARIANCE TYPE**

RESULT

OWNER

[illegible]

**FEEDBACK ON
CURRENT ORDINANCE
FROM AFFECTED
PARTIES**

Josh Snyder

From: John A. Feick <feickja@aol.com>
Sent: Friday, February 12, 2021 8:52 AM
To: Josh Snyder
Subject: Re: Planned changes to Codified Ordinance Chapter 1157 (Floodplain).

THIS EMAIL IS FROM AN EXTERNAL SOURCE. PLEASE DO NOT CLICK ON ANY LINKS OR ATTACHMENTS IF YOU ARE NOT EXPECTING THEM OR UNLESS YOU KNOW THEM TO BE SAFE

There is no benefit for this 2' of freeboard. Everyone from Cedar Point to my boathouse clients object and apply for a variance to this requirement.

Please note my new email address

JOHN A. FEICK, AIA, NCARB, LEED AP

224 East Water Street

Sandusky, Ohio 44870

419-625-2554 (w)

419-656-3017 (c)

feickja3@gmail.com

-----Original Message-----

From: Josh Snyder <jsnyder1@ci.sandusky.oh.us>

To: Megan Stookey <mstookey@ci.sandusky.oh.us>

Cc: Greg Voltz <gvoltz@ci.sandusky.oh.us>

Sent: Thu, Feb 11, 2021 3:48 pm

Subject: Planned changes to Codified Ordinance Chapter 1157 (Floodplain).

All,

You have come across my emails as someone who has dealt with the City's floodplain ordinance in 2019 or 2020. This email is to generate feedback on the City's existing 2' freeboard (additional building height) requirement for new construction. Please take 20 seconds to read and check. Any additional commentary is appreciated.

DO YOU BELIEVE YOU HAVE BEEN INVOLVED IN A PROJECT(S) WHERE THE 2' FREEBOARD HAS BEEN A BENEFIT?

Any additional feedback on this ordinance is appreciated.

Thanks in advance!

Joshua R. Snyder, PE, CPSWQ | Assistant City Engineer

Public Works

Engineering

240 Columbus Ave. | Sandusky, OH 44870

T: 419.627.5875

www.ci.sandusky.oh.us

Josh Snyder

From: Alex Etchill <alex@contractorsdesigneng.com>
Sent: Friday, February 12, 2021 12:54 PM
To: Josh Snyder
Cc: Megan Stookey; Greg Voltz
Subject: Re: Planned changes to Codified Ordinance Chapter 1157 (Floodplain).

THIS EMAIL IS FROM AN EXTERNAL SOURCE. PLEASE DO NOT CLICK ON ANY LINKS OR ATTACHMENTS IF YOU ARE NOT EXPECTING THEM OR UNLESS YOU KNOW THEM TO BE SAFE

Josh & Greg,

I do not recall a project that the additional 2' freeboard was beneficial to a project. In most cases it has caused undue hardship. I believe the adjacent grade next to a building is the key factor, which FEMA uses. Flood waters will not begin to damage a building until it rises to the lowest grade around the building. FEMA sets a good standard and I think that would be sufficient. You may want to call Ottawa County Regional Planning to review their policy. They have a lot of development along Lake Erie and have to deal with this often. I know they only have a 0' freeboard too.

Adam Weaver in our office thinks that FEMA may have a 1' freeboard requirement when building within a flood zone buried somewhere in one of their manuals. I have never come across it but that would be another thing to investigate.

That's my 2 cents, thanks for reaching out! You all have a great weekend and good job at the gym this morning Megan & Greg!

-Alex

Alexander B. Etchill, P.E., P.S.
Contractors Design Engineering, Ltd.
1623 Old State Road
Norwalk, OH 44857

o: (419)-663-0885
f: (419)663-2805

On Thu, Feb 11, 2021 at 3:48 PM Josh Snyder <jsnyder1@ci.sandusky.oh.us> wrote:

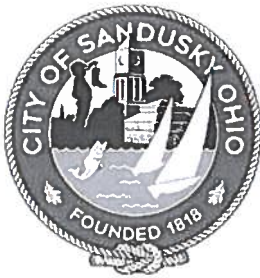
All,

You have come across my emails as someone who has dealt with the City's floodplain ordinance in 2019 or 2020. This email is to generate feedback on the City's existing 2' freeboard (additional building height) requirement for new construction. Please take 20 seconds to read and check. Any additional commentary is appreciated.

DO YOU BELIEVE YOU HAVE BEEN INVOLVED IN A PROJECT(S) WHERE THE 2' FREEBOARD HAS BEEN A BENEFIT?

Any additional feedback on this ordinance is appreciated.

Thanks in advance!



Joshua R. Snyder, PE, CPSWQ | Assistant City Engineer
Public Works

Engineering
240 Columbus Ave. | Sandusky, OH 44870
T: 419.627.5875
www.ci.sandusky.oh.us



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Josh Snyder

From: Erline Trsek <cppoa@buckeye-express.com>
Sent: Monday, February 15, 2021 11:03 AM
To: Josh Snyder
Cc: apeugeot@bex.net; gantho@gmail.com; sprout1419@aol.com
Subject: Re: Flood plane - Cedar Point Road

THIS EMAIL IS FROM AN EXTERNAL SOURCE. PLEASE DO NOT CLICK ON ANY LINKS OR ATTACHMENTS IF YOU ARE NOT EXPECTING THEM OR UNLESS YOU KNOW THEM TO BE SAFE

Thanks Josh - Sounds like the City is doing what it can in the best interests of our homeowners at this time which we do appreciate. If in the future, any further matters of concern come up with these regulations, please don't hesitate to notify or contact the Cedar Point Property Owners Association if we can be of any assistance. The email is CPPOA@bex.net

Thank you, Erline
c 440-665-0034

On Sun, 14 Feb, 2021 at 9:02 PM, Josh Snyder <jsnyder1@ci.sandusky.oh.us> wrote:

To: erline trsek
Cc: apeugeot@bex.net; sprout1419@aol.com; gantho@gmail.com

Currently engineering staff is looking to do away with the 2-foot freebies currently in City Ordinances, above and beyond FEMA's regulation. That was my recent inquiry, City commission has shown concern for removal of this additional 2' requirement. Digging further 12/13 (1 was withdrawn) variances from this requirement have been granted since 2016, so it appears its not as important to the Board of Zoning appeals, either. On a side but related note, due to response from vested homeowners, FEMA has delayed the "new mapping" and its planned effective date. This is postponed indefinitely to the City's knowledge.

Thanks, Josh

Get Outlook for iOS

From: Erline Trsek <cppoa@buckeye-express.com>
Sent: Saturday, February 13, 2021 12:50:13 PM
To: Josh Snyder <jsnyder1@ci.sandusky.oh.us>
Cc: apeugeot@bex.net <apeugeot@bex.net>; sprout1419@aol.com <sprout1419@aol.com>; gantho@gmail.com <gantho@gmail.com>
Subject: Flood plane - Cedar Point Road

THIS EMAIL IS FROM AN EXTERNAL SOURCE. PLEASE DO NOT CLICK ON ANY LINKS OR ATTACHMENTS IF YOU ARE NOT EXPECTING THEM OR UNLESS YOU KNOW THEM TO BE SAFE

Hello Mr. Snyder - I am secretary for the Cedar Point Property Owners Association and was contacted by Georgia Anthony about a FEMA change to the flood plane along the Cedar Point Chaussee lakefront/Bay area.

As this 2 foot flood depth change is something that would affect many of our property owners, I would appreciate it if you could share the details of the current effort with FEMA. If there is anything that the CPPOA can do to support your effort, we would like to do that.

Thanks,

Erline Trsek, CPPOA Secretary/Treasurer
440-665-0034

p.s. I have copied Al Peugeot who the current CPPOA President along with another Board member Mike Prout who lives on the Chaussee and owns the vacant lot next to the Anthony property.

NOTICE: This electronic message transmission and all attachments transmitted with it are intended for the use of the individual or entity that is the intended recipient and may contain legally privileged, protected, or confidential information. If you are not the designated recipient please be aware that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this electronic transmission in error, please notify us by telephone (419.627.5844), collect, or by reply electronic mail and promptly destroy the original transmission and any copies. Delivery of this message and any attachments to any person other than the intended recipient(s) is not intended in any way to waive confidentiality or a privilege. Thank you. Law Department, City of Sandusky, Ohio.

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR A CONDITIONAL USE PERMIT
TO ALLOW FOR 2211 MILLS STREET (PARCELS 580-
68010.000, 58-68014.000, 58-68-015.000) TO BE
USED AS A GROUP HOME

Reference Number: PCONDU21-0002

Date of Report: March 16, 2021



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Fritz Mueller, as an authorized agent of St. Pauls Evangelical Lutheran and Corsos Perennials, has applied for a conditional use permit to allow for 2211 Mills Street (PARCELS 580-68010.000, 58-68014.000, 58-68-015.000) to be used as a group home. The following information is relevant to this application:

Applicant: St. Pauls Evangelical Lutheran
2211 Mills Street
Sandusky, Ohio 44870

Authorized Agent: Fritz Mueller
3404 Milan Road
Sandusky, Ohio 44870

Site Location: 2211 Mills Street/ PARCELS 580-68010.000, 58-68014.000, 58-68-015.000

Current Zoning: "PF" Public Facilities

Surrounding Zoning: North- "R1-50" Single Family Residential / Use: Residential
East- "R1-50" Single Family Residential / Use: Residential
South- "I-2" Heavy Industrial (Perkins Township)/Use: Land and Power Substation
West- "LM" Limited Manufacturing / Use: Vacant

Existing Use: Religious

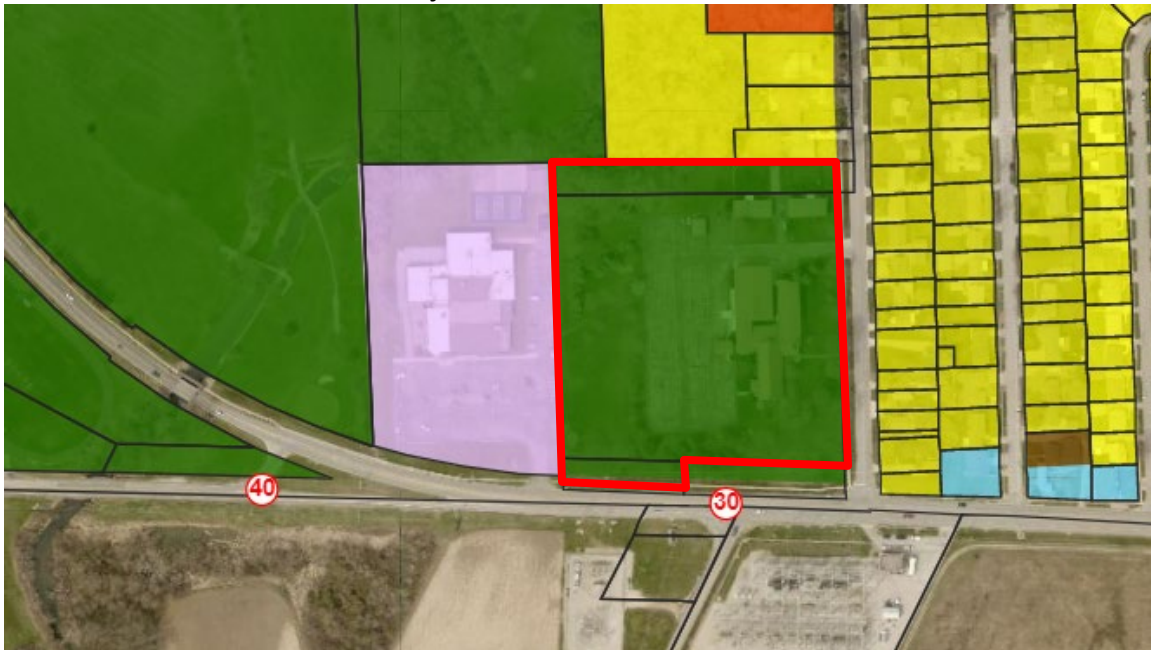
Proposed Zoning: "CS" Commercial Service

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 property is currently located within a “PF” Public Facilities District. The subject property is adjacent to “PF” Public Facilities zoned parcel, “LM” Limited Manufacturing zoned parcels, “R1-50” Single Family Residential zoned parcels, and to “I-2” Heavy Industrial property located to the South in Perkins Township.

Subject Parcels Outlined in Red:



Zone Map Setbacks



PUD - Planned Unit Development



Parcels



TRO - Transient Rental Overlay



Zoning

- AG - Agriculture
- CA - Commercial Amusement
- CR - Commercial Recreation
- CS - Commercial Service
- DBD - Downtown Business
- GB - General Business
- GM - General MAnufacturing
- LB - Local Business
- LM - Local Manufacturing
- P - Auto Parking

- PF - Public Facilities
- R1-40 - Single Family Residential
- R1-50 - Single Family Residential
- R1-60 - Single Family Residential
- R1-75 - Single Family Residential
- R2F Two-Family Residential
- RB - Roadside Business
- RMF - Multi-Family Residential
- RRB - Residential/Business
- RS - Residential Suburban



PLANNING DEPARTMENT COMMENTS

This parcel is mostly adjacent to parcels zoned single family residential, a newly zoned limited manufacturing zoned parcel to the west, and to the south is land that is zoned heavy industrial in Perkins Township. Along with the Conditional Use Permit application, the applicant is proposing the rezoning of this land as they look to sell the property and the purchasing organization is looking to use the site mostly for dormitory style housing, college intern housing, and some other ancillary uses.

The proposed reuse of the property could offer great opportunity for the neighborhood and Sandusky. The applicant is proposing to rezone the property so that it can be used for agricultural worker housing, college intern housing, as well as other ancillary uses. These ancillary uses will start with just recreational area for the residents, but in the future may include plant research and/or educational facilities.

As of 2019, there had been 6,800 religious buildings sold in the United States over the previous five years.* This trend, while disheartening is also playing out at the local level with various religious buildings being up for sale recently, or currently. Staff believes it is important to be reminded that the property directly to the south of this property is zoned for a much higher industrial use.

With this in mind staff believes that this site will ultimately be hard to find alternative uses for and may sit vacant for quite some time if this project does not occur. Vacant sites lead to depressed property values and detract from potential investment.

Group home situations often are met with levels of distrust by neighboring property owners which is why conditions are put in place through the conditional use permit process. The proposed project would be difficult to site anywhere, and the applicants, believe they have done their due diligence by looking at locations throughout the county that could deliver an appropriate housing situation. The current site was chosen due to its ability to be transformed into safe affordable housing at the edge of a neighborhood, adjacent to a small industrial building, north of a power facility, and within close access to valuable goods and services for the residents.

The site also gave the applicant the opportunity to provide on site recreational opportunities, provide locations for trial gardens, have staff trainings, and the possibility to host public workshops in the future. The applicants have offered an expansive landscaping plan that is meant to beautify the neighborhood, while also provide a buffer between the site and the street.

The impact on the surrounding neighborhood will be minimal if the conditions of the Conditional Use Permit are followed and enforced. The conditions are meant to ensure that the proposed project does not negatively impact the neighborhood by ensuring the use is consistent with the application, requiring noise is at levels appropriate for residential areas, and ensuring that there is recourse if something were to occur which would be detrimental to the neighborhood.

In 2018 the City of Sandusky adopted a Welcoming City resolution which proclaimed that the City of Sandusky is a Welcoming and Safe Community for Immigrants. the Welcome Sandusky initiative is part of a broader national movement, the Welcoming Cities and Counties program of Welcoming America, which encourages communities throughout Ohio and the United States to embrace diversity, making the most of their human resources socially and economically and reduce barriers for all people of diverse backgrounds.

Understanding the goals set for this area by the city's Comprehensive Plan and the reasons previously stated in this report staff believes the Conditional Use Permit should be granted with conditions noted in the Conclusion.

*[Houses Of Worship Find New Life After Congregations Downsize : NPR](#)

ENGINEERING STAFF COMMENTS

The City Engineer has reviewed the Conditional Use Permit application and we have not received objections at the time of writing the report.

BUILDING STAFF COMMENTS

The City Building Official does not review Conditional Use Permit Applications.

POLICE DEPARTMENT COMMENTS

The City Police Chief has received the Conditional User Permit application and report and has no issues.

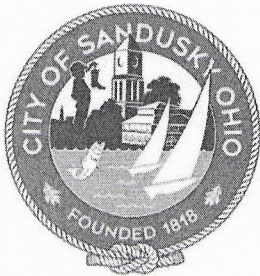
FIRE DEPARTMENT COMMENTS

The City Fire Chief has no issues with this project at this time. A site visit with the property rep. and contractors should take place at a later date.

CONCLUSION/RECOMMENDATION

In conclusion, staff recommends the approval of the Conditional Use Permit application with the following conditions:

1. The maximum permissible sound levels must comply with “residential” restrictions in table I of section 519.06.
2. The property owner shall maintain a policy that prohibits the possession and consumption of alcoholic beverages on site.
3. The property owner shall maintain an Agricultural Labor Camp Housing License issued by the Ohio Department of Health for the site.



PLANNING COMMISSION

Application for Approval

Department of Planning
240 Columbus Ave
Sandusky, Ohio 44870
419.627.5891
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: St. Paul Evangelical Lutheran

Property Owner Address: 2211 Mills Street, Sandusky, Ohio 44870

Property Owner Telephone: 419-656-1832

Property Owner Email: lcr7146@yahoo.com

Authorized Agent Name: Fritz Mueller

Authorized Agent Address: 3404 Milan Rd, Sandusky, Oh 44870

Authorized Agent Telephone: 419-626-0765 Extension: 251

Authorized Agent Email: fmueller@corsos.com

Type text here

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 2211 Mills Street, Sandusky, Ohio 44870

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

OL 4, N 60' OF S.E. COR OF 175A, N 60' OF S.E. COR OF 175 A 60'

Parcel Number: 58-68010.000, 58-68014.000, 58-68015.000 Zoning District: CS

DETAILED SITE INFORMATION:

Land Area of Property: 8.39010 (sq. ft. or acres)

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

Building #1: 22,629 (in sq. ft.)

Building #2: 1,852

Building #3: 1,852

Additional: 768

Total Building Coverage (as % of lot area): 27%

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:

Building #1 (Church) will be for agricultural worker housing and a training center: 22,629 sq. feet

Building #2 and Building #3 (houses) will be for college intern housing: 3,704 sq. feet

Additional Building (Garage) will be used for property maintenance equipment: 768 sq. feet

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

Number of Dwelling Units (if applicable): 3

Number of Off-Street Parking Spaces Provided: 62

Parking Area Coverage (including driveways): 70,000 (in sq. ft.)

Landscaped Area: 26,372 (in sq. ft.)

PROPOSED DEVELOPMENT (check those that apply):

☐ **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.):

The main building will be principally utilized for dormitories for agricultural workers.

There will also be a smaller section dedicated to a training center in the main building.

Building #2 and Building #3 (houses) will be for college intern housing.

We may lease one house to a tenant until we have enough college interns.

We are planning the redevelopment of that property to house up to 200 agricultural workers (currently 160) and approximately 16 college interns (currently 8).

The housing will be run with strict policies so as to promote a harmonious fit with the community.

The college interns will be housed throughout the year.

These H2A agricultural workers start late January with approximately 50 people.

During spring and summer, we have approximately 160 workers.

In late summer and fall, we go back down to 50 people again.

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.

Fritz Mueller 3/10/21
Signature of Owner or Agent Date

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of St. Paul Evangelical Church (municipal street address of property), I hereby authorize Fritz Mueller to act on my behalf during the Planning Commission approval process.

James R. [Signature] 03-10-2021
Signature of Property Owner Date

STAFF USE ONLY:

Date Application Accepted: _____ Permit Number: _____

Date of Planning Commission Meeting: _____

Planning Commission File Number: _____

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR MAP AN AMENDMENT TO THE
ZONING MAP FOR 2211 MILLS STREET (PARCELS
580-68010.000, 58-68014.000, 58-68-015.000)

Reference Number: PRZ21-0001

Date of Report: February 17, 2021

Report Author: Greg Voltz, Planner



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Fritz Mueller, as an authorized agent of St. Pauls Evangelical Lutheran and Corsos Perennials, has applied for a rezoning of property from “PF” – Public Facilities to “CS” – Commercial Service. The following information is relevant to this application:

Applicant: St. Pauls Evangelical Lutheran
2211 Mills Street
Sandusky, Ohio 44870

Authorized Agent: Fritz Mueller
3404 Milan Road
Sandusky, Ohio 44870

Site Location: 2211 Mills Street/ PARCELS 580-68010.000, 58-68014.000, 58-68-015.000

Current Zoning: “PF” Public Facilities

Surrounding Zoning: North- “R1-50” Single Family Residential / Use: Residential
East- “R1-50” Single Family Residential / Use: Residential
South- “I-2” Heavy Industrial (Perkins Township)/Use: Land and Power Substation
West- “LM” Limited Manufacturing / Use: Vacant

Existing Use: Religious

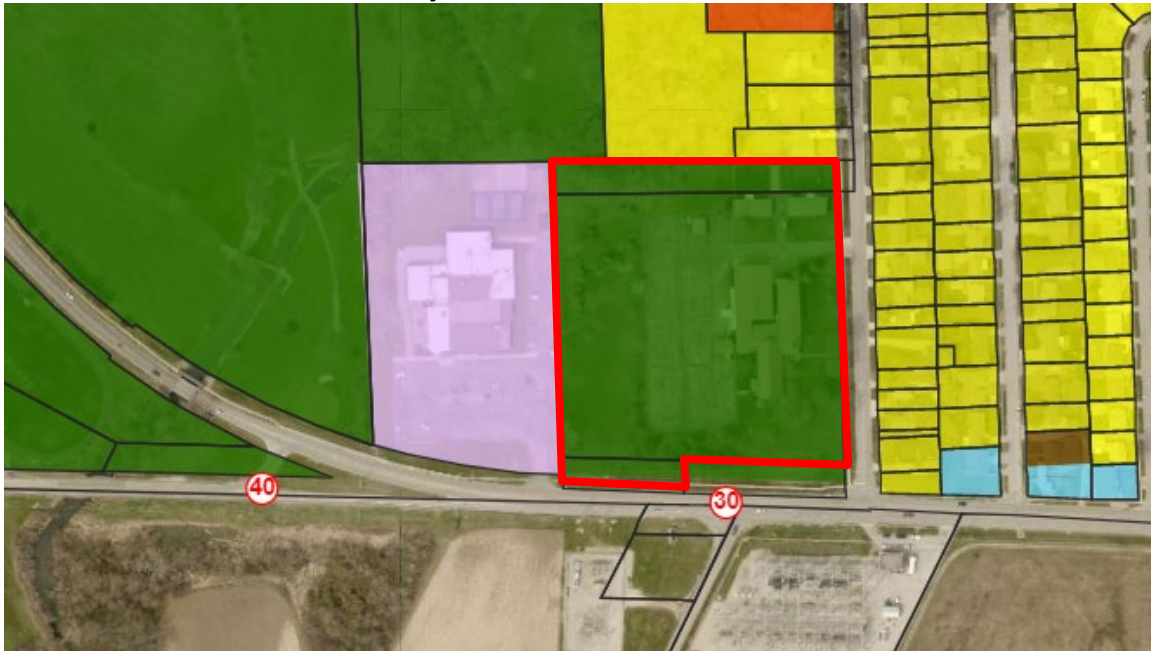
Proposed Zoning: “CS” Commercial Service

Applicable Plans & Regulations: City of Sandusky Bicentennial Comprehensive Plan
City of Sandusky Planning and Zoning Code Chapters:
1129 Residential Districts
1139 Manufacturing Districts

SITE DESCRIPTION

The subject property is currently located within a “PF” Public Facilities District. The subject property is adjacent to “PF” Public Facilities zoned parcel, “LM” Limited Manufacturing zoned parcels, “R1-50” Single Family Residential zoned parcels, and to “I-2” Heavy Industrial property located to the South in Perkins Township.

Subject Parcels Outlined in Red:



Zone Map Setbacks



PUD - Planned Unit Development



Parcels



TRO - Transient Rental Overlay



Zoning

- AG - Agriculture
- CA - Commercial Amusement
- CR - Commercial Recreation
- CS - Commercial Service
- DBD - Downtown Business
- GB - General Business
- GM - General MAnufacturing
- LB - Local Business
- LM - Local Manufacturing
- P - Auto Parking

- PF - Public Facilities
- R1-40 - Single Family Residential
- R1-50 - Single Family Residential
- R1-60 - Single Family Residential
- R1-75 - Single Family Residential
- R2F Two-Family Residential
- RB - Roadside Business
- RMF - Multi-Family Residential
- RRB - Residential/Business
- RS - Residential Suburban



Perkins Township Zoning in relation to site




 I-2 - Heavy Industrial

Photo of site



PLANNING DEPARTMENT COMMENTS

This parcel is mostly adjacent to parcels zoned single family residential, a newly zoned limited manufacturing zoned parcel to the west, and to the south is land that is zoned heavy industrial in Perkins Township. The applicant is proposing the rezoning of this land as they look to sell the property and the purchasing organization is looking to use the site mostly for dormitory style housing, college intern housing, and some other ancillary uses.

According to the City's Bicentennial Vision Comprehensive Plan, this neighborhood had several strong recommendations that could be addressed by this rezoning.

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

- 1) Redevelop vacant and blighted parcels along Perkins and encourage design standards that give a uniform experience along the corridor.
- 2) Regional Partnerships & Perspective; Human Capital, Entrepreneur & Small Business Support

Following the loss of a religious institution such as St. Paul Lutheran Church, the proposed reuse of the property could offer great opportunity for the neighborhood and Sandusky. The applicant is proposing to rezone the property so that it can be used for agricultural worker housing, college intern housing, as well as other ancillary uses. These ancillary uses will start with just recreational area for the residents, but in the future may include plant research and/or educational facilities.

As of 2019, there had been 6,800 religious buildings sold in the United States over the previous five years.* This trend, while disheartening is also playing out at the local level with various religious buildings being up for sale recently, or currently. Staff believes it is important to be reminded that the property directly to the south of this property is zoned for a much higher industrial use.

Staff examined the City's Bicentennial Vision Comprehensive Plan as it relates to this area and we believe that this rezoning could offer great potential towards developing human capital, entrepreneurship, and diversity.

The rezoning to "CS" Commercial Service is to provide a flexibility for the site that is reminiscent of the Cedar Point Dormitories, while also having the site available for some commercial uses in the future if the development demands. If the rezoning and purchase of the property moves forward, the new owners, Corso's Perennials, would then need to return to Planning Commission for a Site Plan review, as well as a Conditional Use Permit to use portions of the property as a group home.

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 and the reasons previously stated in this report staff believes the rezoning could satisfy the above conditions.

*[Houses Of Worship Find New Life After Congregations Downsize : NPR](#)

ENGINEERING STAFF COMMENTS

The City Engineer has reviewed the proposed zoning amendment and we have not received objections at the time of writing the report.

BUILDING STAFF COMMENTS

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

POLICE DEPARTMENT COMMENTS

The City Police Chief has reviewed the proposed zone map amendment.

FIRE DEPARTMENT COMMENTS

The City Fire Chief has reviewed the proposed zone map amendment and we have not received objects at the time of writing the report.

CONCLUSION/RECOMMENDATION

In conclusion, staff continues recommends the approval of the proposed amendment to the Zoning Map for 2211 Mills Street (Parcels 580-68010.000, 58-68014.000, 58-68-015.000).

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR MAP AN AMENDMENT TO THE
ZONING MAP FOR 2211 MILLS STREET (PARCELS
580-68010.000, 58-68014.000, 58-68-015.000)

Reference Number: PRZ21-0001

Date of Report: February 17, 2021



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Fritz Mueller, as an authorized agent of St. Pauls Evangelical Lutheran and Corsos Perennials, has applied for a rezoning of property from “PF” – Public Facilities to “CS” – Commercial Service. The following information is relevant to this application:

Applicant: St. Pauls Evangelical Lutheran
2211 Mills Street
Sandusky, Ohio 44870

Authorized Agent: Fritz Mueller
3404 Milan Road
Sandusky, Ohio 44870

Site Location: 2211 Mills Street/ PARCELS 580-68010.000, 58-68014.000, 58-68-015.000

Current Zoning: “PF” Public Facilities

Surrounding Zoning: North- “R1-50” Single Family Residential / Use: Residential
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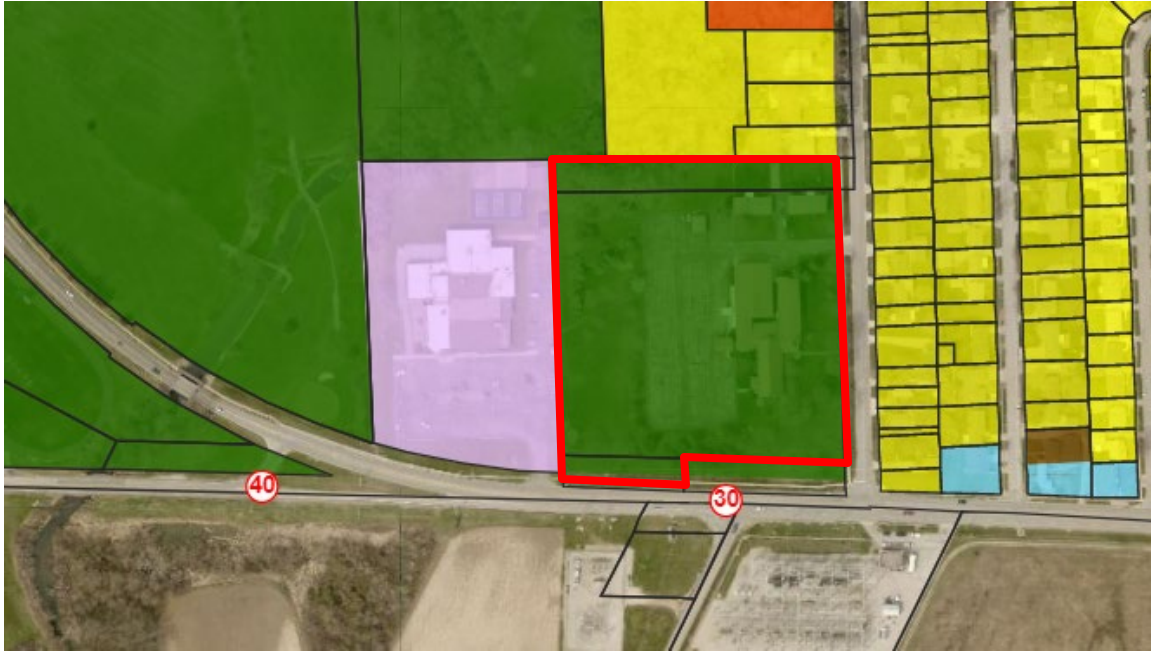
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PF - Public Facilities

R1-40 - Single Family Residential

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R1-60 - Single Family Residential

R1-75 - Single Family Residential

R2F Two-Family Residential

RB - Roadside Business

RMF - Multi-Family Residential

RRB - Residential/Business

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PLANNING DEPARTMENT COMMENTS

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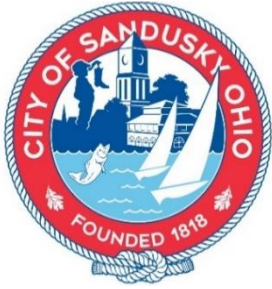
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CONCLUSION/RECOMMENDATION

In conclusion, staff recommends the approval of the proposed amendment to the Zoning Map for 2211 Mills Street (Parcels 580-68010.000, 58-68014.000, 58-68-015.000).



PLANNING COMMISSION

Application for Zoning Map Amendment

Department of Planning

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5891

www.cityofsandusky.com

APPLICANT/AGENT INFORMATION:

Property Owner Name: St. Pauls Evangelical Lutheran

Property Owner Address: 2211 Mills Street
Sandusky, Ohio 44870

Property Owner Telephone: 419-656-1832

Email fmueller@corsos.com

Authorized Agent Name: Fritz Mueller

Authorized Agent Address: 3404 Milan Road
Sandusky, Ohio 44870

Authorized Agent Telephone: 419-626-0765 Extension: 251

Email fmueller@corsos.com

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 2211 Mills Street, Sandusky, Ohio 44870

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

OL 4,N 60' OF S.E. COR OF 175A ,N 60' OF S.E. COR OF 175 A 60'

Parcel Number: 58-68010.000,58-68014.000,58-68015.000 **Zoning District:** PF- Public Facilities

DETAILED SITE INFORMATION:

Land Area of Property: 8.39010 (sq. ft. or acres)

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

Building #1: 22,629 (in sq. ft.)

Building #2: 1852

Building #3: 1852

Additional: 768

Total Building Coverage (as % of lot area): 27%

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:

Building #1 (Church) will be for agricultural worker housing

Building #2 and Building #3 (houses) will be for college intern housing

Additional Building (Garage) will be used for property maintenance equipment

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

Number of Dwelling Units (if applicable): 3

Number of Off-Street Parking Spaces Provided: 150

Parking Area Coverage (including driveways): 70,000 (in sq. ft.)

Landscaped Area: 268,372 (in sq. ft.)

Requested Zoning District Classification: RMF or CS

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

Date

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of 2211 Mills Street (municipal street address of property), I hereby authorize Fritz Mueller to act on my behalf during the Planning Commission approval process.

Please see signed representation letter attached
Signature of Property Owner

Date

REQUIRED SUBMITTALS:

15 copies of a site plan/off-street parking plan for property
1 copy of the deed or legal description for property
\$300.00 application fee

STAFF USE ONLY:

Date Application Accepted: _____ Permit Number: _____

Date of Planning Commission Meeting: _____

Planning Commission File Number: _____

**2020
PLANNING COMMISSION
MEETING DATES AND FILING DEADLINES**

	FILING DEADLINE	MEETING DATE
JANUARY	12/18	1/22
FEBRUARY	1/22	2/26
MARCH	2/26	3/26
APRIL	3/16	4/22
MAY	4/22	5/27
JUNE	5/27	6/24
JULY	6/24	7/22
AUGUST	7/22	8/26
SEPTEMBER	8/26	9/23
OCTOBER	9/23	10/28
NOVEMBER	10/28	11/25
DECEMBER	11/25	12/21

The Planning Commission will typically meet on the fourth Wednesday of every month. The meetings are held in the City Commission Chamber, 240 Columbus Ave at 4:30 p.m. Meeting times, locations, and dates are subject to change with prior notice. Any changes will be posted to the City website. **Contact Greg Voltz, Planner, at 419-627-5973 or gvoltz@ci.sandusky.oh.us with any questions.**



Building #4 –
Maintenance

Building #3 –
Internship
Housing

Building #2 –
Internship
Housing

Building
#1 – Ag
Worker
Housing

2211 Mills St,
Sandusky, OH 44870

Mills St

Mills St

2112

2118

2122

2202

2204

2214

2218

2220

2222

2226

2115



QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS

THAT, The Sandusky Young Mens Christian Association, Grantor, for valuable consideration does hereby REMISE, RELEASE AND FOREVER QUIT-CLAIM to the St. Paul Evangelical Lutheran Church, its successors and assigns forever, whose tax mailing address is: Mills and West Perkins Avenue, Sandusky, Ohio 44870.

the following REAL ESTATE situated in the City of Sandusky, County of Erie, and State of Ohio, and bounded and described as follows:

Parcel I

That part of the Mills 175 Acre Tract (so-called), in the city of Sandusky, Erie County, Ohio, bounded and described as follows: Beginning in the west line of Mills Street at the northeast corner of the land conveyed to The Ohio Public Service Company by deed dated August 24, 1931 and recorded in Volume 143 of Deeds, page 424, Erie County, Ohio records, said point being 60.0 feet northerly, measured along the west line of Mills Street, from its intersection with the north line of Perkins Avenue (as located in the year 1931); running thence northerly, along the westline of Mills Street, to the south line of the land conveyed to William E. Hatcher and Jessie B. Hatcher by deed dated July 23, 1952 and recorded in Volume 234 of Deeds, page 572, Erie County, Ohio records; thence westerly, along said last mentioned line, to the east line of the land conveyed to Clara M. Miller by deeds recorded in Volume 159 of Deeds pages 534 and 535, and Volume 207 of Deeds, page 387, Erie County, Ohio records; thence southerly, along said last mentioned line, to the north line of the perpetual easement for highway purposes as conveyed to County of Erie by deed dated February 9, 1934 and recorded in Volume 149 of Deeds page 217, Erie County, Ohio records; thence easterly, along said last mentioned line, to the west line of the land conveyed to The Ohio Public Service Company by the above mentioned deed recorded in Volume 143 of Deeds, page 424; thence northerly, along the west line of the land conveyed to The Ohio Public Service Company as aforesaid, to the northwest corner thereof; thence easterly, along the north line of the land conveyed to The Ohio Public Service Company as aforesaid, a distance of 305.0 feet to the place of beginning, containing 7.4034 acres, more or less, but subject to legal highways.

EXCEPTING THEREFROM 3,424 square feet as conveyed to the City of Sandusky by deed dated August 1, 1974 and recorded in Volume 439 of Deeds, Page 77.

Parcel II

Beginning at a point in the center line of Mills Street, which point is north 3 degrees 28 minutes west, 594.72 feet distant from the existing monument that marks the intersection of the center line of Mills Street with the center line of Perkins Avenue; thence south 89 degrees 50 minutes west a distance of 566.98 feet to an iron stake; thence north 4 degrees 00 minutes west, along the easterly line of lands now or formerly owned by Clara M. Miller, a distance of 60.00 feet to an iron stake; thence north 89 degrees 50 minutes east, along the southerly line of lands formerly owned by Charles L. Mills, a distance of 98.17 feet to an iron stake (found); thence still in the same course, namely, north 89 degrees 50 minutes east, along the southerly line of said lands formerly owned by Charles L. Mills, a distance of 469.30 feet to the center line of Mills Street; thence south 3 degrees 28 minutes east, along the center line of Mills Street, a distance of 60.00 feet to the place of beginning; containing 0.78 acres, more or less, subject to legal highways.

Subject to easements, restrictions, conditions of record, real estate taxes, and zoning.

Last Transfer: Parcel I: Deed Record Volume 296, Page 558
Parcel II: Deed Record Volume 340, Page 177

TO HAVE AND TO HOLD said premises, with all the privileges and appurtenances thereunto belonging, to the Grantee, its successors and assigns forever.

The purpose of this Deed is to release and forever discharge any interest which the Grantor may have in an easement or right of way across the above-described real estate.

RECEIVED
JUL 10 1975
CLERK OF COURTS
SANDUSKY, OHIO
RE TRANSFER \$

IN WITNESS WHEREOF the said Grantor, by and through its duly elected President and Vice President, has hereunto set its hand, this 13 day of August in the year of our Lord one thousand nine hundred and ninety-three (1993).

Signed and acknowledged in the presence of

Witnesses as to both signatures

Sandusky Young Mens Christian Association

Sherrin M. Routson
Deborah L. Hill
Sherrin M. Routson
Deborah L. Hill

By: Mary Jane Hill
Its: President
By: Roger Gravlin
Its: Vice President

THE STATE OF OHIO, ERIE COUNTY SS.

BE IT REMEMBERED The foregoing instrument was acknowledged before me this 13 day of August, 1993 by Mary Jane S. Hill, President and Roger Gravlin, Vice President, of the Sandusky Young Mens Christian Association, an Ohio Corporation, on behalf of said corporation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Sherrin M. Routson
My Commission Expires: 8/27/98

This instrument was prepared by: MARY JANE S. HILL, Flynn, Py & Kruse, L.P.A.
165 East Washington Row
Sandusky, Ohio 44870
(419) 625-8324

0051444
JOHN J. ALTEFF
RECORDER
ERIE COUNTY, OHIO
94 MAR 8 PM 2 25
FILED FOR RECORD
O.R. BOOK 162 PAGE 310-311

\$ 14.00pd
Mary Jane Hill
Flynn, Py Kruse

QUIT CLAIM DEED

Sandusky Young Mens
Christian Association
to
St. Paul Evangelical
Lutheran Church

TRANSFER NOT NECESSARY

Transferred 1/24/98 1994
Donna W. McKee
County Auditor

State of Ohio

County of SS
Received for Record on the
day of 19
at o'clock 19 M
and RECORDED 19
DEED BOOK Page
County Recorder
Recorders Fee \$

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (the "Agreement") is entered into this _____ day of January, 2020 by and between St. Paul's Evangelical Lutheran Church ("Seller") and Corso Realty, Inc., or Assigns as ("Buyer").

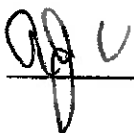
1. **Property.** A building and school of public worship, outbuilding and (2) two single-family homes known as 2211 Mills Street Sandusky, Ohio 44870, including all improvements and fixtures (the "Property"), and being part of Erie County Parcel Numbers 58-68010.000, 58-68014.000 and 58-68015.000. Additionally, the Seller shall provide to Buyer, no later than February 15, 2021, a detailed inventory and fixture list of items that will be excluded from the sale of the property to be known and agreed to as Exhibit "B".

2. **Purchase Price.** The Purchase Price for the Property shall be _____ Cents _____ payable as follows:

- a. _____ earnest money deposit paid directly to escrow agent upon acceptance of this Agreement by Seller.
- b. Final Payment of _____ and Zero Cents _____ payable at closing.

3. **Earnest Money Deposit.** The earnest money deposit shall be applied to the Purchase Price at Closing. In the event this transaction does not close for any reason, other than default by Buyer, or in the event all conditions precedent are not fully satisfied or waived, the earnest money deposited shall be returned in full to Buyer. However, upon waiver of all contingencies at the expiration of the Due Diligence Period, and so long as there is no default by Seller, the earnest money shall become non-refundable.

4. **Financing.** Buyer's obligations under this contract are contingent upon Buyer obtaining a firm unconditional written commitment from a bank or lender of Buyer's choice, in an amount equaling _____ of the purchase price, upon such terms which are satisfactory to Buyer. Buyer shall have ninety (90) days from the date of this Agreement to obtain such written commitment. If Buyer cannot obtain such a commitment within ninety (90) days from date of execution of this agreement, either party may cancel this contract upon written notice to the other party after the expiration of the financing contingency date and all deposit monies shall be returned to Buyer and neither party shall have any further liability to the other. The financing contingency date may be extended with the

 Buyer

Seller

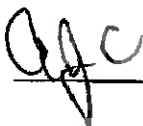
consent of Seller, which consent shall not be unreasonably withheld or delayed.

5. **Contingency:** The closing of this Purchase Agreement is further contingent upon the following:

- a. At Buyer's sole expense and prior to closing, the Buyer shall receive an acceptable zoning change or conditional use permit allowing for "workforce housing" at the subject property upon such terms as deemed necessary by Buyer for its intended use. The zoning district shall be determined by the City of Sandusky Zoning Department and must be approved by the City Commissioners of the City of Sandusky no later than June 15th, 2021.
- b. Congregation approval by St. Paul's Lutheran Evangelical Church, for the sale of the subject property, furniture, fixtures, and equipment ("FF&E"), by a date no later than February 15, 2021.

6. **Due Diligence Period:** As a condition precedent to Buyer's obligations under the Purchase Agreement, Buyer shall have until May 1, 2021 to review and/or conduct and be satisfied with (at Buyer's expense) all those tests, surveys, examinations, environmental assessments, soil tests, mold inspections and other studies which Buyer may desire to conduct, to ascertain whether the Property can be modified and utilized as deemed necessary by Buyer for Buyer's intended use, and to review and/or obtain any and all documentation, including but not limited to (i) plans and specifications, (ii) acceptable site plan, (iii) acceptable traffic ingress, egress and curb cuts, (iv) proof of utility availability, (v) all applicable government approvals, licenses, permits, zoning modifications and such related notices, (vi) all existing or proposed leases, and (vii) seller shall provide all documentation of capital repairs, roof warranties, and a property condition assessment (if applicable). Additional, "Buyer" requested inspections are as follows:

- a. Structural building and masonry inspection.
- b. Electrical, mechanical and equipment inspection
- c. Communication and alarm systems inspections.
- d. "Buyer" and "Seller" shall agree to negotiate any "derogatory" inspection results to the satisfaction of both parties, and if an amicable solution is not forthcoming, the "Buyer" may terminate the Purchase Agreement and receive the full return of his earnest money. Additionally, if the projected cost to renovate and update the subject property for the Buyer's intended use ("workforce housing") exceeds [REDACTED],

 Buyer

____ Seller

"Buyer" may terminate the Purchase Agreement and receive the full return of his earnest money

7. **Title Provider.** The title evidence and escrow shall be provided by Southern Title of Ohio in Sandusky, Ohio. Title shall be transferred to Buyer or its assignee, by General Warranty or appropriate Deed acceptable to both parties.

8. **Title.** An Owner's Fee Policy of Title Insurance in the amount of the Purchase Price shall be issued showing Seller or insuring Buyer, good and merchantable title in fee simple, free and clear of all liens and encumbrances except those specifically set forth in this Agreement.

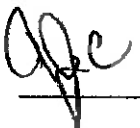
9. **Conveyance.** Seller shall deliver to Buyer a General Warranty Deed conveying good and marketable title in the Property to Buyer free and clear of all liens and encumbrances whatsoever except a) any mortgages, liens or encumbrances created by or assumed by Buyer, b) reservations, easements, conditions and restrictions of record, c) zoning ordinances, d) legal highways, and e) taxes and assessments, both general and specific, for the current half of the taxable year and thereafter, not yet due and payable.

10. **Pro-rations.** Real estate taxes, rents, the security deposits, if any, and other pro-ratable items, as applicable, shall be prorated as of the closing date. Real estate taxes shall be prorated utilizing the most recent ascertainable assessed value, tax rate and equalization factor.

11. **Closing.** This contract shall be closed, and all obligations of the parties shall be performed on or before July 1, 2021. Closing may be extended upon the mutual written consent of both parties.

12. **Charges Paid through Escrow:**

- a. Including any other charges or fees set forth in this Agreement, Buyer shall pay the following:
 - i. One Half (1/2) of the cost of insuring premiums of the Owner's Fee Policy of Title Insurance;
 - ii. One Half (1/2) of the cost of the escrow/closing fee;
 - iii. All filing fees; and



Buyer

3

Seller

- iv. After taxes and assessments have been prorated to the date of transfer, the amount of prorated taxes and assessments which are a lien, but not yet due and payable.
- b. Including any other charges or fees set forth in this Agreement, Seller shall pay the following:
 - i. Any amount required to discharge any mortgage of record, lien or encumbrance not permitted by this Agreement;
 - ii. Taxes and assessments due and payable on the date of transfer;
 - iii. The cost of the Title search and one half (1/2) the cost of insuring premiums of the Owner's Fee Policy of Title Insurance;
 - iv. One Half (1/2) the cost of the escrow/closing fee;
 - v. The county conveyance fee; and
 - vi. The commission to Broker(s) as per separate agreement.

13. **Conditions Precedent to Closing:**

- a. The following shall be conditions precedent to the Closing:
 - i. Seller shall order a Preliminary Title Commitment at Seller's expense, which shall include copies of all easements and restrictions of record, and the amount and terms of any special assessments and shall provide the Commitment to Buyer within five (5) days of receipt.
 - ii. All currently issued governmental authorizations must remain in full force and effect as of the date of Closing.
 - iii. Seller agrees, to the best of its knowledge, that all representations and warranties made by the Seller shall be true and correct when made and as of the date of Closing.
 - iv. Upon execution of this Agreement by Seller, Seller shall deliver to Purchaser true, correct, and complete copies of all the Leases and appliance inventory for the property.
 - v. "Seller" to provide the following items as part of "Purchaser's" Due Diligence:
 - a. Property survey and site plan.
 - b. As-built drawings of the building showing electrical, HVAC and interior floor plan.
 - c. List and names and contact information for all utility, security, and service providers.

 Buyer

_____ Seller

14. Seller representations and warranties.

- a. To the best of its knowledge after reasonable inquiry, Seller represents and warrants the following:
- i. Buyer shall receive free and clear title to the Property by General Warranty Deed from the Seller and that existing mortgages, not assumed or assigned to Buyer, on the Property will be satisfied no later than the date of Closing. In the event Seller is unable to convey such title to the Property, then Buyer may terminate the Agreement and all monies paid or deposited by Buyer shall be returned and all obligations under the Agreement shall terminate.
 - ii. All information delivered to Buyer, including but not limited to leases, reports, contracts, agreements, prior appraisals, surveys the absence of pending or threatened litigation and full disclosure of all other relevant information regarding the property provided is true and accurate.
 - iii. The persons or entities signing this Agreement and all Closing documents, including the Deed, shall provide such necessary documentation documenting their authority to deliver title to the Property.
 - iv. The Seller shall continue compliance with all applicable zoning and use laws, rules, and regulations.
 - v. That the Property shall be maintained substantially in its present condition until Closing.
 - vi. That Seller has no knowledge of any present or future improvements by a public authority, any part of the cost of which would or might be assessed against the Property, and Seller has no knowledge of any current or contemplated future assessments of any kind.
 - vii. That, except as to those improvements disclosed to Buyer, no improvements have been or will be made to the Property within ninety (90) days of the date of Closing such that any person or entity is entitled to a mechanics' lien against the Property by reason of services rendered or materials furnished, or otherwise.
 - viii. That the Seller has no knowledge of any pending condemnation proceedings or overtly threatened condemnation proceedings which would affect all or any part of the Property.
 - ix. That, to the best of Seller's knowledge, no litigation, legal proceeding or government proceeding, or investigation of any kind is pending or has been overtly threatened which would

 Buyer

_____ Seller

adversely affect all or part of the Property or tenancies or Buyer's title to the same, as herein contemplated, after Closing.

- b. In the event Seller breaches any of the above representations or warranties prior to Closing, Buyer may terminate this Agreement and receive the return receipt of its earnest money deposit. In the event Seller does not discover the breach until after this transaction has Closed, Seller may pursue all remedies available at law or equity.
- c. All representations and warranties of Seller shall survive Closing.

15. **Possession.** Buyer shall obtain possession on August 1, 2021. In addition, the Seller shall continue to fully insure the property until closing with the risk of loss being borne by Seller.

16. **Miscellaneous.**

- a. Each party hereto is responsible to pay its own respective attorney's fees, if any, incurred in this transaction.
- b. This Purchase Agreement shall be binding on the heirs, successors and assigns of the parties hereto.
- c. Any changes, modifications or amendments to this Agreement shall be in written form and shall be executed by both parties hereto.
- d. Seller is represented Henry "Mac" Lehrer of Hoty Enterprises, Inc., whose fees shall be paid by separate agreement. All requisite disclosures under Ohio law have been made to both Seller and Buyer.
- e. This Purchase Agreement shall be governed by the laws of the State of Ohio and jurisdiction over any matter arising under this Agreement shall be within Erie County, Ohio.

Signature Page to Follow

 Buyer

____ Seller

Agreed:

Seller: St. Paul's Evangelical Lutheran Church

By: Larry Riedy
Its: Council President

_____, 2021
Dated:

Buyer: Corso Realty, Inc., or Assigns



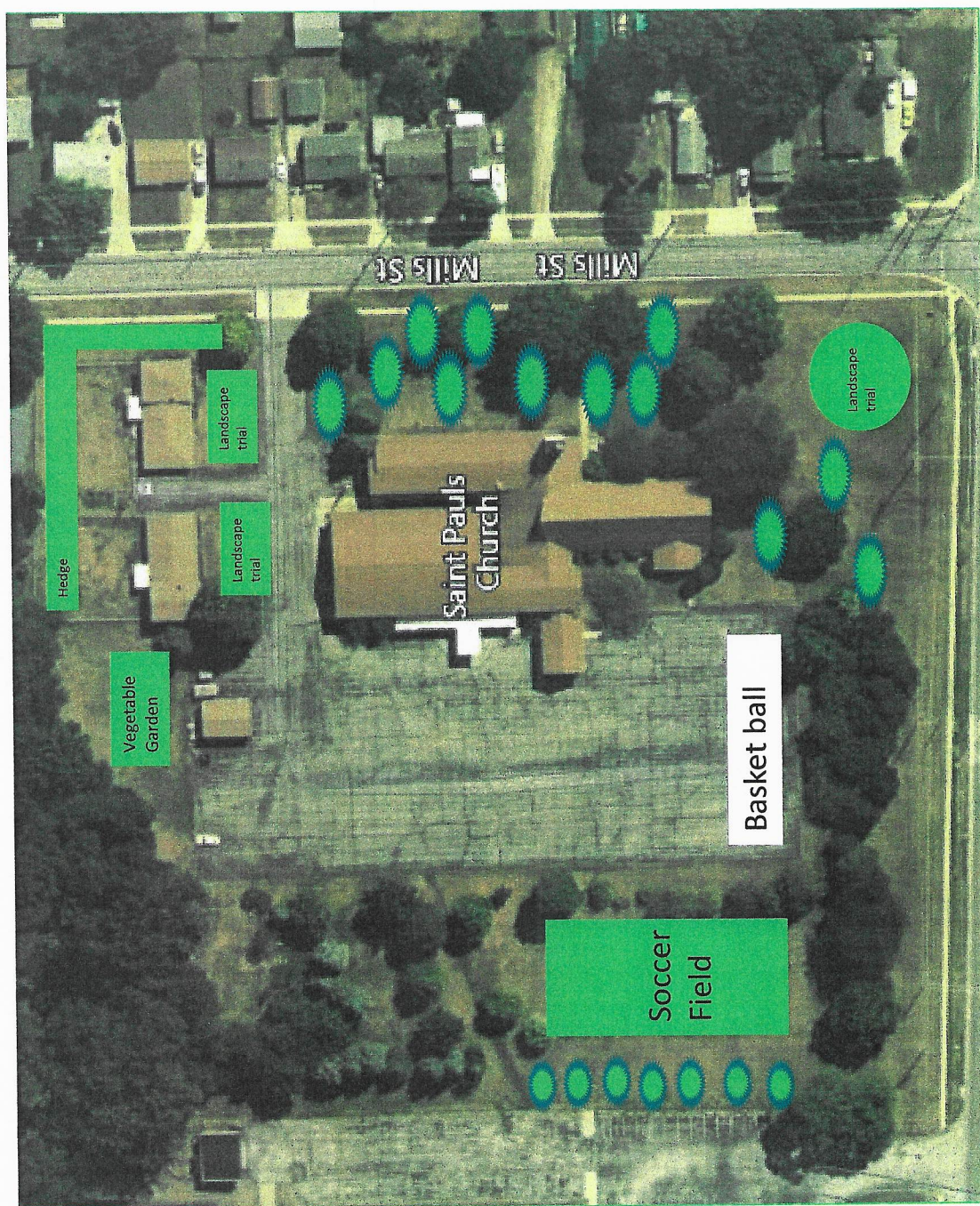
By: August J. Corso
Its: President

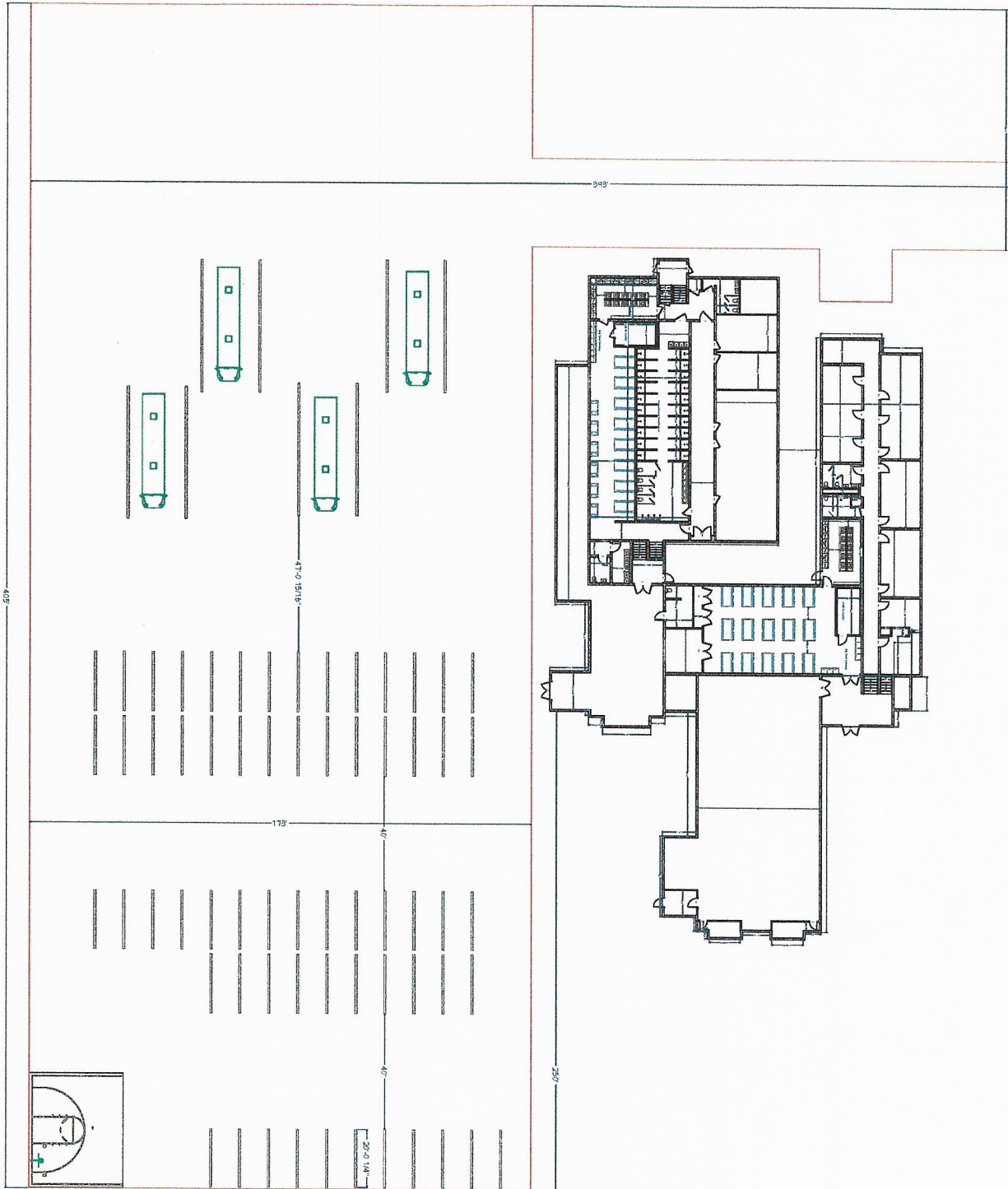

_____, 2021
Dated:

 Buyer

Seller







Anstead Construction, LLC.

1856 C.R. 207 Fremont Ohio, 43420
 Phone 419-639-3162
 Fax 419-639-2162

Scale:

Date:

3/5/2021



Data For Parcel 58-68010.000

Note: Sketch items labeled **O1 through O9** are **Other Improvements** and more detail about these items can be found under the **Improvements** tab.
[Click here for Sketch Codes and Descriptions](#)

Sketch Data

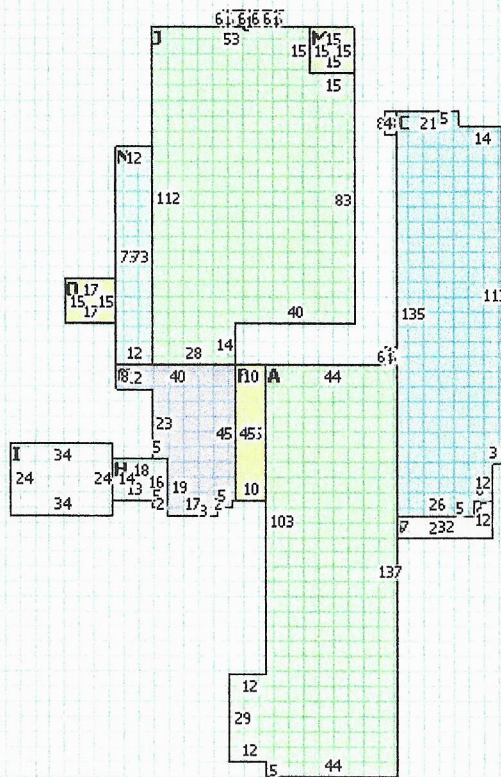
Parcel: 58-68010.000
Owner: ST. PAULS EVANGELICAL LUTHERAN CHURCH
Address: MILLS SANDUSKY OH 44870



[+] Map this property.

Sketch

Card: 3 ▾



Grid Scale: 5ft

A	1 s Br/Slab
B	OBP
C	1 s Br/B
D	BENT
E	OBP
F	1 s Br
G	1 s Br
H	EBP
I	COVER
J	1 s Br/B
K	OBP
L	
M	1 s Br
N	EBP
O	COVER

P	OBP
Q	EBP
R	OBP
S	O1
T	O2

[Report Discrepancy](#)

GIS parcel shapefile last updated 3/8/2021 10:06:36 PM.

The CAMA data presented on this website is current as of 3/8/2021 9:02:07 PM.

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR SITE PLAN APPROVAL AT
2211 MILLS STREET.

Reference Number: PSP0S21-002

Date of Report: March 16, 2021



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Fritz Mueller, as an authorized agent of St. Pauls Evangelical Lutheran and Corsos Perennials, has applied for Site Plan approval for 2211 Mills Street (PARCELS 580-68010.000, 58-68014.000, 58-68-015.000). The following information is relevant to this application:

Applicant: St. Pauls Evangelical Lutheran
2211 Mills Street
Sandusky, Ohio 44870

Authorized Agent: Fritz Mueller
3404 Milan Road
Sandusky, Ohio 44870

Site Location: 2211 Mills Street/ PARCELS 580-68010.000, 58-68014.000, 58-68-015.000

Current Zoning: "PF" Public Facilities

Surrounding Zoning: North- "R1-50" Single Family Residential / Use: Residential
East- "R1-50" Single Family Residential / Use: Residential
South- "I-2" Heavy Industrial (Perkins Township)/Use: Land and Power Substation
West- "LM" Limited Manufacturing / Use: Vacant

Existing Use: Religious

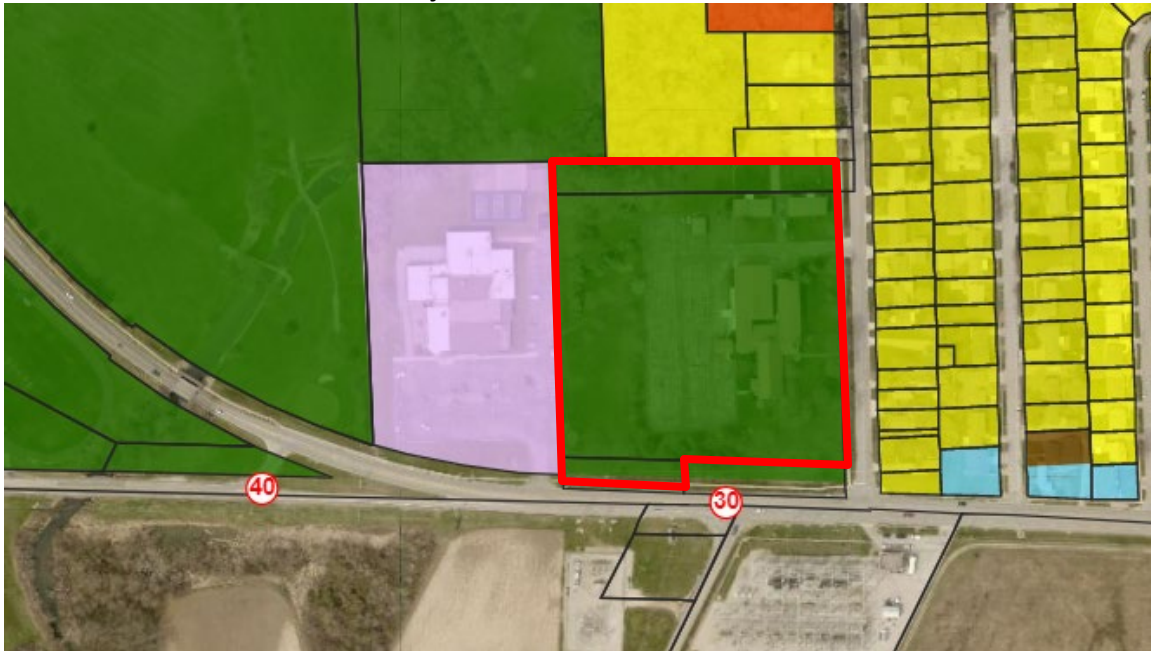
Proposed Zoning: "CS" Commercial Service

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 property is currently located within a “PF” Public Facilities District. The subject property is adjacent to “PF” Public Facilities zoned parcel, “LM” Limited Manufacturing zoned parcels, “R1-50” Single Family Residential zoned parcels, and to “I-2” Heavy Industrial property located to the South in Perkins Township.

Subject Parcels Outlined in Red:



Zone Map Setbacks



PUD - Planned Unit Development



Parcels



TRO - Transient Rental Overlay



Zoning

AG - Agriculture

CA - Commercial Amusement

CR - Commercial Recreation

CS - Commercial Service

DBD - Downtown Business

GB - General Business

GM - General MAnufacturing

LB - Local Business

LM - Local Manufacturing

P - Auto Parking

PF - Public Facilities

R1-40 - Single Family Residential

R1-50 - Single Family Residential

R1-60 - Single Family Residential

R1-75 - Single Family Residential

R2F Two-Family Residential

RB - Roadside Business

RMF - Multi-Family Residential

RRB - Residential/Business

RS - Residential Suburban



PLANNING DEPARTMENT COMMENTS

This parcel is mostly adjacent to parcels zoned single family residential, a newly zoned limited manufacturing zoned parcel to the west, and to the south is land that is zoned heavy industrial in Perkins Township. Along with the Conditional Use Permit application, the applicant is proposing the rezoning of this land as they look to sell the property and the purchasing organization is looking to use the site mostly for dormitory style housing, college intern housing, and some other ancillary uses.

The applicant is not looking to alter any of the existing layout of the site but will rather change the striping configuration of the parking area so that it has parking for four (4) busses, which are used to transport the workers. The residents of the property will not have personal vehicles so the personal vehicle striped vehicles spaces will be used by Corso's staff when they having trainings at the site.

The applicant is not adding any new additional exterior lighting to the site.

The site also gave the applicant the opportunity to provide on site recreational opportunities, provide locations for trial gardens, have staff trainings, and the possibility to host public workshops in the future. The applicants have offered an expansive landscaping plan that is

meant to beautify the neighborhood, while also provide a buffer between the site and the street.

The proposed reuse of the property could offer great opportunity for the neighborhood and Sandusky. As of 2019, there had been 6,800 religious buildings sold in the United States over the previous five years.* This trend, while disheartening is also playing out at the local level with various religious buildings being up for sale recently, or currently. Staff believes it is important to be reminded that if approved, the Conditional Use Permit will need to be met at all times.

Staff believes that this site will ultimately be hard to find alternative uses for and may sit vacant for quite some time if this project does not occur. Vacant sites lead to depressed property values and detract from potential investment.

* [Houses Of Worship Find New Life After Congregations Downsize : NPR](#)

ENGINEERING STAFF COMMENTS

Please repair/replace any bad sidewalk fronting along this property. Perkins Ave side in particular has a couple damaged and non-compliant sections. If you need guidance as to what is out of specification, please contact Engineering Dept.

BUILDING STAFF COMMENTS

The City Building Official has no comments on the site plan application.

POLICE DEPARTMENT COMMENTS

The City Police Chief has no comments on the site plan application.

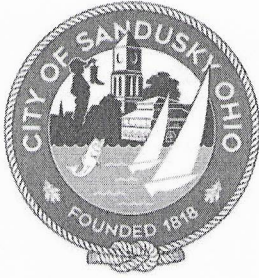
FIRE DEPARTMENT COMMENTS

The City Fire Chief no issues with this project at this time. A site visit with the property rep. and contractors should take place at a later date.

CONCLUSION/RECOMMENDATION

In conclusion, staff recommends the approval of the site plan application with the following conditions:

1. The conditions set forth in the Conditional Use Permit are met
2. The applicant replace/repair any bad sidewalk fronting along this property
3. The landscaping plan provided is adhered to



PLANNING COMMISSION

Application for Site Plan Approval

Department of Planning
240 Columbus Ave
Sandusky, Ohio 44870
419.627.5891
www.cityofsandusky.com

APPLICANT/AGENT INFORMATION:

Property Owner Name: St. Paul Evangelical Lutheran

Property Owner Address: 2211 Mills Street, Sandusky, Ohio 44870

Property Owner Telephone: 419-656-1832

Property Owner Email: lcr7146@yahoo.com

Authorized Agent Name: Fritz Mueller

Authorized Agent Address: 3404 Milan Rd, Sandusky, Oh 44870

Authorized Agent Telephone: 419-626-0765 Extension: 251

Authorized Agent Email: fmueller@corsos.com

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 2211 Mills Street, Sandusky, Ohio 44870

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

OL 4, N 60' OF S.E. COR OF 175A, N 60' OF S.E. COR OF 175 A 60'

Parcel Number: 58-68010.000, 58-68014.000, 58-68015.000 **Zoning District:** CS

DETAILED SITE INFORMATION:

Land Area of Property: 8.39010 (sq. ft. or acres)

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

Building #1: 22,629 (in sq. ft.)

Building #2: 1852

Building #3: 1852

Additional: 768

Total Building Coverage (as % of lot area): 27%

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: _____

Building #1 (Church) will be used for the agricultural workers and a training center: 22,629 sq. feet

Building #2 and Building #3 (houses) will be for college intern housing: 3,704 sq. feet

The Additional building (garage) will be used for property maintenance equipment: 768 sq. feet

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

Number of Dwelling Units (if applicable): 3

Number of Off-Street Parking Spaces Provided: 62

Parking Area Coverage (including driveways): 70,000 (in sq. ft.)

Landscaped Area: 268,372 (in sq. ft.)

PROPOSED DEVELOPMENT (check those that apply):

☐ 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.):

The main building will be principally utilized for dormitories for agricultural workers.

There will also be a smaller section dedicated to a training center in the main building.

Building #2 and Building #3 (houses) will be for college intern housing.

We may lease one house to a tenant until we have enough college interns.

We are planning the redevelopment of that property to accommodate up to 200 agricultural

workers (currently 160) and approximately 16 college interns (currently 8).

The housing will be run with strict policies so as to promote a harmonious fit with the community.

The college interns will be housed throughout the year.

The first group of H2A agricultural workers arrive in later January totaling approximately 50.

During the spring and summer, our H2A worker group increase to approximately 160 people.

In the late summer and going into the fall, we back down to approximately 50 H2A workers.

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.

Fritz Mueller 3/10/21
Signature of Owner or Agent Date

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of St. Paul Evangelical Church (municipal street address of property), I hereby authorize Fritz Mueller to act on my behalf during the Planning Commission approval process.

[Signature] 03-10-2021
Signature of Property Owner Date

REQUIRED SUBMITTALS:

15 copies of a site plan/off-street parking plan for property
\$25.00 application fee

APPLICATION MUST BE FILLED OUT COMPLETELY

STAFF USE ONLY:

Date Application Accepted: _____ Permit Number: _____

Date of Planning Commission Meeting: _____

Planning Commission File Number: _____