



Planning Commission

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5973

www.cityofsandusky.com

Agenda

September 27, 2023

5:00 pm

City Commission Chamber

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

1. **Meeting called to order – Roll Call**
2. **Approval of minutes from August 23, 2023**
3. **Adjudication Hearing**

Brady Sign Co., on behalf of Rev. Monsignor William has submitted an application for a conditional use permit at 410 W. Jefferson St. to allow an animated sign.

4. **Adjournment**

NEXT MEETING: October 25, 2023 at 5:00pm

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

Planning Commission
August 23, 2023
Meeting Minutes

Meeting Called to Order

Chair McGory called the August 23, 2023, Planning Commission meeting to order at 5:00 pm. The following Commissioners were present: Commissioner Castile, Commissioner Jackson, Chair McGory, Commissioner Poggiali, and Commissioner Zuilhof. Vice Chair Miller and Commissioner Whelan were absent. Arin Blair and Alec Ochs were present on behalf of the Community Development Department, Sarah Chiappone was present on behalf of the Law Department and Quinn Rambo was the acting clerk.

Approval of Minutes from July 26, 2023

Chair McGory introduced the first item on the agenda, which was the approval of the minutes from the July 26, 2023, Planning Meeting. Commissioner Zuilhof made a motion to approve the minutes as presented and Commissioner Poggiali seconded the motion. Chair McGory called for a vote to approve the minutes as presented and the motion passed unanimously.

Public Hearing

123 Division Street- Zone Map Amendment

Dr. John M. Davenport has submitted an application for an amendment to the zoning map for 123 Division Street (parcel 57-04139.000). The application is to amend the zoning map from PF- Public Facilities to LB- Local Business and R2F- Two Family Residential.

Chair McGory introduced the application and asked for the Staff report. Mr. Ochs stated the applicant proposed to split the parcel at 123 E. Division St. The owner plans to create two lots, one for the existing residential structure (parcel 1) and one for the structure currently housing a venue space (parcel 2). As part of this proposal, the applicant proposed to re-zone both the proposed parcels 1 and parcel 2. Parcel one was proposed to be re-zoned to R2F – Two Family Residential. Parcel 2 was proposed to be re-zoned to LB – Local Business. Both zoning categories would more appropriately reflect the existing uses of the structures. Staff recommended the approval of the proposed amendment to the Zoning Map at 123 Division St. (Parcel 57-04139.000) with the following conditions: (1) all applicable permits were obtained through the Building Department, Engineering Department, and any other applicable agency prior to transient occupancy, (2) the new Zoning Districts aligned with metes and bounds with the future new parcels. Ms. Blair added that the property was currently one parcel and would be going through the lot split process and the rezone would bring the current use into conformance with zoning code. Chair McGory asked if the rezone would have to be subject to the lot split. Ms. Blair stated that was not required because portions of parcels could have different zoning. Commissioner Zuilhof asked if the parcels would be the same zoning. Ms. Blair stated that the parcel with the house would be zoned R2F- Two Family Residential, and the other parcel would be rezoned to LB- Local Business. Chair McGory asked if there was anyone to speak for or against the application. There was no one to speak for or against the application.

Commissioner Zuilhof made a motion to approve the application for zoning map amendment with Staff conditions. The motion was seconded by Commissioner Jackson. Chair McGory called for the vote and all Commissioners voted to approve the application.

New Business

3717 Venice Road- Site Plan

Logan Meisler, on behalf of Toft-Dairy Company, has submitted a site plan for 3717 Venice Road to build a cold storage building in a Limited Manufacturing District.

Chair McGory introduced the application and asked for the Staff report. Mr. Ochs stated the applicant proposed to construct a new 20,700 sq. ft. freezer and convert the existing 10,269 sq. ft. freezer to dry storage. Part of this project would also widen the Venice Road curb cut for commercial vehicle traffic and construction of a new driveway & loading docks. The loading docks would be used during daylight hours only. The addition would put the total site coverage to approximately 23%, 27% under the maximum requirement of 50%. The proposed height of the expansion would be 23 feet high. The site contained 80+ parking spaces. The code called for 105 spaces. Staff talked to the applicant and determined 80+ spaces would adequately meet the parking need for the site. Staff noted that warehousing operations typically produce a minimal number of jobs or increase in customer traffic. The site should not require the amount of parking the code required, and Staff recommended waiving any additional parking requirements, and approval of the proposed site plan at 3717 Venice Rd. (parcel 60-00568.000) with the following condition: all applicable permits must be obtained through the Building Department, Engineering Department, and any other applicable agency prior to construction. Chair McGory asked the Commission if they had any questions for Staff. There were none. Chair McGory asked if there was anyone to speak on behalf of the application. Mr. Hernstein, of Feick Contractors, was present to speak on behalf of the applicant. He stated the site plan did include (7) additional parking spaces that could be developed in the future if they were needed. Commissioner Poggiali asked if there would possibly be 87 spaces. Mr. Hernstein said yes but they would not be developed unless needed. Chair McGory asked if the additional spaces were part of this proposal. Mr. Ochs stated they were not part of this application, but the Commission could make that a requirement. Commissioner Zuilhof asked about the stormwater plan. Mr. Hernstein answered it would be added to the existing system.

Commissioner Zuilhof made a motion to approve the site plan for 3717 Venice Road with Staff conditions. The motion was seconded by Commissioner Castile. Chair McGory called for a vote. The vote was called, and all Commissioners voted to approve the site plan with Staff conditions.

Other Business

General Business District Zoning Amendment Recommendation

Recommendation to amend GB- General Business District to allow multi-family residential as a main use.

Chair McGory introduced the topic and asked for the Staff report. Ms. Blair stated Staff was proposing that the Planning Commission initiate a change in the zoning code to include multifamily residential in the list of allowed main uses in the GB- General Business Zoning District. This recommended change was based upon the findings of the Firelands Regional Housing Needs Assessment and public comment about the lack of housing options in Sandusky and surrounding areas. Ms. Blair

added that per the study Erie County was found to have a shortage of 1,637 rental housing units and 2,734 for-sale housing units. There was a demand for housing because of the needs of the current population, jobs, amenities, and walkability of the City. Ms. Blair proposed the Planning Commission recommend to City Commission an amendment to the General Business Zoning District to allow multi-family residential as a main use. This type of amendment would allow apartment buildings or mixed-use projects. Ms. Blair continued that currently the only business district that allowed multi-family residential was Downtown Business District. Commissioner Zuilhof stated that he would like to see multi-family residential, and the code referenced, so the term would be defined. Ms. Blair stated the business district section of the City's code already pointed to multi-family regulations for any building that's residential use only in a mixed-use zone and commercial building standards would apply. Commissioner Jackson asked if Ms. Blair saw this as utilization of the space that was available for residences by building onto existing commercial buildings to allow more living space. Ms. Blair answered that travel corridors were the areas that often see redevelopment and this amendment would give property owners more options for redevelopment. Commissioner Zuilhof stated that the Planning Commission should be looking to the future and long-term goals in their decisions. He continued that he was in favor of the proposed amendment to the zoning code. Chair McGory asked Staff if they were looking for a motion. Ms. Blair stated that Staff was recommending that the Planning Commission make a motion to amend the general business zoning district to include multi-family residential as a permitted main use and if the recommendation was approved by Planning Commission, it would go to City Commission for a public hearing. Commissioner Poggiali asked Ms. Blair if there was any downside to approval of this amendment. Ms. Blair stated change could be uncomfortable but that is expected with any type of development. She added transient rental was already permitted use in General Business. Sandusky has limited land area to offer more people places to live and with the current housing shortage, she didn't see a lot of downsides from this change. Commissioner Poggiali asked for clarification that transient rentals could currently go in a General Business District. Ms. Blair confirmed that was correct and this change would allow more mixed-use projects, which is how many citizens would prefer to live close to stores, gyms, and childcare centers. Commissioner Zuilhof added that zoning protected people's property rights and managed conflict between properties and this would be removing a barrier that was necessary in the past but was no longer the case. Chair McGory stated that this change would allow people to live where they were comfortable. Commissioner Poggiali stated he questioned the study results because of different factors identified in the study, such as \$300,000 homes as being affordable, the absorption rate when the population is declining/ staying the same, or if the study considered the Feick Building, Marous Development, and Redwood, and if birth/ death rates of the area were considered. Commissioner Poggiali stated many higher end units were being built and there needed to be more done on the Federal level to subsidized projects and make them more affordable. Commissioner Castile asked Ms. Blair if the Commission would still approve individual site plans if this change was adopted. Ms. Blair stated that was correct, the same site plan process would be required. Commissioner Castile stated there were properties available for the public, but the problem was the cost, many couldn't afford the properties that were available.

Commissioner Zuilhof made a motion to recommend the change of the zoning code to allow multi-family residential in the General Business zoning district. Commissioner Castile asked if the proposed language of the change was in the packet. Ms. Blair confirmed that was correct. The motion was seconded by Commissioner Poggiali. Chair McGory called for a vote. The vote

was called, and all Commissioners voted to approve the recommendation to City Commission to allow multi-family residential as a main use in the GB- General Business District.

Adjournment

Chair McGory made a motion to adjourn the Planning Commission Meeting and the motion was seconded by Commissioner Poggiali. The meeting adjourned at 5:47 pm.

Next Meeting:

September 27, 2023, at 5:00pm.

Approved:

Clerk

Chair/ Vice Chair

CITY OF SANDUSKY, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION

PLANNING COMMISSION REPORT

APPLICATION FOR A CONDITIONAL USE PERMIT
410 W. JEFFERSON ST.
PARCEL (56-68016.000)

Reference Number: PCONDU23-0005

Date of Report: September 15, 2023

Report Author: Alec Ochs, Assistant Planner



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Applicant/Owner: Rev. Monsignor William
1933 Spielbusch Ave.
Toledo, OH 43604

Site Location: 410 W. Jefferson St.
Sandusky, OH 44870

Zoning: PF – Public Facilities

Surrounding Zoning: North: RRB – Residential Business
East: PF – Public Facilities
R2F – Two Family Residential
South: PF – Public Facilities
West: RRB – Residential Business
LB – Local Business
R2F – Two Family Residential

Surrounding Uses: Residential

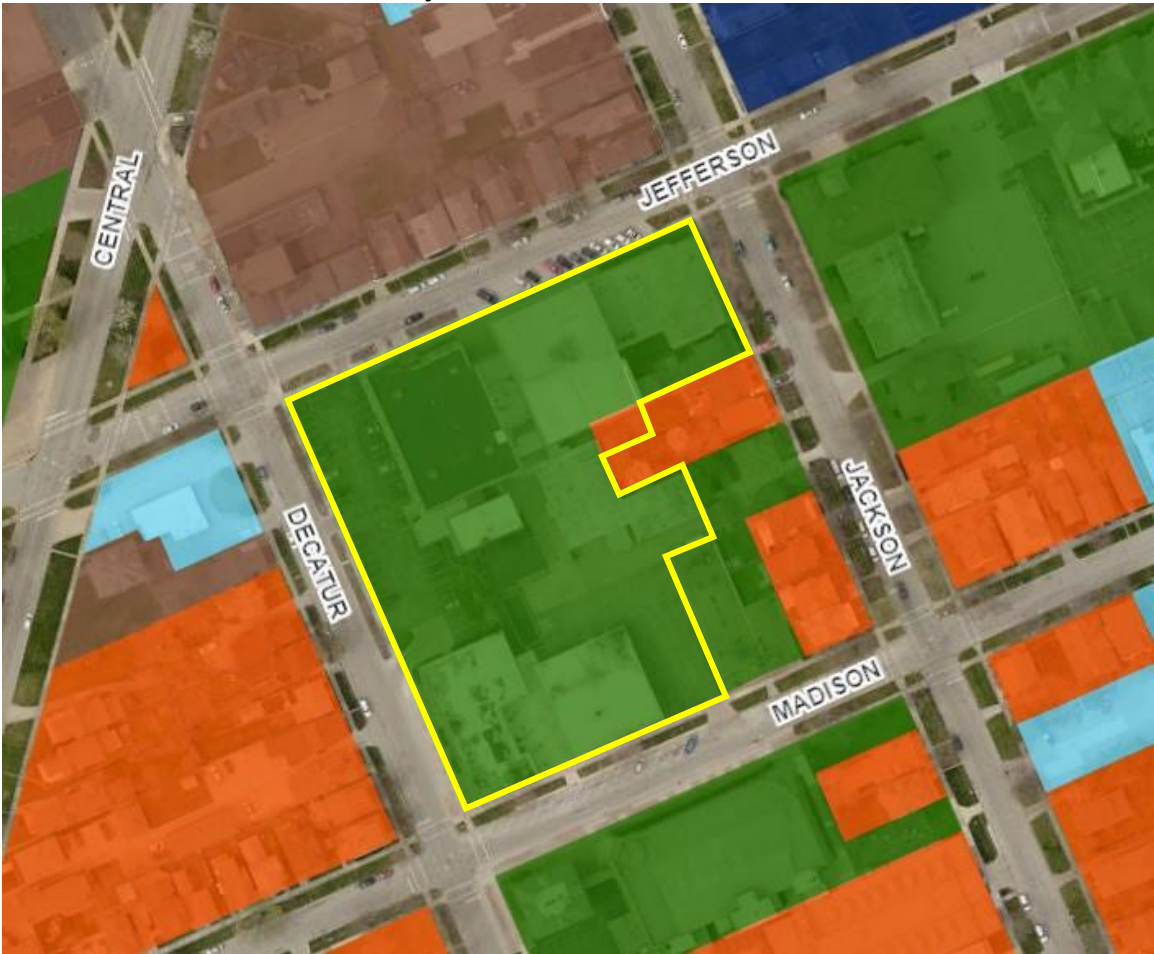
Existing Use: School

























Proposed Use: School

Applicable Plans & Regulations: City of Sandusky Zoning Code Section 1109.10 & 1143.06

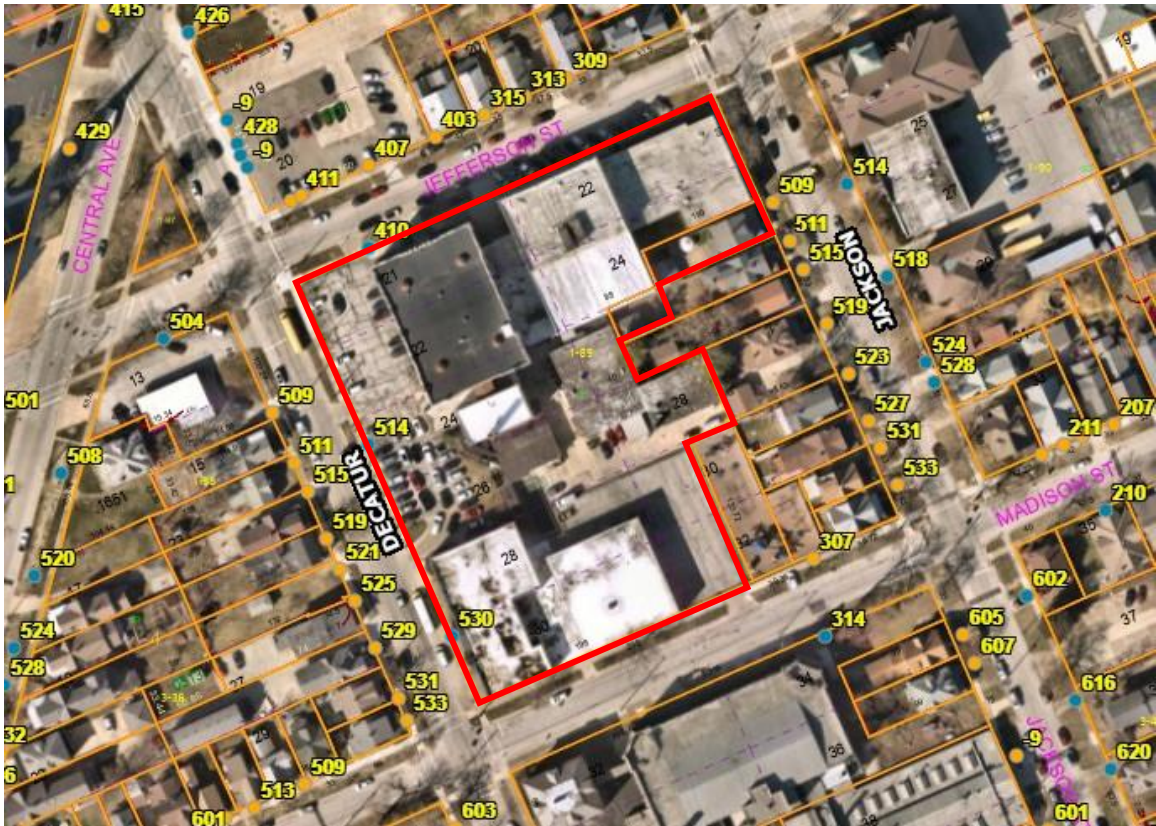
SITE PICTURES

Subject Area Outlined in Yellow:

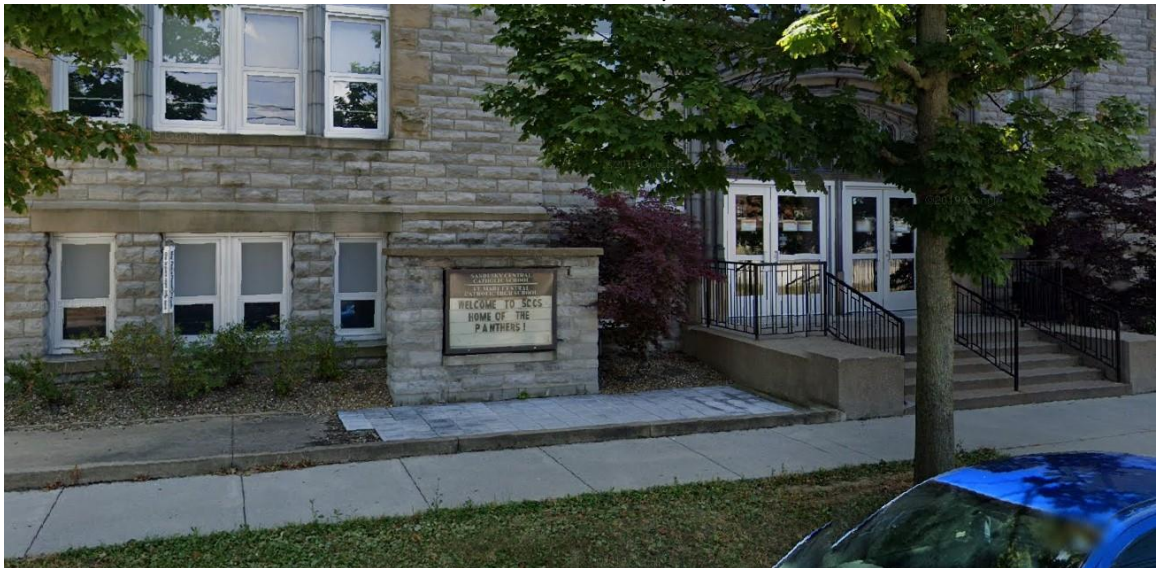


Zone Map Setbacks		Zoning	
		 AG - Agriculture	 PF - Public Facilities
		 CA - Commercial Amusement	 R1-40 - Single Family Residential
PUD - Planned Unit Development		 CR - Commercial Recreation	 R1-50 - Single Family Residential
		 CS - Commercial Service	 R1-60 - Single Family Residential
Parcels		 DBD - Downtown Business	 R1-75 - Single Family Residential
		 GB - General Business	 R2F Two-Family Residential
		 GM - General MAnufacturing	 RB - Roadside Business
TRO - Transient Rental Overlay		 LB - Local Business	 RMF - Multi-Family Residential
		 LM - Local Manufacturing	 RRB - Residential/Business
		 P - Auto Parking	 RS - Residential Suburban

Aerial Photo – Site outlined in red

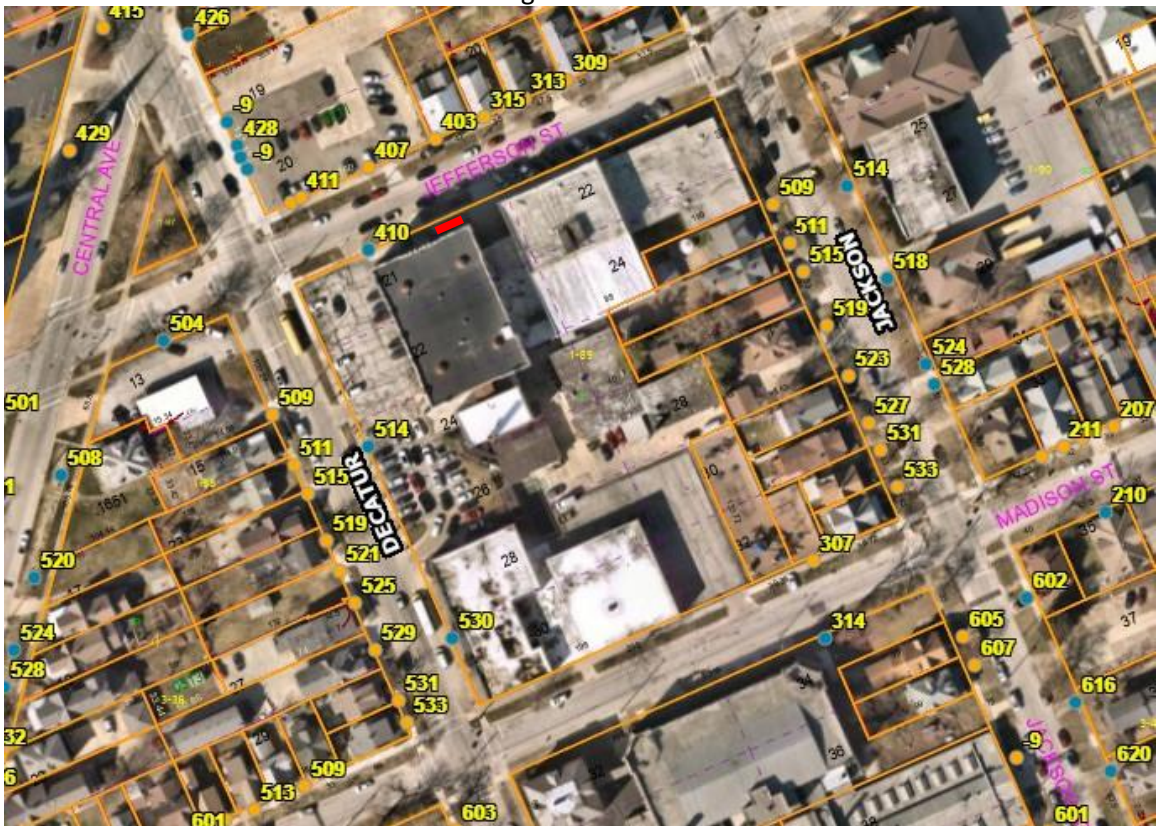


Street view from 07/2019





Sign Location



PROJECT DESCRIPTION

The site of 410 W. Jefferson St. is currently the location of the St. Mary's Catholic School. This location has submitted an application for a conditional-use permit to replace the existing message board with a digital LED message board.

The zoning code currently permits digital signs with a conditional-use permit.

The new digital sign will be the same area as the existing message board inside of the existing masonry structure and will be approximately 36" x 48" of LED area.

APPLICABLE CODE SECTIONS

1143.03 GENERAL PROVISIONS.

(g) Illumination: All permanent signs in non-residential zoning districts may be illuminated. If signs are illuminated, their light sources shall not be of excessive brightness, or cause a glare hazardous to pedestrians or auto drivers or objectionable in an adjacent residential district. (Ord. 03-112. Passed 7-14-03.)

1143.06 PROHIBITED SIGNS.

- (a) Vehicular signs.
- (b) Search lights, laser lights.
- (c) Flashing lights, projected images or animated signs unless with a conditional use permit.

1109.10 CONDITIONAL USE PERMITS.

Conditional use permits shall be required for the uncommon and infrequent uses, uses that require extraordinary safeguards, and uses which may be permitted in more restrictive districts than the districts in which the uses are permitted by right. Enumerated throughout this Zoning Code are such uses and the districts in which they may be permitted, provided the following standards are fulfilled: all conditions set by the Planning Commission for specific uses, and a permit is granted by the Planning Commission.

- (a.)
- (b) Standards for evaluating conditional use permits. An application for a conditional use permit shall not be approved unless it conforms with the intent of the City of Sandusky Comprehensive Plan and complies with the following conditions and standards:

(1..)

(2) 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.

(3) In addition to the above general standards set forth in subsections (b)(1) and (2) hereof, appropriate specific safeguards, applying to a particular application may also be specified in the permit.

(Ord. 03-071. Passed 3-10-03.)

DIVISION OF PLANNING COMMENTS

Staff Analysis of Applicability According to Code Section: 1109.10

Staff has concerns that the glare/brightness may negatively impact the surrounding residential uses to the north. Staff suggests only adding images with a dark background to minimize projecting light onto these properties. Another suggestion is to set an hours of operation limit on the sign to not operate during certain times of the day.

The applicant has stated the hours of operation would be from dawn to dusk, 7am to 6pm.

OTHER DEPARTMENT COMMENTS

Engineering Staff:

The Engineering Department has no objections to this request.

Building Staff:

The Building Department has no objections to this request.

Police Department:

The Police Department has no objections to this request.

Fire Department:

No objections have been received as of the writing of this report.

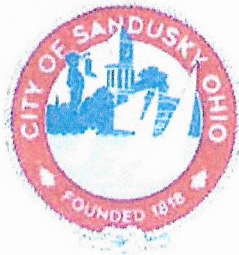
Code Compliance:

The Engineering Department has no objections to this request

CONCLUSION/RECOMMENDATION

Staff is not opposed to the approval of the proposed Conditional Use at 410 W. Jefferson St. parcel (56-68016.000) with the following conditions:

1. All applicable permits are obtained through the Building Department, Engineering Department, Division of Planning and any other applicable agency prior to construction.
2. The brightness shall not impose hazard to pedestrian or vehicular traffic, nor a nuisance to surrounding property owners.
3. The sign criteria follows ODOT safety standards for minimum timing of image display, or a 10 second minimum display time per image, whichever is longer.
4. No animations, videos, or illuminations with flashing.
5. A Certificate of Appropriateness is obtained by the Landmark Commission.



PLANNING COMMISSION

Application for Approval

Division 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: Rev. Mansignor William - SMCC

Property Owner Address: J Kubacki Etal 1933
Spielbusch Ave - Toledo - OH

Property Owner Telephone: 419-627-9422

Property Owner Email: lciscione@sanduskycc.org / rwikel@sanduskycc.org

Authorized Agent Name: Brady Signs Co

Authorized Agent Address: 1721 Hancock St. Sandusky

Authorized Agent Telephone: 419-626-5112

Authorized Agent Email: monica@bradysigns.com

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 410 W. Jefferson St.

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

School - Catholic

Parcel Number: 56-68016-000 Zoning District: PF

DETAILED SITE INFORMATION:

Land Area of Property: 2.6494 (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) *Sign Replacement* ✓
☐ 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.):

*Brady Signs to Remove existing static
internally illuminated sign and replace
it with a high-resolution watchfire
digital sign. A new sign will be
installed inside existing hole within
masonry structure to match footprint
of existing static sign.*

*Sign Specification (watchfire) 6mm
High Resolution 36" H x 48" W LED
Area, 41" H x 59" W Cabinet-
Full Color*

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.

Monica h. Fletcher 8/31/23
Signature of Owner or Agent Date

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of 410 W. Jefferson St. (municipal street address of property), I hereby authorize Brady Signs to act on my behalf during the Planning Commission approval process.

[Signature] 8.31.23
Signature of Property Owner Date

STAFF USE ONLY:

Date Application Accepted: _____ Permit Number: _____
Date of Planning Commission Meeting: _____
Planning Commission File Number: _____

Scope of Work - New Digital Sign

Brady Signs to remove existing static internally illuminated sign and replace it with a high-resolution Watchfire digital sign. New custom sized digital sign will be installed inside existing hole within masonry structure to match footprint of existing static sign. New Watchfire Sign Specifications: 6mm High Resolution - 36" H x 48" W LED Area, 41" H x 59" W Cabinet, Full Color



EXISTING SIGN



PROPOSED SIGN



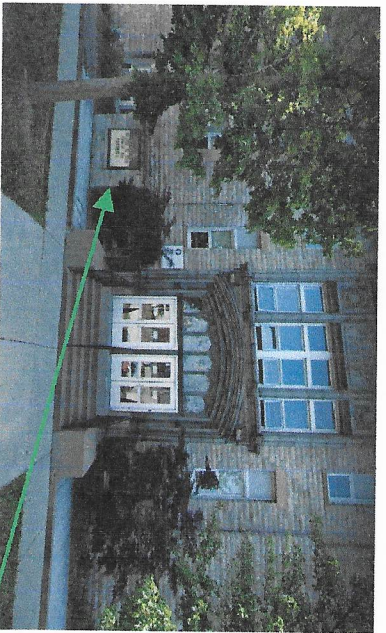
**BRADY
SIGNS**

1721 Hancock Street
Sandusky, OH 44870
Phone: 419-626-5112
www.brady signs.com

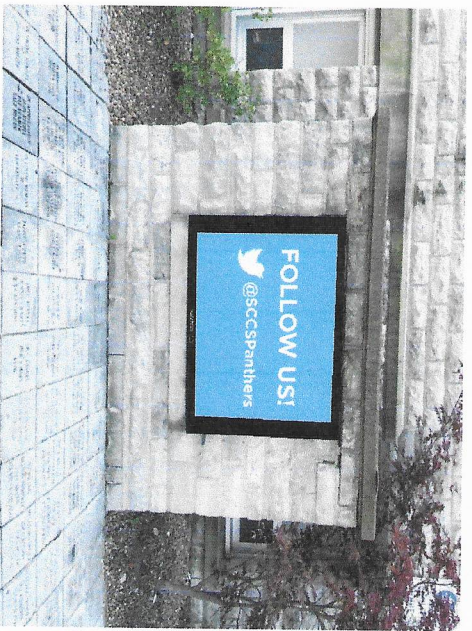
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Customer: Sandusky Central Catholic Schools	Date: 8/29/23
Location: 410 W Jefferson St. Sandusky, OH	File Name: Dwg73121A
Client Approval: _____	Title: _____ Date: _____



EXISTING SIGN LOCATION



PROPOSED SIGN



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**BRADY
SIGNS**

1721 Hancock Street
Sandusky, OH 44870
Phone: 419-626-5112
www.brady signs.com

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Customer: Sandusky Central Catholic Schools

Date: 8/29/23

Location: 410 W Jefferson St. Sandusky, OH

File Name: DWG73121A

Client Approval: _____

Title: _____

Date: _____