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**Planning Commission**

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5973

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

**Agenda**

**January 24, 2024**

**5:00 pm**

**City Commission Chamber**

**Live Streamed on [www.Youtube.com/CityofSanduskyOH](http://www.Youtube.com/CityofSanduskyOH)**

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1. **Meeting called to order – Roll Call**
2. **Approval of minutes from November 22, 2023**
3. **Adjudication Hearing**

149 E. Water St. – Conditional Use

Monica Fletcher with Brady Sign Co., on behalf of Family Health Services of Erie County, has submitted an application for a conditional use permit at 149 E. Water St. to allow an externally illuminated wall sign above the ground floor.

4. **New Business**

1033 Cleveland Rd. – Similar Main Use

Kyle Grathwol, on behalf of 1033 Cleveland Road Holdings, LLC, has submitted a similar main use permit application to allow automobile sales and automobile repair & maintenance as permitted main uses.

Zoning Code Amendment

Exterior lighting language additions

5. **Adjournment**

**NEXT MEETING: February 28, 2024 at 5:00pm**

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

# PLANNING COMMISSION REPORT

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APPLICATION FOR A CONDITIONAL USE PERMIT  
FOR 149 E. WATER ST. PARCEL (56-00846.000)

Reference Number: PCONDU23-0007

Date of Report: January 16, 2024

Report Author: Alec Ochs, Assistant Planner



# City of Sandusky, Ohio

## Landmark Commission Report

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### BACKGROUND INFORMATION

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Applicant: Family Health Services  
1912 Hayes Ave.  
Sandusky, OH 44870

Authorized Agent: Monica Fletcher  
1721 Hancock St.  
Sandusky, OH 44870

Site Location: 149 E. Water St.  
Sandusky, OH 44870

Current Zoning: DBD – Downtown Business

Adjacent Zoning: North: DBD – Downtown Business  
East: DBD – Downtown Business  
South: DBD – Downtown Business  
West: DBD – Downtown Business

Surrounding Uses: Business / Residential

Existing Use: Vacant

Proposed Use: Business/Healthcare

Applicable Plans & Regulations: City of Sandusky Zoning Code Section 1143.06 (h)

# SITE PICTURES



## Zone Map Setbacks



## PUD - Planned Unit Development



## Parcels



## TRO - Transient Rental Overlay



## Zoning

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





(Aerial Photo – 2019)





Singage Location





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## PROJECT DESCRIPTION

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The site of 149 E. Water St. is currently transitioning into an office and clinic for Family health Services of Erie County.

The applicant wishes to install an externally illuminated wall sign above the first floor.

Any wall signage above what is considered the first floor requires a conditional use permit.

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## APPLICABLE CODE SECTIONS

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### 1143.06 PROHIBITED SIGNS.

(...)

(h) Wall signs located above the ground floor, unless a conditional use permit is granted.

(Ord. 03-112. Passed 7-14-03.)

### 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:

(...)

#### 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.)

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**DIVISION OF PLANNING COMMENTS**

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The building will be a medical center providing primary care, behavioral health and a retail pharmacy plus a rooftop space. The first floor will be primary care, the second floor will be for behavioral health, the third floor for a pharmacy and for office administrative work. The hours of operation will be from Monday – Friday 8:00 am- 5:00 pm.

The Zoning Code allows 36 sq. ft. of signage on the front façade at this location. The proposed signage meets these standards.

Staff Analysis of Applicability According to Code Section: 1109.10:

If the brightness / glare of the proposed signage are not objectionable to the surrounding properties, the application meets all of the standards for evaluating conditional use permits in a business zoning district.

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**OTHER DEPARTMENT COMMENTS**

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**Engineering Staff:**

Engineering Staff has no objections to this request.

**Building Staff:**

Building Staff has no objections to this request.

**Police Department:**

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

**Fire Department:**

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

**Code Compliance:**

Code Compliance has no objections to this request.

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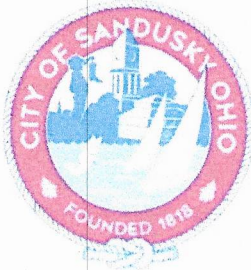
**CONCLUSION / RECOMMENDATION**

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Staff supports the approval of the proposed Conditional Use permit at 149 E. Water St. parcel (56-00846.000) with the following conditions:

1. All permits are obtained through the Building Department, Engineering Department, Division of Planning and any other applicable agency prior to construction.
2. Light sources shall not be of excessive brightness, or cause a glare hazardous to pedestrians or auto drivers or objectionable to adjacent residential uses.

3. The fixture is dimmable so if it's found to be a nuisance, it can be turned down.
4. The light will be warm toned (3,000K or lower) white light, amber light, or filtered LED light sources.



## PLANNING COMMISSION

Application for Approval

Department of Planning

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5891

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

### TYPE OF APPLICATION:

☒ Conditional Use Permit  
☐ Flood Plain Variance  
☐ Other

☐ Similar Main Use  
☐ Front Yard Fence

### APPLICANT/AGENT INFORMATION:

Property Owner Name: Family Health Srvc of Erie County  
Property Owner Address: 1912 Hayes Avenue - Sandusky  
Property Owner Telephone: 703-994-9749  
Property Owner Email: davidt@familyhs.org  
Authorized Agent Name: Monica L. Fletcher w/ Brady Signs Co  
Authorized Agent Address: 1721 HAWCOCK ST  
Authorized Agent Telephone: 419-626-5112  
Authorized Agent Email: monica@bradysigns.com

### LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 149 E Water St.

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

Family Health Services of Erie County

Parcel Number: 56-00846.000 Zoning District: DOWNTOWN

**DETAILED SITE INFORMATION:**

Land Area of Property: .0606 (sq. ft. or acres)

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

Building #1: 7,500 (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:

2400 sq ft first floor primary care

2400 sq ft second floor behavioral health

2,400 sq ft third floor pharmacy and admin

300 sq ft rooftop with enclosed conference room and outdoor community & senior programming

Proposed Building Height (for any new construction): 74 feet including stairwell & elevator

Number of Dwelling Units (if applicable): 0

Number of Off-Street Parking Spaces Provided: 10

Parking Area Coverage (including driveways): 2900 (in sq. ft.)

Landscaped Area: 0 (in sq. ft.)



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

- ☒ **New Construction (new building(s))** Building Renovation  
☒ **Addition to Existing Building(s)** Addition of 2nd, 3rd floors and rooftop  
☒ **Change of Use in Existing Building(s)**

usage will be a medical facility and pharmacy

**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.):**

Medical Center providing Primary Care, Behavioral Health, and a retail pharmacy

7500 square feet, floors 1-3 plus rooftop/activity center

Addition second and third floor office space and fourth floor is a rooftop space

Hours: Monday - Friday 8:00am - 5:00pm

Seating capacity: 10 per floor



**REQUIRED SUBMITTALS:**

**We anticipate to use public parking and 2  
handicap public parking in front of building**  
\*15 copies of a site plan/off-street parking plan for property

**Application Fee:****Similar Main Use: \$100.00****Front Yard Fence: no charge****Conditional Use Permit: \$100.00****Flood Plan Variance: \$100.00****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.

Marissa L. Fletcher - Brady Signs Co 12/19/23  
Signature of Owner or Agent Date

**PERMISSION TO ACT AS AUTHORIZED AGENT:**

As owner of 149 E. Water Street, Sandusky OH 44870 (municipal street address of property), I hereby authorize Nathan Glass, Brady Signs to act on my behalf during the Planning Commission approval process.

David Lato 12/20/2023  
Signature of Property Owner Date

**STAFF USE ONLY:****Date Application Accepted: \_\_\_\_\_ Permit Number: \_\_\_\_\_****Date of Planning Commission Meeting: \_\_\_\_\_****Planning Commission File Number: \_\_\_\_\_**

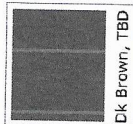


193.4"

FAMILY HEALTH SERVICES

## Fabrication Details

Qty. 1/set - Illuminated letters  
 Welded aluminum construction letters  
 Letter faces and returns painted black  
 Stud mount installed on 1.5" stand-offs  
 Stand-offs painted black  
 LED back-lit, Halo illuminated



Simulated Night View

FAMILY HEALTH SERVICES

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

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Customer: Family Health Services

Location: 149 E Water St., Sandusky, OH 44870

Client Approval: \_\_\_\_\_

Date: 10/12/23

File Name: Dwg77175A

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## REMOTE HALO LIT CHANNEL LETTERS (3" Deep)

### FABRICATION DETAILS

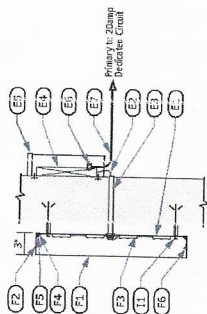
- F1. FACES: .063" Thick Routed Aluminum.  
 F2. RETURNS: .040" Aluminum.  
 F3. BACKS: .177" Thick Routed Polycarbonate. (Sandblasted To Diffuse)  
 F4. ANGLE CLIPS: 1/2" Alum Clips Pop-Riveted To Letter Backs.  
 F5. HARDWARE: Attach Returns To Clips On Letter Backs w/ #6 Pan-Head Screws.  
 F6. DRAIN HOLES: 1/4" Ø With Light Cove. (2) Per Letter.  
 Exterior Signs Only.

### ELECTRICAL AND LIGHTING

- E1. LEDS: Internally Illuminated With LEDs.  
 E2. WIRE: Secondary Low Voltage LED Wire.  
 E3. PASS THRU: Page Wall Buster Or EQ.  
 E4. POWER SUPPLY: Class 2 Power Supply Inside Enclosure.  
 E5. ENCLOSURE: UL Listed w/Removable Cover (Page Box Or EQ).  
 E6. SERVICE SWITCH: 20amp Toggle Switch On Side Of Enclosure.  
 E7. PRIMARY: Flexible Conduit With Primary Wire To Disconnect Switch.

### INSTALLATION HARDWARE

- I1. HARDWARE: Minimum 1/4" Ø Riv-nuts w/Non-Corrosive Hardware. Min (3) Per Individual Element. Threaded Rod & Pipe Spacers Supplied With Sign Unless Otherwise Noted.



1 TYPICAL DETAIL - 3" DEEP  
 HALO LIT REMOTE CHANNEL LETTER  
 SCALE: 3/4" = 1' 0"

### CHANNEL LETTER INSTALLATION NOTES:

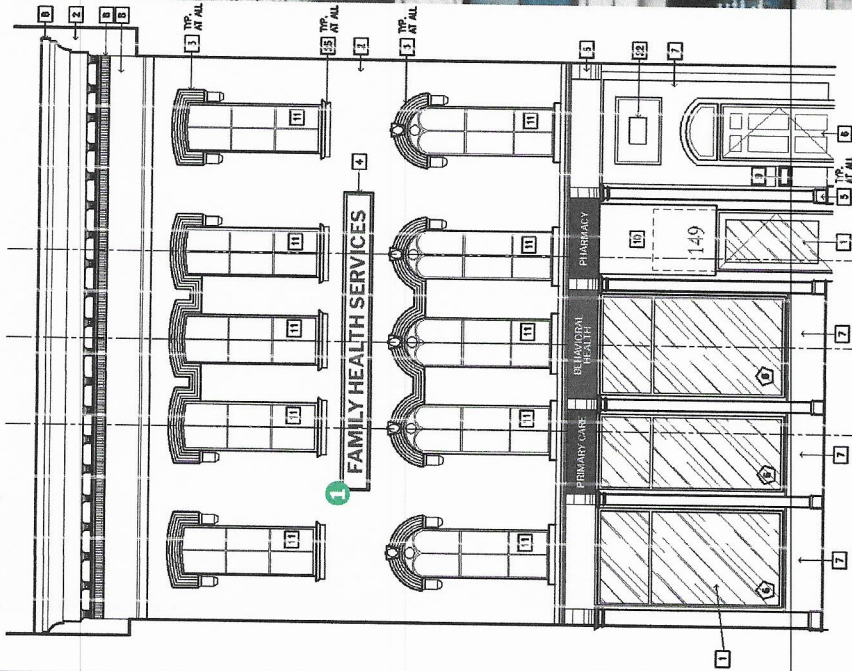
1. Sufficient Primary Dedicated Circuit In Vicinity of Sign By Others.
2. Letter To Letter Wiring & Final Primary Hook-up By Sign Installer Where Allowed By Local Codes.
3. Sign Shall Be U.L. Listed.
4. All Variable Wiring & Conduit To Be Run In Straight Lines & 90° Bends.
5. Seal All Building Penetrations.
6. Threaded Rod Supplied With Sign Unless Otherwise Noted.

ESTIMATED WEIGHT: 3.00 lbs Per S/F  
 ESTIMATED ELECT LOAD: (X.X) Amps @120V  
 ELECT REQUIREMENT: (X) 20a Circuit @120V

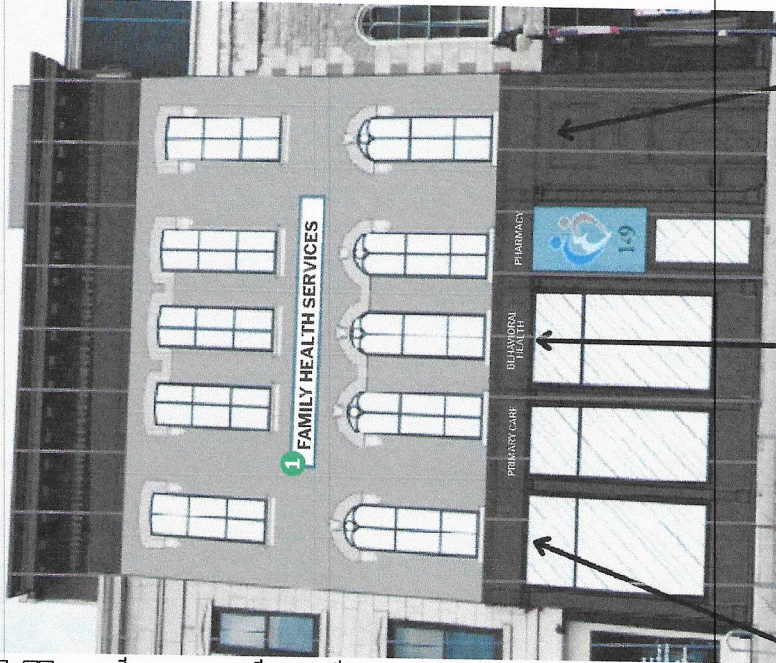


# SIGN 1

Proposed New Sign



Proposed New Sign



Current Conditions



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**BRADY**  
SIGNS  
1721 Hancock Street  
Sandusky, OH 44870  
Phone: 419-626-5112  
www.bradydesigns.com

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Customer: Family Health Services

Date: 10/12/23

Location: 149 E Water St., Sandusky, OH 44870

File Name: Dwg77175A

Client Approval: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



2 59.73" PRIMARY CARE

3 50.53" BEHAVIORAL HEALTH

4 45.3" PHARMACY

Fabrication Specs

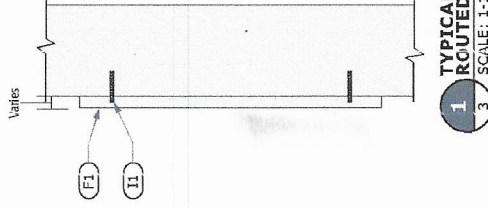
Qty. 1/ea  
1/2" Thick FGG Acrylic  
Non-Illuminated  
Letters to be stud mount installed



ROUTED FCO LETTERS

FABRICATION DETAILS  
F1. FACES: Routed Acrylic Drilled & Tapped For Mounting Hardware.

INSTALLATION HARDWARE  
I1. HARDWARE: Minimum #10-24 Non-Corrosive Threaded Rod. Min (3) Per Individual Element.



FCO LETTER INSTALLATION NOTES:  
1. Drill Wall & Fill Holes With Construction Adhesive

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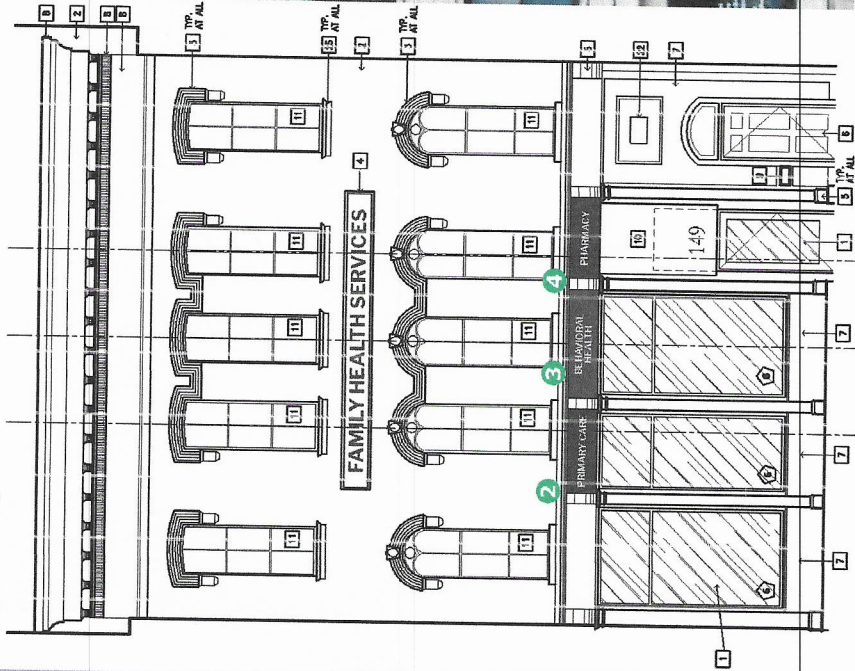
Customer: Family Health Services  
Location: 149 E Water St., Sandusky, OH 44870  
Client Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date: 10/12/23  
File Name: Dwg77175A  
Title: \_\_\_\_\_ Date: \_\_\_\_\_



# SIGN 2 3 4

Proposed New Sign



Proposed New Sign



Current Conditions



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Customer: Family Health Services

Date: 10/12/23

Location: 149 E Water St., Sandusky, OH 44870

File Name: Dwg77175A

Client Approval: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF SANDUSKY, OHIO  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
DIVISION OF PLANNING

# PLANNING COMMISSION REPORT

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APPLICATION FOR SIMILAR MAIN USE APPROVAL  
FOR 1033 CLEVELAND RD. (PARCEL 57-04642.000)

Reference Number: PSMU23-0003

Date of Report: January 16, 2024

Report Author: Alec Ochs, Assistant Planner



# City of Sandusky, Ohio

## Planning Commission Report

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### BACKGROUND INFORMATION

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Applicant: 1033 Cleveland Road Holdings, LLC  
1033 Cleveland Rd.  
Sandusky, OH 44870

Authorized Agent: Kyle Grathwol  
1226 Marlboro St.  
Sandusky, OH 44870

Site Location: 1033 Cleveland Rd.  
Sandusky, OH 44870

Current Zoning: LB - Local Business

Adjacent Zoning: North: LB - Local Business  
East: R1-40 – Single Family Residential  
South: GB – General Business  
West: LB - Local Business

Surrounding Uses: Business / Residential

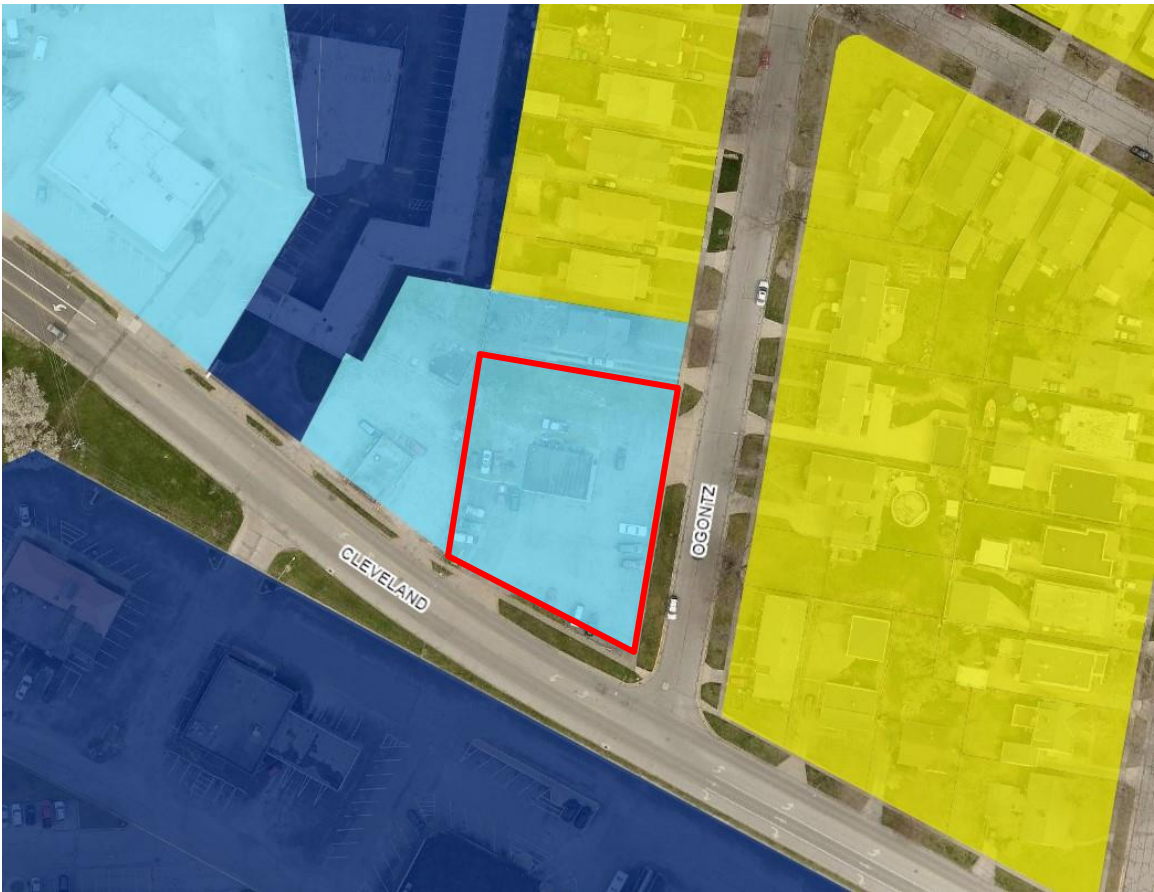
Existing Use: Vacant

Proposed Use: Exotic car sales / repair

Applicable Plans & Regulations: City of Sandusky Zoning Code Section 1109.11 & 1133



SITE PICTURES



Zone Map Setbacks



PUD - Planned Unit Development



Parcels



TRO - Transient Rental Overlay



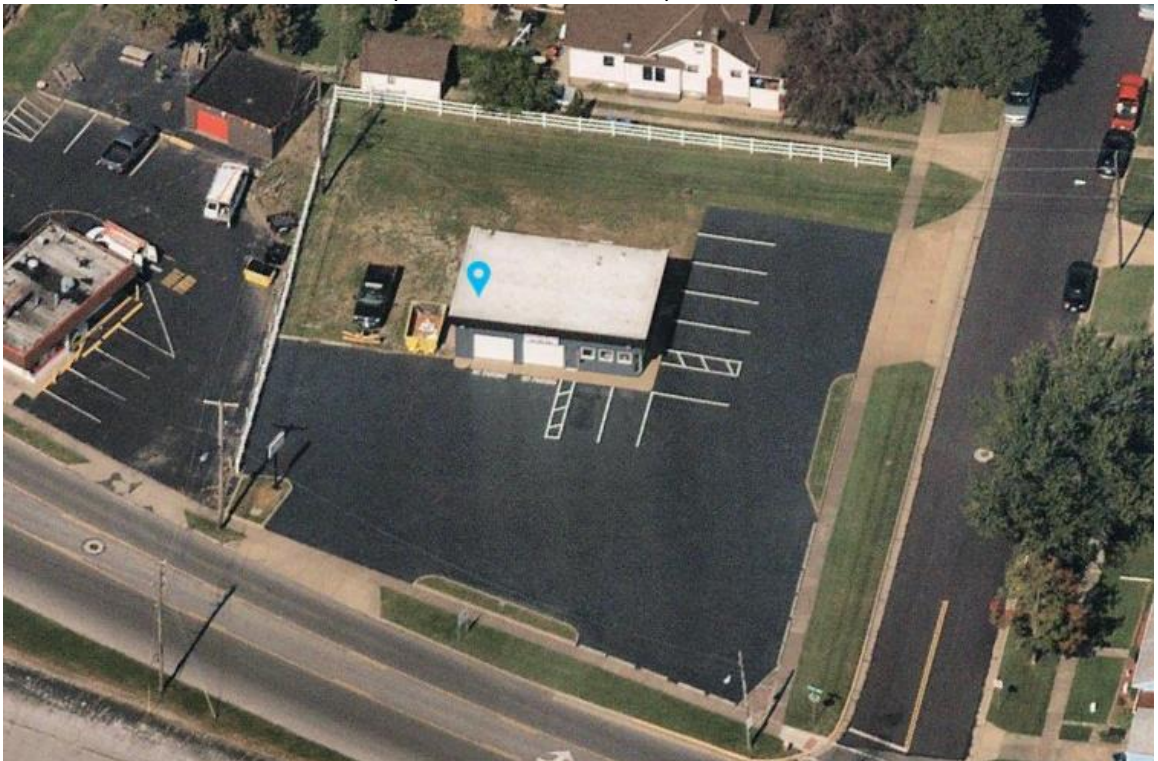
Zoning

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





(Aerial Photo – 9.15.23)



(Previous site conditions)



(Existing site conditions)



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#### PROJECT DESCRIPTION

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The site of 149 E. Water St. is in the process of converting to a used car dealership and repair shop for exotic cars.

The applicant wishes to obtain a similar main use permit to allow the sales and services of vehicles at this site. Currently, the LB - Local Business zoning does not allow car sales. Car servicing is limited to lubrication and minor repairing services, and only where performed wholly within an enclosed building.

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#### APPLICABLE CODE SECTIONS

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##### **1109.11 DETERMINATION OF OTHER SIMILAR USES**

Upon application for a use not specifically listed in the use classifications of that district, a similar main use may be determined by the Commission, which is in compliance with the following standards:



- (a) The use does not create dangers to health and safety, and does not create offensive noise, vibration, dust, heat, smoke, odor, glare, or other objectionable influences to an extent greater than normally resulting from other uses listed in the classification to which it is to be added;
  - (b) The use does not create traffic to a greater extent than other uses listed in the classification to which is to be added;
  - (c) In addition to the above general standards, appropriate specific safeguards, applying to a particular application, may also be specified in the permit;
  - (d) The Planning Commission may revoke the similar main use permit if the property is not maintained in the manner that would conform to the required standards.
- (Ord. 03-071. Passed 3-10-03.)

#### **1133.04 PERMITTED BUILDINGS AND USES; LOCAL BUSINESS DISTRICT**

- (a) Main Buildings and Uses.
  - (1) Dwellings, of the type permitted and as regulated in the least restrictive contiguous district;
  - (2) Retail stores and services conducted wholly within enclosed buildings, and devoted to supplying neighborhood needs to the following limited extent:
    - A. The sale of baked goods, confectionery, groceries, meats, fruits, vegetables, and dairy products.
    - B. The sale, serving, and consumption of soft drinks, juices, ice cream, beer, and wine, at such places as lunchrooms and tea rooms;
    - C. The sale of drugs, gifts, antique and art goods, flowers, periodicals, musical instruments and supplies (provided no loudspeaker broadcasts onto the street), tobacco, and sporting and athletic goods;
    - D. The sale of tools, paint, seed, garden supplies, and household appliances;
    - E. Personal services, such as beauty and barber shops, laundry agencies, laundromats, shoe and hat repair, radio and television repair, interior decorating, tailor, pressing and dry cleaning shops in which only nonexplosive and nonflammable solvents are used, provided that not more than one pressing or cleaning machine shall be used, or not more than 2 persons are engaged in such work, and no work shall be done on the premises for retail outlets elsewhere;
    - F. Automotive service stations; the sale of gasoline and oil, and the parking of automobiles are permitted in open areas. Services are limited to lubrication and minor repairing services, and only where performed wholly within an enclosed building;
    - G. Principal offices for dentists, doctors, and similar professions, financial institutions, and principal offices of real estate and similar businesses.
  - (3) Brewpub.

#### **1133.05 PERMITTED BUILDINGS AND USES; ROADSIDE BUSINESS DISTRICT**

- (...)
- C. Automotive services, repair or service garages, and buildings for the sale of new and second-hand motor vehicles.

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#### DIVISION OF PLANNING COMMENTS

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The site sits on a highly trafficked and highly commercial corridor of Cleveland Rd. The proposed use is not out of line or out of harmony with the surrounding uses along Cleveland Rd., the surrounding properties, or the previous use of the site. Staff has determined the proposed similar main use is appropriate. The hours of operation will be from Monday 10am to 3pm. All other days are by appointment only. The hours by appointment only will be from 8:15am to 3:15pm on most days.

The neighbor to the north has requested that the installation of a privacy fence be not required as part of this process. He expressed preference for their not to be a fence between his and the subject property.

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#### OTHER DEPARTMENT COMMENTS

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**Engineering Staff:**

Engineering Staff has no objections to this request.

**Building Staff:**

Building Staff has no objections to this request.

**Police Department:**

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

**Fire Department:**

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

**Code Compliance:**

Code Compliance has no objections to this request.

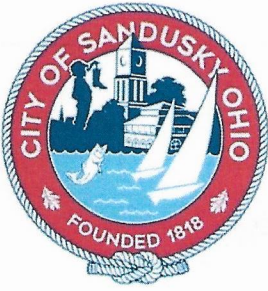
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#### CONCLUSION / RECOMMENDATION

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Staff supports the approval of the proposed Similar Main use at 1033 Cleveland Rd. (parcel 57-04642.000) with the following conditions:

1. All permits are obtained through the Building Department, Engineering Department, Division of Planning and any other applicable agency prior to construction.
2. The automotive repair services are limited to operations wholly within an enclosed building.
3. The sale of motor vehicles may be permitted on an open lot, providing all requirements for front yards in the Business District as set forth in the Zoning Code are met.



## 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: 1033 CLEVELAND ROAD HOLDINGS, LLC

Property Owner Address: 1033 CLEVELAND ROAD, SANDUSKY, OH

Property Owner Telephone: (419) 503-3545

Property Owner Email: KYLE@KYLEGRATHWOL.COM

Authorized Agent Name: KYLE GRATHWOL

Authorized Agent Address: 1226 MARLBORO ST. SANDUSKY, OH

Authorized Agent Telephone: (419) 503-3545

Authorized Agent Email: KYLE@KYLEGRATHWOL.COM

### LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: 1033 CLEVELAND ROAD WEST

Legal Description of Property (check property deed for description):  
28 29 30 CLEVELAND AVE WH & 31 OGONTZ WH

Parcel Number: 57-04642.000 Zoning District: LB

**DETAILED SITE INFORMATION:**

Land Area of Property: 0.49 ACRES (sq. ft. or acres)

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

Building #1: 1,232 (in sq. ft.)

Building #2: \_\_\_\_\_

Building #3: \_\_\_\_\_

Additional: \_\_\_\_\_

Total Building Coverage (as % of lot area): 6%

**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:**

OFFICE AREA - 435 sq ft

SERVICE BAYS - 797 sq ft

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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): +/- 7,500 (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.):**

EXOTIC USED CAR DEALERSHIP. FERRARI, PORSCHE,  
JAGUAR, ETC.

LOCAL MAINTENANCE & REPAIR FACILITY FOR THE  
UNITED STATES POST OFFICE DELIVERY VEHICLES

**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

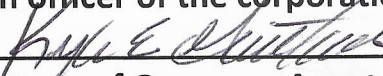
Front Yard Fence: no charge

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

11/8/2023  
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: \_\_\_\_\_





## COMMUNITY DEVELOPMENT

*Division of Planning*  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891

**To:** Planning Commission  
**From:** Alec Ochs, Assistant Planner  
**Date:** January 17, 2023  
**Subject:** Recommendation to amend zoning code to establish requirements for dark sky friendly exterior light fixtures.

**Items for Consideration:** Proposal to initiate a change in the Zoning Code to include a "Fully Shielded Design" lighting definition and to add "Fully Shielded Design" language and related exterior lighting regulation to zoning code sections 1107 - Definitions, 1145.17 - Landscape Features and Yard Structures, 1149.10 Site Illumination, and 1183.06 - Streets

**Background:** With encouragement from both the City Commission and the Planning Commission in recent years, the Community Development Department brings forth a zoning code amendment to establish requirements for dark sky friendly development. These changes will help prevent light pollution in the city, which can be a nuisance to surrounding properties, brightens the night sky, and has a disruptive effect on natural cycles.

Specifically, light pollution has negative effects on the local culture of Sandusky. Unshielded lights can cause maritime confusion with existing navigation lighting, cause migratory birds to move off their migration path, create light intrusion into neighboring properties, and reduce visibility of the stars and night sky. With our rich maritime culture, important location for migratory birds, and density of land uses, the City of Sandusky should consider fully shielded lighting sources for future development. Currently, the zoning code has no language to regulate light fixtures and the Planning Commission has been requiring fully shielded fixtures as conditions of approval.

To develop the proposed regulations, planning staff conducted research including ordinances from several peer cities and recommendations from organizations such as Dark Sky International, then worked with the Law Department to draft the proposed ordinance updates. The proposed changes create a regulatory mechanism to require dark sky friendly lighting in the city moving forward.

The summary of proposed changes are as follows:

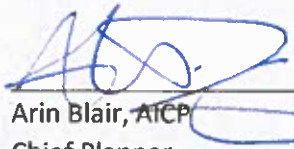
- Creation of a "Fully Shielded Design" definition and requirement for use of this type of light fixture in exterior lighting as regulated in Chapter 1107 Definitions, Chapter 1149 Site Plan Review and Off-Street Parking, and Chapter 1183 Required Improvements and Design Criteria (in Subdivision section)
- Requirement in each section listed above that exterior fixtures employ warm toned (3,000k or lower) white light, amber light, or filtered LED light sources

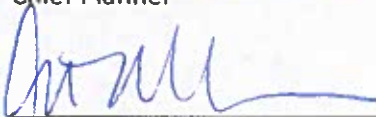
- Creation of façade and site feature lighting requirement in Chapter 1149 Site Plan and Off-Street parking regulations that specifies any façade or landscape lighting shall be shielded by the fixture or the building/site feature as to not project light into the sky or adjacent streets, roads, or properties.

**Recommendation:** The Community Development Department recommends Planning Commission make a motion to amend the zoning code to establish the attached requirements for regulating exterior lighting fixtures in Sandusky.

  
\_\_\_\_\_  
Alec Ochs  
Assistant Planner

I concur with this recommendation,

  
\_\_\_\_\_  
Arin Blair, AICP  
Chief Planner

  
\_\_\_\_\_  
Colleen Gilson  
Community Development Director

cc John Orzech, City Manager; Stewart Hastings, Law Director

## CHAPTER 1107

### Definitions

#### (ff) Illumination

- (1) "Fully Shielded Design" meaning fixtures are shielded in such a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.

## CHAPTER 1145.17 LANDSCAPE FEATURES AND YARD STRUCTURES.

(f) Other Structures. Floodlights, search lights, loudspeakers, or similar structures shall not be erected or used in a residential district in any manner that will cause hazards or annoyance to the public generally, or to the occupants of neighboring property. **When used, exterior light fixtures shall be of a fully-shielded design, and shall employ warm toned (3000K or lower) white light sources, amber light sources, or filtered LED light sources.**

## CHAPTER 1149

### Site Plan Review and Off-Street Parking

#### 1149.10 **SITE ILLUMINATION** ~~OF PARKING AREAS~~

- (a) **Pedestrian and** parking areas shall be adequately illuminated whenever necessary to protect the public safety. Illumination shall be so designed and located that light sources are shielded from adjoining residential districts, streets **and night sky**, and shall not be of excessive brightness or cause a glare hazardous to pedestrians or auto drivers. **In addition, all parking lot and wall mounted light fixtures used for the illumination of parking areas shall be of a fully-shielded design, and shall employ warm toned (3000K or lower) white light sources, amber light sources, or filtered LED light sources.**
- (b) **Façade and site feature lighting.** If façade or landscape lighting is used, fixtures shall be shielded and directed onto the building façade, site feature or landscape as to not cause a glare or allow light to project into the sky. Fixtures shall not be directed toward adjacent streets, roads, or properties and shall use the minimum amount of light necessary to light the feature. To the extent practicable, lighting fixtures shall be directed downward rather than upward.

(1980 Code 151.90)

## CHAPTER 1183

### Required Improvements and Design Criteria

#### 1183.06 STREETS.

(....)

(h) Street Lighting. Streetlights shall be installed in conformance with the Engineering Design and Construction Standards and shall be of a fully-shielded design, and shall employ warm toned (3000K or lower) white light sources, amber light sources, or filtered LED light sources.