

**Planning Commission  
January 27, 2021  
Meeting Minutes**

**Meeting called to order:**

Chairman McGory called the meeting to order at 5:07pm. The meeting took place virtually via Microsoft Teams. The following members were present: Dennis Murray, Mike Zuilhof, Jim Jackson, Conor Whelan, Jade Castile, and David Miller. Greg Voltz represented the Planning Department and Brendan Heil represented the Law Department.

**Approval of minutes from the December 21st, 2020 meeting:**

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

**Election of officers:**

Mr. McGory nominated Mr. Murray for chairman and Ms. Castile seconded. With no other nominations brought forward, all members were in favor.

Mr. Murray nominated Mr. McGory for vice chairman and Mr. Whelan seconded. With no other nominations brought forward, all members were in favor.

**Adjudication Hearing:**

- 1. *Greg Schmid, on behalf of the Erie County Combined General Health District Board of Health, has submitted an application for a Conditional Use Permit to allow a "PF" – Public Facilities use within the "R2F" - Two-Family Residential District at parcels 59-62003.000 and 59-62001.000 near 420 Superior Street.***

Mr. Murray swore in those who wished to speak on the application. Mr. Voltz stated that this application is necessary due to the Health Department expanding its parking area onto these parcels. He said that staff does request a few conditions on this approval to ensure that Planning Commission is able to react if headlight glare becomes an issue. As well as to be ready for the eventual installation of the Sandusky Bay Pathway, ensuring that users of the pathway will have safe access to the site. Planning Staff recommends approval of the proposed site plan for 420 Superior Street with the following conditions: 1. The applicant provides, for staff approval, a revised landscaping plan that shows types and locations of plantings, as well as types, locations, specifications and examples of specific fencing to be installed, if any is to be installed. 2. Shrubs or low fencing may be requested to block potential head light glare coming from vehicles to the neighboring residential areas. 3. When construction of the Sandusky Bay Pathway is completed, bicycle parking and pedestrian access must be incorporated from the pathway to the entryway of the Health Department. Mr. Murray asked Mr. Voltz what the options are for when an applicant does not abide by the conditions given when an application is approved. Mr. Voltz stated that he would like to start working more closely with Code Enforcement staff when projects are completed to ensure conditions are being met, but would need to defer to the law director for what the consequences would be. Mr. Heil stated that the consequences depend on the situation, but that code would give a citation of some sort and follow up with the owner. Mr. Voltz then added that the ultimate recourse would be that the Conditional Use Permit would be taken away. Mr. Zuilhof made a motion to approve the application subject to staff's conditions. Mr. McGory seconded the motion. All voting members were in favor of the motion and the application was approved.

**New Business:**

- 1. *Rosalyn Ahner, as an authorized agent of RL Ahner Properties LLC., has applied for site plan approval for 2101 W. Perkins Avenue.***

Mr. Voltz stated that the 74 proposed parking stalls would be sufficient for a factory of 96,000 SF of gross floor area. The applicant is also proposing stall widths and depths greater than required by code which, while not ideal from a storm water perspective can leave room for more parking stalls in the future if expansion occurs. The applicant also shows additional canopy trees through the site and along the Perkins Avenue frontage. They are also proposing to reuse the existing light fixtures on site. While not full dark sky light fixtures, they appear to have the ability to be



tilted down to reduce light pollution. Staff recommends the approval of the proposed site plan with the following conditions: 1. All applicable permits are obtained through the Building Department, Public Works Department, or any other applicable departments or agencies. Mr. McGory asked Mr. Voltz if he could clarify the storm water comment in the staff report. Mr. Voltz stated that if the number of stall widths was reduced, in theory, the amount of asphalt would be reduced. However, staff is not recommending that because that would be an added expense for the applicant, when they just plan on using what is already there. Mark Miller, on behalf of the applicant, stated that the reason they have the proposed stall widths is because they plan on having larger vehicles parked in the parking lot since they manufacture commercial doors and windows. Planning Commissioner David Miller asked if the sale of the property has taken place yet or if approval of this site plan is a condition needed in order for the sale to go through. Mark Miller stated that the sale is pending on this the approval of the site plan. David Miller stated that while the Planning Commission does not want to see uplighting, they want to make sure there is enough lighting. He stated that when he was the YMCA director at that location, he stated that there were a few problems that occurred there after dark, more specifically towards the side and back of the building. As far as runoff goes, having substantial landscaping in the middle of the parking lot, that would allow for passive treatment of runoff. Mr. McGory made a motion to approve the site plan subject to staff conditions and also, if the current lighting is changed or added to, that it be dark sky friendly, and further, require that the landscaping in the center of the parking lot allow for the storm water to be able to run off towards it by way of curb cuts or some other method. All voting members were in favor of the motion and the application was approved.

**2. David Maison, on behalf of Name One Yellowstone LLC, has submitted an application for a Special Residency Occupancy Permit for 333 E Washington Street to allow for the reestablishment of a residential, nonconforming use where a prior legal nonconforming residential use has expired and the structure remains.**

Mr. Voltz stated that the applicant is proposing to rehab the existing residential structure in hopes that it can continued to be utilized for residential purposes, as well as for transient occupancy use. Both uses are permitted within the Downtown Business District. He explained that the reason for the Special Residency Occupancy Permit is due to the fact that the Downtown Business District does not permit residential on the first floor. He then stated that he has received calls from neighbors with concerns about the amount of activity the proposed development may create. Staff gave those callers an email for them to write to for the record and they said they would do so, but did not. However, their concerns were in regards to the possibility of new uses creating more constraints on the availability of on-street parking, the transient rentals creating a nuisance, and that any proposed retail may not fit with the character of the neighborhood. Mr. Voltz stated that staff believe there is adequate on-street parking in the area. He also said that there is a three strike rule in the transient rental regulations for property owners if they create constant nuisance issues. Furthermore, since the property is zoned Downtown Business, retail and residential are both permitted. Staff recommend approval with the following conditions: 1. Exterior lighting be dark sky friendly and the applicant provides exterior lighting cut sheets for staff approval, 2. As part of the Special Residency Occupancy Permit, Planning Commission could request a parking management plan from the applicant if consistent complaints are heard from neighboring property owners and residents, 3. If the property is used for transient rental, the applicant obtains necessary transient rental occupancy permits through the City of Sandusky, and 4. The applicant obtain all necessary building, public works, or other necessary permits. Mr. Murray asked Greg how the three strike rule works. Mr. Voltz stated that the first two complaints will receive a fine and after the third complaint, the transient rental permit will be taken away for the remainder of the year. Mr. Jackson made a motion to approve the application subject to staff's conditions and Mr. Whelan seconded the motion. All voting members were in favor of the motion and the application was approved.

**3. David Maison, on behalf of Name One Yellowstone LLC, has submitted a site plan application for 333 E Washington Street.**

Mr. Voltz stated that the applicant is increasing on-site parking with six spaces and is requesting that Planning Commission waives the remaining requirement for ten more spaces as the applicant believes there is adequate on street spaces nearby. All adjacent property owners have adequate onsite parking for their respective properties and the street parking in this area is rarely used. Mr. Zuilhof made a motion to approve the application subject to staff's

conditions and Mr. McGory seconded the motion. All voting members were in favor of the motion and the application was approved.

**Old Business:**

**1. Presentation of the Downtown Sandusky Master Plan by MKSK.**

Arin Blair and Jeffrey Pongonis with MKSK went over findings from meetings with Downtown Stakeholders, the Steering Committee, and surveys from residents. They then explained what their recommendations would be to for those findings. Mr. Zuilhof explained that placing a large structure at Battery Park that interferes with sight lines to the water is not going to be taken lightly by the community. He also stated that while looking over the plan, there does not seem to be much considered from residents that live downtown. For example, the Steering Committee included very few downtown residents. He said that while we want to make downtown better, we need to protect what is already there as well. Mr. Pongonis said that they may not have articulated it enough in the plan, but they definitely had a lot of feedback from residents and took into consideration that feedback when creating this plan. City Manager Eric Wobser added that there is nothing in this plan that will not go through a very deliberate public planning process, but he did want to include what the developer had recommended for the Battery Park area, as it aligns with what people are saying they want to see there. Mr. McGory commented that those that live in Perkins Township are still Sandusky residents and many of Perkins Township residents visit and spend their money downtown often as well as those in Milan and other surrounding areas. Therefore, he thinks it is important to make downtown better for all, whether you live downtown or not. He also said he believes Battery Park is underutilized and thinks a hotel would be great there. Mr. Whelan stated that he does have some reservations on the cost of some of the recommendations in the plan and the location of the hotel at Battery Park, but believes that it is a good guiding document to work off of. Mr. Zuilhof stated that there was already quite a process doing a master plan for Battery Park and he believes it would be more appropriate to incorporate that into this plan rather than the first proposal from a developer. He said that he is open to considering any plan that a developer has, but for this master plan, he believes the previous master plan for Battery Park would be more appropriate. Mr. Murray stated that he thinks this plan is a nod to the earlier work that was done. However, there will be a lot of public input in terms of what will happen there. Mr. Zuilhof made a motion to recommend the Downtown Master Plan to the City Commission with a modification that instead of the illustration that is in the plan for Battery Park, that they refer back to the Sandusky East Bay Plan. Mr. Miller seconded the motion. All voting members were in favor of the motion.

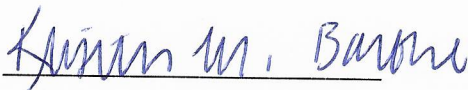
**Meeting Adjourned:**

Mr. McGory made a motion to adjourn and the meeting ended at 8:44pm.

**Next Meeting:**

February 24, 2021 at 5:00pm

**Approved:**



Kristen Barone, Clerk



Dennis Murray, Chairman