

PLANNING COMMISSION MEETING

December 12, 2024

Chair Rob Vela called the meeting to order at 7:02 p.m. Commission members present were Greg Bade, Mathew Beredo, Andy Lorenz, Rob Vela, and Megan Wolfinger (5). Mayor Mackin and Becky Williams were absent (2). Mark Easterling, Deputy Planning & Zoning Administrator, was also present.

APPROVAL OF MINUTES

Mr. Lorenz moved to approve the November 7, 2024 meeting minutes as written and seconded by Ms. Wolfinger. Ayes: Beredo, Lorenz, Vela, and Wolfinger (4). Nays: (0). Abstain: Bade (1).

ADMINISTRATOR'S REPORT

No report.

Preliminary Plat Extension Coventry Pointe West Subdivision

APPLICANT/OWNER/DEVELOPER

Steve Mitchell & Mike White
Coventry Glen Limited

Feller Finch and Associates, Inc.
1683 Woodlands Drive, P.O. Box 68
Maumee, Ohio 43537

REQUEST

Chapter 1295.01 – Preliminary Plat

PROPERTY LOCATION & DESCRIPTION

Coventry Pointe West is a proposed subdivision consisting of 37 lots, and is located just west of the southern portion of the Coventry Pointe Subdivision, on the north side of Five Point Road just west of Fort Meigs Road. This subdivision (20.55 AC) is an R-4 (Single Family) residential subdivision with an area to the north consisting of 4 acres of property acknowledged to be a former Catholic cemetery that was partially relocated. There seems to be a general consensus that the relocation of the cemetery was not fully completed and

there are still unmarked burial locations in this area of the property. This area is zoned as S-1 (Scenic & Open Space).

BACKGROUND

This parcel was annexed into the City from Middleton Township in July of 2022, with the split zoning being approved by the City Council in September 2022. The Preliminary Plat for Coventry Pointe West Subdivision was approved on December 8, 2022, and upon approval was purchased by Steve Mitchell. The Preliminary Plat for Coventry Pointe West is now set to expire on December 8, 2024. If approved, this request would allow for the Coventry Pointe West Plat to be active until December 12, 2026.

ANALYSIS

The City of Perrysburg's current Comprehensive Plan indicates "Conservation Suburban" for the subdivision which encourages single family residential development.

The Code provides for a minimum lot area of 9,500 SF for R-4 Zoning. All proposed lots currently meet or exceed the minimum lot size.

The applicant shall provide an open space fee to the City of Perrysburg (prior to final plat approval) for the improvement of open space or recreational areas within the city per the following formula: Open space requirement = 7.5% of appraised value of 20.55 acres + \$100.00 per lot. An official appraisal of the property has not been submitted to calculate the open space fee. The applicant would like to utilize the cemetery space and pond area to fulfill the minimum 5 acre open space requirement. Due to the existing use of an active/protected cemetery, this portion and the detention/retention would not be eligible to exempt the subdivision from the open space fee.

The subject property shall be subject to Chapter 1295 – Subdivision Regulations.

- Per Ch. 1295.05(a)(6)(G) lots shall not have an average depth which is more than three times its average width, nor shall it have a depth of less than one hundred twenty feet unless otherwise approved by the Planning Commission. A complete calculation could not be done for every lot as lots 25, 26, and 27 are missing widths along the rear of the property. The rest of the lots shown meet the minimum standard.
- Each of the lots on the chart below, has a frontage less than 65'. This would require the approval of the Planning Commission according to Ch. 1295.05(a)(6)(E). Please note that majority of the lots shown meet the minimum lot width at the building line, but lots 2-6 do not show the lot width at the building line.

Lot	Frontage (FT)
2	53
3	53
4	53
5	53
6	59
23	60
24	58
25	46
26	46
27	46
28	45
29	55
31	60
32	55
33	53
34	57
35	56

RECOMMENDATION

The Deputy Planning and Zoning Administrator recommends that the Planning Commission approve the Preliminary Plat Extension for the Coventry Pointe West Subdivision until December 12, 2026.

Mr. Easterling reviewed the above Staff Report regarding the Preliminary Plat Extension for the Coventry Pointe West Subdivision. Greg Feller, Feller Finch, was present virtually via Teams. There were no questions or comments from the Planning Commission.

Mr. Bade made a motion to approve the Preliminary Plat Extension for the Coventry Pointe West Subdivision. Seconded by Mr. Lorenz, the application was unanimously approved (5-0).

Special Approval Use

Elcan and Associates, Inc. (on behalf of Dollar Tree)

Parcel Q61-400-070404030003 (o Eckel Junction Road)

Parcel Q61-400-070404031003 (o Eckel Junction Road)

APPLICANT/OWNER/DEVELOPER

Richard Ogburn
Elcan and Associates, Inc.
PO Box 230
Point Clear, AL

Art Hardin
Calibre Engineering, Inc.
7700 Paragon Road STE C
Centerville, OH 45459

Eckel River, LLC
5215 Monroe St. STE 8
Toledo, OH 43623

REQUEST

Chapter 1260.08 – Final Site Plan Review
Chapter 1250 – Site Design Standards

PROPERTY LOCATION & DESCRIPTION

The subject property is located on the north side of Eckel Junction Road, just east of the Dixie Highway and Eckel Junction intersection. The potential site is also south of Black Diamond, and north of Buckeye State Bank. The property comprises two parcels totaling 1.83 acres and is zoned C-3 Community Shopping.

Adjacent zoning:

North – OS (Office and Service),
East – OS (Office and Service), RM (Multiple Family Residential)
South – C-4 (Highway Commercial)
West – C-4 (Highway Commercial)

ANALYSIS

Land Use

- The proposed Use has been reviewed and determined to be “Retail Business: less than 60,000 GSF.” This use is permitted in the C-3 Zoning District.

Intensity and Dimensional Standards

- Structure meets all setback requirements.
- The applicant was unable to be placed on the December BZA agenda for parking in the required front yard but has submitted for the January 2025 meeting.

Parking Standards

- The number of parking spaces meets the minimum standard.

- All proposed parking spaces are shown to be 10' x 20' in size.
- Curb stops are shown throughout the parking lot.
- Drive aisles are shown exceeding the minimum width required.
- Landscape islands meet the minimum requirements.
- There are 5 trees required for 39 spaces; plans show 10 trees on site.

Landscaping

- The overall site would require 10% (4,055 SF) to be landscaped and 6% (2,350) for the parking lot. According to the chart, the intentional landscape shown totals 12,117 SF which would exceed the minimum requirements.

Drives & Access

- The site has two drive entrances shown from the Black Diamond entrance drive.
- The drive aisle locations meet and exceed the minimum standards for location.

Sidewalks

- A sidewalk currently exists across the frontage of the property.
- The sidewalk is shown connecting from the right of way to the entrance.

Street Trees

- A Street Tree Plan will be created for this property by the City's Street Tree Commission. The quantity of trees is determined by taking the frontage of the parcel, subtracting 35' (allowable driveway width), and dividing that length by 40' (the average spacing of street trees). The note to ask for the Commission to waive the Street Tree Requirements due to lack of space in the tree lawn, overcrowding, and above-head power lines will be forwarded to the Street Tree Commission.

Lighting

- A photometric plan was provided, and light spillage is minimal along the property lines.
- Requests that the applicant add a shield to the pole lights along the eastern side of the property to reduce any excess spillage along the access drive.
- All lighting fixtures are shown to be downlit and meet the minimum requirements.

Building Design

- Building elevations were provided in accordance with the zoning code.
- Percentages of materials were provided. It appears that the majority, at least three sides of the building, utilize EIFS, which would seem to exceed the 50% maximum. This number does not match the listed chart percentage.
- All other materials appear not to exceed the maximums outlined in Chapter 1250.48.

Signage

- A full review of signage will be conducted by the Planning and Zoning Division before the issuance of permits.

Dumpsters

- Dumpsters are shown to be enclosed and located in the rear of the building.
- Location and design meet the minimum standards.

Additional Notes

- The applicant shall submit and obtain City of Perrysburg Construction Review approval for drainage calculations and general engineering prior to a zoning permit being issued. Additionally, a Pre-Construction meeting must be conducted before the issuance of any zoning permit.
- Fencing at a height of 6' in the location listed on the site would require a variance from the Board of Zoning Appeals.

RECOMMENDATION

The Planning and Zoning Deputy Administrator recommends that the Planning Commission conditionally approve the site plan based on the following:

1. Provide clarification as to the amount of EIFS to show that the material is under the 50% maximum.

Mr. Easterling reviewed the above Staff Report regarding the Final Site Plan for Elcan and Associates, Inc. (on behalf of Dollar Tree) for (2) parcels along Eckel Junction Road. Richard Ogburn, Elcan and Associates, Inc., and Art Hardin, Calibre Engineering, Inc., were present on behalf of the application. Mr. Hardin noted that they have considered installing a four (4) foot white fence instead of the proposed six (6) foot fence. He confirmed that they will install the shields for light spillage and that they will provide the confirmed calculations for building materials concerning the EFIS. There was a brief discussion about the entrance and exit for the truck route, and Mr. Vela noted that the trucks would likely be going over the curbs. Mr. Easterling confirmed that the use of grasscrete is not approved and suggested that the drive aisles be widened due to the private road access. There was further discussion about the building setback between the two buildings, and Mr. Hardin confirmed that they will need to submit a consolidation plat for the two existing properties.

Joann Tallarico, 12 Callander Court, was present and said that there is a tree line (buffer) concern and that as neighbors to this property, they would prefer pine or arborvitae trees be planted. She noted that she is also concerned with the building's architecture, security cameras, light spillage, and the possibility of trash pickup overnight. Mr. Hardin confirmed that arborvitae and evergreen trees are shown on their landscape plan.

Mr. Bade motioned to grant conditional approval of the Final Site Plan for Elcan and Associates, Inc. (on behalf of Dollar Tree) for (2) parcels along Eckel Junction Road, with the following conditions:

1. Provide clarification on the percentage of EFIS to be used, to show that the material is under the 50% maximum
2. Submit and gain Board of Zoning Appeals approval for parking.
3. Add a shield to the pole lights along the eastern side of the property to reduce any excess spillage along the access drive.
4. Modify the entrance and exit to allow for the trucks to fit.

Seconded by Mr. Vela, and the application was unanimously approved (5-0).

Code Amendment

Chapter 1250.31(h) – Conditions Applicable to Signs in All Districts

APPLICANT/OWNER/DEVELOPER

City of Perrysburg
201 W. Indiana Avenue
Perrysburg, OH 43551

REQUEST

Chapter 1285 – Changes and Amendments
Chapter 1250.31 – Conditions Applicable to Signs in All Districts

DESCRIPTION

The proposed Code Amendment to chapter 1250.31 intends to provide additional on-site signage opportunities to inform vehicular and pedestrian traffic about where certain features, businesses and services are located within development sites. Many large-scale developments and institutional uses have encountered difficulties providing site directory and navigational signage within their properties. This proposal aims to increase the opportunity for this internally oriented directional signage by increasing the allowable height, size, and font dimension. Additionally, this proposal clearly describes the permitted quantity of such signs, rather than relying on the previous wording which states “The number of instructional or directional signs are the minimum needed to serve the intended purpose.”

ANALYSIS

Existing Code Language

Ch. 1250.31 CONDITIONS APPLICABLE TO SIGNS IN ALL DISTRICTS.

- (a) Signs, as defined by this Chapter, may be erected or located in any use district subject to the conditions of this Chapter.
- (b) No sign, except those established and maintained by governmental units and marquee or projecting signs where permitted, shall be located in, project into or overhang a public right-of-way or dedicated public easement.
- (c) All directional signs required for the purpose of orientation, when established by governmental units, shall be permitted in all use districts.
- (d) Warning signs shall be permitted in any use district provided that they do not exceed two (2) square feet in area and are spaced not closer than fifty (50) feet from each other.
- (e) Signs shall not be placed within the "Clear Vision Zone" as provided in Section 1250.54.
- (f) Illuminated signs shall not be the flashing, twinkling, blinking, or traveling type. Lighting shall be of constant intensity. Static images may not change more frequently than one (1) sign image every seven (7) seconds.
- (g) Roof signs shall not be permitted in any district.
- (h) The regulations of this Chapter shall not apply to signs clearly intended for providing directions or instructions for vehicular or pedestrian traffic within a zoning lot. Two signs shall be permitted at each driveway entrance or exit not within the public right of way and each sign may have a maximum height of 42 inches and a sign area of no more than three (3) square feet and contain no advertising. All other signs for directions or instructions shall comply with the following:
 - (1) Each sign shall not exceed eight (8) square feet in area and six (6) feet in height;
 - (2) The number of instructional or directional signs are the minimum needed to serve the intended purpose;
 - (3) Lettering on the sign does not exceed four inches in height; and
 - (4) The signs are not in a location and do not possess design characteristics that constitute or serve to attract attention beyond the perimeter of the zoning lot.
- (i) Signage shall be designed as a coordinated and complementary architectural element of the buildings to which it is principally related according to the Chart "Sign Criteria Do's and Don'ts".

Proposed Code Language

Ch. 1250.31 CONDITIONS APPLICABLE TO SIGNS IN ALL DISTRICTS.

- (a) Signs, as defined by this Chapter, may be erected or located in any use district subject to the conditions of this Chapter.
- (b) No sign, except those established and maintained by governmental units and marquee or projecting signs where permitted, shall be located in, project into or overhang a public right-of-way or dedicated public easement.

- (c) All directional signs required for the purpose of orientation, when established by governmental units, shall be permitted in all use districts.
 - (d) Warning signs shall be permitted in any use district provided that they do not exceed two (2) square feet in area and are spaced not closer than fifty (50) feet from each other.
 - (e) Signs shall not be placed within the "Clear Vision Zone" as provided in Section 1250.54.
 - (f) Illuminated signs shall not be the flashing, twinkling, blinking, or traveling type. Lighting shall be of constant intensity. Static images may not change more frequently than one (1) sign image every seven (7) seconds.
 - (g) Roof signs shall not be permitted in any district.
 - (h) The regulations of this Chapter shall not apply to signs clearly intended for providing directions or instructions for vehicular or pedestrian traffic within a zoning lot. Two signs shall be permitted at each driveway entrance or exit not within the public right of way and each sign may have a maximum height of 42 inches and a sign area of no more than three (3) square feet and contain no advertising.
- All other signs for direction or directory listings shall comply with the following:
- (1) Each sign shall not exceed thirty-two (32) square feet in area and eight (8) feet in height;
 - (2) The number of directional or directory signs is limited to one for each entrance or exit to the property;
 - (3) Lettering on the sign does not exceed ten inches in height; and
 - (4) The signs are not in a location and do not possess design characteristics that constitute or serve to attract attention beyond the perimeter of the zoning lot.
- (i) Signage shall be designed as a coordinated and complementary architectural element of the buildings to which it is principally related according to the Chart "Sign Criteria Do's and Don'ts".
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RECOMMENDATION

The Planning and Zoning Administrator recommends that the Planning Commission recommend to City Council approval of the proposed Code Amendment to Chapter 1250.31(h) as presented in this report.

Further, it is recommended that a Public Hearing be set before City Council for January 21, 2025, at 6:20 P.M.

Mr. Easterling reviewed the above Staff Report regarding the proposed Code Amendment to Chapter 1250.31(h) – Conditions Applicable to Signs in All Districts. The Commission discussed directional signage within the city and whether this language would make sense for the signage to go before the Board of Zoning Appeals. Mr. Easterling said that it would not make sense with how the code is written. There was a further discussion about signage location and temporary versus permanent signage. Mr.

Beredo said that he understood the intention and recognized that a permit may be required. Mr. Easterling clarified that he has no issue with enforcing the code, and said that requiring a permit and adhering to setbacks could be added to the language.

Mr. Vela motioned to recommend conditional approval to City Council of the proposed Code Amendment to Chapter 1250.31(h) – Conditions Applicable to Signs in All Districts, with the following conditions (5 & 6 – highlighted in blue) to the proposed language:

(h) The regulations of this Chapter shall not apply to signs clearly intended for providing directions or instructions for vehicular or pedestrian traffic within a zoning lot. Two signs shall be permitted at each driveway entrance or exit not within the public right of way and each sign may have a maximum height of 42 inches and a sign area of no more than three (3) square feet and contain no advertising.

All other signs for direction or directory listings shall comply with the following:

- (1) Each sign shall not exceed thirty-two (32) square feet in area and eight (8) feet in height;
- (2) The number of directional or directory signs is limited to one for each entrance or exit to the property;
- (3) Lettering on the sign does not exceed ten inches in height; and
- (4) The signs are not in a location and do not possess design characteristics that constitute or serve to attract attention beyond the perimeter of the zoning lot.
- (5) Setbacks be established.
- (6) A permit is required.

And, that a Public Hearing be set for January 21, 2025, at 6:20 p.m. before City Council. Seconded by Mr. Bade, and the application's conditional approval was unanimously approved (5-0).

OTHER BUSINESS

There being no further business, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Heather Alfaro
Recording Secretary