

PLANNING COMMISSION MEETING

July 31, 2025

Chairman Rob Vela called the meeting to order at 6:30 p.m. Commission members present were Mathew Beredo, Stephen Dane, Mayor Mackin, Rob Vela, and Becky Williams (5). Greg Bade and Andy Lorenz were absent (2). Brody Walters, Planning & Zoning Administrator, was also present.

APPROVAL OF MINUTES

Mr. Vela moved to approve the June 26, 2025, meeting minutes as written, and Ms. Williams seconded the motion. Ayes: Beredo, Vela, and Williams (3). Nays: (0). Abstain: Dane and Mackin (2).

ADMINISTRATOR'S REPORT

None.

Preliminary Plat Extension Sanctuary in the Woods Plats 6 & 7

APPLICANT/OWNER/DEVELOPER

Greg Feller, P.E.
Feller, Finch & Associates, Inc.
1683 Woodlands Drive
Maumee, Ohio 43537

OWNER/DEVELOPER

Ed Bryant / Dick Wehrle
Retreat Associates, Inc.
4331 Keystone Drive
Maumee, OH 43537

Chapter 1295.06(i) – Preliminary Plats: Tentative Approval Time Limit; Plat Resubmission

PROPERTY LOCATION & DESCRIPTION

Sanctuary in the Woods Phase 3 is an R-1 residential subdivision consisting of 109 lots on approximately 90.3 acres and is a continuation of the existing Sanctuary residential development. It is located north of Roachton Road, west of Hull Prairie Road, south of SR65.

BACKGROUND

The Preliminary Plat was first approved December 4, 2003, and has been extended each year with the most recent request extending approval until May 27, 2023. The applicant did request the extension prior to the expiration date and therefore is allowed to proceed with the extension. If approved, this requested extension would be for two (2) years until July 31, 2027.

Plat 1, consisting of 16 lots was finalized and recorded on January 6, 2004.

Plat 3, consisting of 21 lots was finalized and recorded on December 24, 2014.

Plat 4, consisting of 13 lots was finalized and recorded on January 19, 2018.

Plat 2, consisting of 25 lots was finalized and recorded on January 25, 2018.

Plat 5, consisting of 15 lots was finalized and recorded on October 25, 2022

ANALYSIS

There are 35 un-platted lots proposed in the remaining portion of Sanctuary in the Woods Phase 3. Of those 50 lots, 18 of the lots do not meet the minimum lot size of 22,000 square feet.

(The lot numbers that do not meet the minimum lot size requirement are as follows: 88, 89, 92, 96, 97, 98, 100, 105, 106, 114, 115, 119, 120, 121, 122, 123, 124, and 125).

Preliminary Plat approval shall be effective for a maximum period of twenty-four (24) months unless, upon application of the developer, the Planning Commission grants an extension. If the Final Plat has not been recorded within this time limit, the Preliminary Plat must again be submitted to the Planning Commission for approval.

RECOMMENDATION

The Planning and Zoning Deputy Administrator recommends that the Planning Commission extend the Preliminary Plat approval until July 31, 2027. The developers have demonstrated a good faith effort to continue progress within the subdivision and will be finalizing additional plats in the near future. If development stalls and does not progress on a reasonable timeline between now and the recommended expiration date, the Planning Commission should consider (during the next extension review) requiring the submission of a new Preliminary Plat that shows remaining lots at a size that meets or exceeds the minimum lot size requirement of 22,000 SF.

Mr. Walters reviewed the above Staff Report regarding the Preliminary Plat Extension for Sanctuary in the Woods Plats 6 & 7. Greg Feller, Feller Finch, was present on behalf of the application, and confirmed that the Final Plats are within the Preliminary Plat Extension.

Ms. Williams made a motion to recommend approval of the Preliminary Plat Extension for Sanctuary in the Woods Plats 6 & 7 until July 31, 2027. Seconded by Mr. Dane, and the request was unanimously approved (5-0).

***Special Approval Use
CJs on Third
139 W. Third Street***

APPLICANT/OWNER/DEVELOPER

Carli Ringer
139 W. Third St.
Perrysburg, OH 43551
carlijringer@gmail.com

Matt DeWood
Third Street Market LLC.
PO Box 1328
Maumee, OH 43537

REQUEST

Chapter 1225.08 – Land Use and Base Zoning District Table
Chapter 1235.02(d) – SAU – Standards
Chapter 1235.04(l) – Commercial Recreation

PROPERTY LOCATION & DESCRIPTION

Location: The subject property is located on the northeast corner of Walnut Street and West Third Street. The applicant currently occupies the space, and it was previously occupied by Angel 101 (retail space).

Property Size: approximately 0.13 acres

Parcel(s): Q61-000-901213015000

Zoning: C-2 – Central Business

BACKGROUND

The applicant would like to open a commercial indoor event space that would also utilize the outdoor shared patio. The business is a private boutique event space that is

not open to the public. The events that will be held in this space will be private and invitation-only.

ANALYSIS

This Special Approval Use provides “specific conditions” for this type of use, in addition to the “general requirements. They are as follows:

SPECIAL APPROVAL USE

General Requirements

Ch.1235.02(d)

1. The establishment, maintenance or operation of the special approval use will not be detrimental to or endanger the public health, safety, or general welfare or the natural environment.
2. The special approval use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor shall it substantially diminish and impair property values within its neighborhood.
3. The establishment of the special approval use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The special approval use shall, in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in this Chapter.

Specific Requirements

Ch.1235.04(l)

1. Within industrial zoning districts, commercial recreation uses shall only be allowed within existing buildings which conform to code requirements.
2. Facilities used by children outdoors shall be fenced on all sides with a minimum four (4) foot wall or fence.
3. Adequate parking shall be provided off the road right-of-way and shall be fenced with a four (4) foot wall or fence where adjacent to any outdoor use area of the facility.
4. Ingress and egress will not conflict with adjacent business uses.
5. Such uses shall be located as to not create a nuisance to abutting property, nor injurious to the surrounding neighborhood or contrary to the spirit and purpose of the Planning and Zoning Code.
6. Banners, pennants, spinners and other attention getting devices are prohibited.

RECOMMENDATION

The Deputy Administrator of Planning and Zoning has reviewed the Special Approval Use application submitted by Carli & Co. LLC and recommends approval, contingent upon the applicant providing an estimate of the maximum anticipated event size and associated parking demand. This condition is intended to ensure that scheduled events do not exceed the capacity of available public parking lots or on-street parking within the surrounding neighborhoods.

Mr. Walters reviewed the above Staff Report regarding the Special Approval Use for CJs on Third at 139 W. Third Street. Carli Ringer of CJs on Third was present and said that this is a unique situation, as she has removed the retail portion of the previous business, Gather. She added that this new business model is for private parties with fifty or fewer people in attendance, and she does not foresee them exceeding nearby parking spaces. There was a brief discussion about fire code occupancy, and Ms. Ringer stated that she had not yet obtained the certification from the fire department, but it was her next step. There was further discussion amongst the Commission about possible noise issues and whether there is a need for additional parking. Mr. Walters added that a nearby neighbor, off Burlingwood Drive, stated that they are in support of this application. He added that the Planning & Zoning Division had a difficult time categorizing the use of the business, and added that the Planning Commission can set special requirements for the Special Approval Use. Ms. Ringer added that the space is 2,100 SF and allows guests to bring in their own food with local and preferred vendors. She added that their architect had deemed fifty guests as a safe amount for the space. Mr. Walters said that the business is currently in operation pending the result of tonight's vote, and Ms. Ringer noted that they have been open just over one month and that parking has not been an issue.

Mr. Beredo made a motion to recommend conditional approval of the Special Approval Use for CJs on Third at 139 W. Third Street, with the condition that the occupancy not exceed fifty guests. Seconded by Mayor Mackin, and the application was unanimously approved (5-0).

Project Name: Perrysburg Senior Lofts - Preliminary Site Plan

Location: 0 W. Sixth St. (1.913 acres)

Zoning: RM – Multiple Family Residential

Applicant(s): Pivotal Development LLC

Land Use: Assisted Living

Parcel(s): Q61-000-902305013000

Request: The applicant is requesting a Preliminary Site Plan review for a future assisted living facility.

PRELIMINARY & FINAL SITE PLAN CHECKLIST

Land Use		Permitted	Special Approval	Not Permitted
1225.08	Land Use Type	x		
Dimensional		Compliant	Non-Compliant	Not Applicable
1230	Front Setback	x		
1230	Side Setback	x		
1230	Rear Setback	x		
1230	Lot Coverage			x
1230	Height	x		
1230.03(a)	Height Variance from BZA			x
1230.03(b)	Features above max height (exemptions)			x
Parking		Compliant	Non-Compliant	Not Applicable
1250.02(t)	Parking Lot Location		x	
1250.02(r)	Parking Relief		x	
1250.03	Parking Quantity		x	
1250.05(b)	Parking lot design/layout		x	
1250.05(c)	Wheel Stops			
1250.05(f)	Location of Driveways	x		
1250.06(a)(5)	Parking Lot Screening (near residential)			
1250.06(a)(7)	Parking Lot Surface Material	x		
1250.06(b)	Parking Space Sizes	x		
Landscape		Compliant	Non-Compliant	Not Applicable
1250.11	Planting Plan			
1250.11(a)(1)	Landscape Architect (stamp/sign)			
1250.11(a)(3)	Planting Schedule			
1250.13(g)	Tree size (8' height, 2 ½" caliper min)			
1230	Minimum Landscape Percentage of parcel			
1250.18(a)	Min. Landscape Percentage of Parking Lot (6%)			
1250.17(b)	Parking Lot landscape primarily shade trees			
1250.17(c)	Planting areas dispersed through parking lot	x		
1250.19(b)	5' landscape strip between parking lot and P/L	x		
1250.19(c)	1 tree for each 8 parking spaces			
1250.19(d)	Landscape island = 1 per ea. 10 parking spaces	x		
1250.19(d)	Shade trees located in islands			
1250.20	10' landscape strip between R/W and parking		x	
1250.20(d)	Hedge within 10' landscape (min 1.5' height)		x	
1250.27	Berms/Earth Mounds (if required)			
1250.42	Fence/Screen Requirement (height & location)			
1250.43	Lighting (height & direction)			
Building Design		Compliant	Non-Compliant	Not Applicable
1250.44	Screening of Rooftop Mechanicals			
1250.48	Building Material (allowable percentages)			
1250.481(a)	Customer entrance facing each street frontage			
1250.481(b)	Recesses/projections if > 100' in length			
1250.481(d)	Façade to have color/texture/material change			
1250.481(e)	Rooflines to change at least every 100'			
1250.481(f)	Façade colors – low reflectance and neutral			
1250.481(g)	Building trim to be non-illuminated			

PRELIMINARY & FINAL SITE PLAN CHECKLIST

Drives & Access		Compliant	Non-Compliant	Not Applicable
1250.51(a)	Driveway access onto public or private street	x		
1250.51(a)(2)	Drives enter perpendicular	x		
1250.51(a)(3)	Driveway grade less than 10%	x		
1250.51(a)(6)	Driveway – at least 100’ from an intersection	x		
1250.51(a)(6)	Driveway – at least 80’ from other driveways	x		
1250.51(c)	Driveway – alignment with existing drives	x		
1250.53	Deceleration Lanes if use > 1,000 trips per day			x
Sidewalks		Compliant	Non-Compliant	Not Applicable
1250.56(a)	Sidewalks across all frontages	x		
1250.56(a)	Sidewalks from R/W to entrance	x		
1250.56(a)	Sidewalk material through drive aisles	x		
Dumpster		Compliant	Non-Compliant	Not Applicable
1250.57	Waste Receptacle - Location	x		
1250.57	Waste Receptacles to be consolidated	x		
1250.57	Waste Receptacle – design/materials			
Acc. Buildings		Compliant	Non-Compliant	Not Applicable
1250.61(a)	Accessory Building – Location (rear yard)	x		
1250.61(b)	Accessory Building – $\geq 5'$ from side or rear P/L	x		
1250.61(b)	Accessory Building – $\geq 10'$ from main structure			x
1250.61(d)	Acc. Building – Height (20’ or main structure)			x
1250.61(f)	Accessory Building – Size Limit (5% of lot size)			x
Traffic Study		Compliant	Non-Compliant	Not Applicable
1255.04	Traffic Study – if more than 100 trips/peak Hr.			x
1255.04	Traffic Study – if more than 750 trips per day			x
Miscellaneous		Compliant	Non-Compliant	Not Applicable
1260.15(a)(1)	Plan doesn’t impede normal development	x		
1260.15(a)(2)	Existing landscape preserved (as possible)			
1260.15(a)(5)	Emergency vehicle access to structures	x		
1250.26	Wall Location (if required)			

PRELIMINARY & FINAL SITE PLAN CHECKLIST

Analysis: None

Notes:

1. **There is a portion of the parking lot located in the required front yard (within the 25’ setback).
The Board of Zoning Appeals must grant a variance to allow for parking in this area.**
2. **The plan shows a total of 73 parking spaces. Chapter 1250.02 requires 140 spaces for 70 units.**
3. **The row of parking along the northwest side of the property shows 13 continuous parking spaces (maximum allowed is 10).**

4. **Chapter 1250.20 requires a 1.5' hedge where the parking lot abuts the right-of-way.**
5. **The apron at its widest point is shown to be larger than 60'. The maximum allowed is 35'.**

RECOMMENDATION

The Planning & Zoning Deputy Administrator recommends conditional approval of the Preliminary Site Plan for Perrysburg Senior Lofts based on the following conditions:

1. The applicant receives a variance for parking in a required front yard prior to submission of a Final Site Plan.
2. The parking requirements are discussed directly with the Planning Commission to determine the parking details. The applicant must show that the parking shortage will meet the needs of the facility without utilizing the neighborhood public parking along West Sixth Street.
3. If BZA approvals are granted for parking, hedges are added between the right-of-way and the parking lot at the entrance.
4. The apron is reduced to a maximum of 35'.

Mr. Walters reviewed the above Staff Report regarding the Preliminary Site Plan for Pivotal Development LLC (Perrysburg Senior Lofts) at Parcel Q61-000-902305013000 (0 W. Sixth Street). Greg Feller of Feller Finch was present on behalf of the application. He added that the hedges and drive widths are easy fixes, and said that they will seek relief from the Board of Zoning Appeals for the parking lot relief. Mr. Feller said that they will install underground detention, and they are confident they can show the needed parking. The Commission briefly discussed the number of units for this development as well as parking. Mr. Walters clarified that relief can be sought from the Board of Zoning Appeals for parking in the front yard, but that this RM (Multiple Family Residential) is not a qualifying zoning district for parking space relief. Mayor Mackin asked about the Land Use Plan for this site, and Mr. Walters stated the request is consistent with zoning to operate within the parameters of the Code.

Kristia Klink-Reef, 540 W. Sixth Street, was present and cited her causes for concern with this request, related to: an impact study, traffic, an EPA report of the property, and the hedges. She asked further questions about the developer and if these units would be similar to those constructed by Walmart off of SR-20. Mr. Beredo further spoke to the impact on the community, and Mr. Feller confirmed that OUPS has been called to survey the land.

Dean Froney, Master Fluid Solutions at 501 W. Boundary Street, was present to note concerns with noise complaints.

Dave Barnett, Master Fluid Solutions at 501 W. Boundary Street, was present and asked if there would be a buffer between the railroad tracks and the proposed building.

Ms. Williams noted that there was a pre-planning meeting before this request was submitted to the Planning Commission. Mr. Walters confirmed that meeting and added that a dozen issues have been resolved since then. Mr. Vela added that this request is so far removed from being appropriate for this site. The Commission briefly discussed whether to table this request.

Ms. Williams made a motion to deny the Preliminary Site Plan for Pivotal Development LLC (Perrysburg Senior Lofts) at Parcel Q61-000-902305013000 (0 W. Sixth Street). Seconded by Mr. Vela, and the application was unanimously denied (5-0).

***Preliminary & Final Plat
WWTP and Orleans Park Development Plat
City of Perrysburg***

APPLICANT/OWNER/DEVELOPER

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

Garcia Surveyors, Inc.
1720 Indian Wood Circle, Suite E
Maumee, OH 43537

REQUEST

Chapter 1295.01 – Preliminary Plat
Chapter 1295.07 – Final Plat

PROPERTY LOCATION & DESCRIPTION

The assemblage of parcels identified in this report are located on the east and west sides of the northern extension of W. Boundary Street, or the portion of W. Boundary Street that existed north of Front Street. Thirteen of these parcels are west of the former right-of-way and eight parcels east of the former right-of-way. The parcels currently contain Orleans Park, vacant land, and the Waste Water Treatment Plant (WWTP).

BACKGROUND

The city currently owns all the parcels included in this proposed plat. In May or June of 2025, the city obtained permission from City Council to vacate the northern, approximately 75% of the portion of W. Boundary Street that existed north of Front

Street. That vacation has been filed and approved by the county. The former right-of-way was 99' wide and extended from Front Street to the Maumee River. The goal of this development plat is to reestablish a public right-of-way from Front Street to the Maumee River (and parking area), and to consolidate the many existing parcels in this area into 4 larger parcels. If the plat is approved, the city intends to use "Lot 1" exclusively for the operation of the WWTP and the remaining lots for either parkland or open space, consistent with the adopted master plan for the area. Utilization of Lot 1 for the WWTP operations would also necessitate the rezoning of this parcel to "Zone X" as previously discussed with the Planning Commission.

ANALYSIS

It is important to note that approval of this development plat would not change the underlying zoning. Any change in zoning would be required to proceed through the normal review process including, Planning Commission review, public hearings, committee of council hearings, and vote by City Council.

Due to the proposed realignment of the right-of-way, the city intends to apply for a rezoning for all 4 newly established lots in accordance with the chart below:

Lot 1 – 17.638 acres – Zone X

Lot 2 – 6.368 acres - Park

Lot 3 – 27.475 acres - Park

Lot 4 – 0.677 acres – Park (this lot is currently zoned R3 – Single Family Residential)

Zone X was established to be exempt from the zoning code and therefore, does not have size or setback limitations. Park zoning would need to adhere to the following dimensional standards:

Min. Lot Size = None

Max Lot Coverage = None

Min. Lot Width = None

Front Setback = 50'

Rear Setback = 75'

Side Setback = 20' (50' total)

Max Height = 35'

RECOMMENDATION

No recommendation provided.

Mr. Walters reviewed the above Staff Report regarding the Preliminary & Final Plat for WWTP and Orleans Park Development Plat. He added that the intent is to reestablish the public right-of-way, to clean up the parcel lines, and to be in accordance with the code.

Cooper Suter, 564 W. Front Street, was present and asked about the new right-of-way and the old haul road. Mr. Walters confirmed that the new roadway improvements are necessary as the footprint of the WWTP is growing to help with the public view (screening and focus on the perimeter). Mr. Suter asked if the roadway would be shifted, and Mr. Walters noted that it will dip down and encroach into the tree line.

Dave Barnett, Master Fluid Solutions at 501 W. Boundary Street, was present and asked about truck traffic through Orleans Park.

Jessica Geib, 558 W. Front Street, was present and asked if the WWTP will be expanding in the future and if there is a plan to control the wildly fluctuating odor. Mayor Mackin confirmed that there is a possibility to expand, and Mr. Beredo noted that more flexible improvements equal less of an impact on the community.

Mr. Dane asked about the right-of-way between lot 2 and lot 4, and Mayor Mackin clarified that the city tries not to abandon right-of-way. Mr. Walters added that there have been small questions from those around the neighborhood.

Mr. Dane made a motion to approve the Preliminary & Final Plat for WWTP and Orleans Park Development Plat as submitted. Seconded by Mr. Vela, and the application was unanimously approved (5-0).

Final Site Plan
Costco Wholesale “Restroom Refresh”
26400 N. Dixie Highway

APPLICANT/OWNER/DEVELOPER

Costco Wholesale
26400 Dixie Highway
Perrysburg, OH 43551

Randy Coakley
Novak Construction
3423 N. Drake Avenue
Chicago, IL 60618

Nick Edwards
WARE MALCOMB - Architect
1315 22nd Street #410
Oak Brook, IL 60523

REQUEST

Chapter 1260.12 – Final Site Plan

PROPERTY LOCATION & DESCRIPTION

The subject property is referenced as parcel Q61-400-180000007500 and consists of 26.26 acres. Costco Wholesale occupies this parcel, which is bounded by I-475, Eckel Junction Road, and Dixie Highway. The property is zoned C-4 (Highway Commercial).

BACKGROUND

The site plan for this property was most recently approved by the Planning Commission on March 27, 2014 for the Costco warehouse. At that time, the site plan was found to meet or exceed the requirements of the zoning code. No significant changes to the site plan have been completed since the initial construction, only minor landscaping work and ADA changes in the parking lot areas.

ANALYSIS

The current request by the applicant is to add a small (9' x 9'), free-standing restroom building, along the south side (interstate side) of the building. This addition is being requested to provide an exterior restroom for delivery drivers or logistics personnel working in the dock area of the facility. The restroom building is approximately 81 SF in size, is 12' tall, and is clad with an insulated metal panel, similar to what is used on portions of the building's gas station facility.

RECOMMENDATION

The Planning and Zoning Administrator recommends that the Planning Commission approve the Final Site Plan as submitted, due to the minimal impact of the improvement and having an existing conforming site plan.

Mr. Walters reviewed the above Staff Report regarding the Final Site Plan for Costco Wholesale "Restroom Refresh" at 26400 N. Dixie Highway. Randy Coakley of Novak Construction Company was present via Teams on behalf of the application. Mayor Mackin asked if there is a landscaping requirement to buffer from the highway view. Mr. Coakley added that Costco Fleet drivers arrive with deliveries when the building is not open and this submission will accommodate the drivers. He added that the structure is six (6) inches away from the existing building, and that this restroom will not be habitable.

Ms. Williams made a motion to approve the Final Site Plan for Costco Wholesale "Restroom Refresh" at 26400 N. Dixie Highway. Seconded by Mr. Vela, and the application was unanimously approved (5-0).

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 7:44 pm.

Respectfully submitted,

Heather Alfaro
Recording Secretary