

# PLANNING COMMISSION MEETING

September 25, 2025

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

## APPROVAL OF MINUTES

Mr. Lorenz moved to approve the August 28, 2025, meeting minutes as written, and Mayor Mackin seconded the motion. Ayes: Beredo, Dane, Lorenz, Mackin, and Vela (5). Nays: (0). Abstain: Bade (1).

## ADMINISTRATOR'S REPORT

Mr. Walters noted that the Preliminary Site Plan for Pivotal Development LLC – Perrysburg Senior Lofts has been rescheduled for the October 30, 2025, meeting.

### *Site Plan Amendment Costco Wholesale 26400 N. Dixie Highway*

## APPLICANT/OWNER/DEVELOPER

Bobby Bailey  
Costco Wholesale  
26400 Dixie Highway  
Perrysburg, OH 43551  
[W01194mgr@costco.com](mailto:W01194mgr@costco.com)

## REQUEST

Chapter 1250 – Site Design Standards  
Chapter 1260.05 – Preliminary Site Plan Review  
Chapter 1260.08 – Final Site Plan Review  
Chapter 1260.18 – Site Plan Amendment

## 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 originally 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. Recently on July 31, 2025, Costco did apply for a site plan review for the addition of a small freestanding restroom building on the south end of the warehouse. This application sought to provide a restroom facility for their truck driving and logistics staff to use during off-hours.

## **ANALYSIS**

The applicant has provided two site plans with this submission. Both plans are identified as Sheet EX11. One version shows the proposed location of the 14'x16' concrete pad and associated gazebo for employee use during break periods. The second version shows the location of the proposed expanded shopping cart staging area that would be created by removing 3 parking spaces and installing 4 bollards near the front entrance of the store on the west side of the building.

No other aspects of the previously approved site plan are affected by this amendment, besides those items identified above.

**General Engineering** – Due to both the addition and subtraction of impervious area from the previously approved site plan, a review of the stormwater calculations will be required to ensure compliance with site stormwater quantity and quality requirements.

A zoning permit shall be required for the installation of the concrete pad and the installation of a gazebo.

## **RECOMMENDATION**

The Planning and Zoning Administrator recommends approval of the Site Plan Amendment for Costco Wholesale at 26400 N. Dixie Highway as submitted.

Mr. Walters reviewed the above Staff Report regarding the Site Plan Amendment for Costco Wholesale (Gazebo, Patio, and Cart Storage) at 26400 N. Dixie Highway. Bobby Bailey, from Costco Wholesale, was present on behalf of the application and stated that the cart storage wind comes from the west side of the building. He added that they would like to remove three parking spots for the cart storage, and he confirmed that nearby ADA parking spots will remain. There was a brief discussion about landscaping,

and Mr. Walters stated that one landscape island will be partially removed without causing a significant reduction in the landscaping calculation.

Mr. Lorenz made a motion to recommend approval of the Site Plan Amendment for Costco Wholesale (Gazebo, Patio, and Cart Storage) at 26400 N. Dixie Highway. Seconded by Mayor Mackin, and the request was unanimously approved (6-0).

### ***Rezoning Request***

***S1 (Scenic and Open Space) to R1 (Single Family Residential)  
Portion of Parcel Q61-100-601000043001 (o W. River Road)  
Portion of Parcel Q61-100-601000043005 (o W. River Road)***

### **APPLICANT/OWNER/DEVELOPER**

Mark Rich  
23285 W. State Route 51  
Genoa, OH 43430

Feller Finch & Associates  
1683 Woodlands Drive  
Maumee, OH 43537

### **REQUEST**

Chapter 1285 – Changes and Amendments

### **PROPERTY LOCATION & DESCRIPTION**

The subject properties are located on the north side of West River Road, just north of Riverford Drive. The parcels listed on the title sheet represent the entire project site and the rezoning request within this report does not pertain to all listed parcels. These parcels were annexed into the City of Perrysburg from Perrysburg Township (effective December 1, 2022). These parcels are currently identified as: Q61-100-601000043001, Q61-100-601000001000, Q61-100-601000002000, Q61-100-601000003000, Q61-100-601000004000 and Q61-100-601000043005. None of the parcels contain any significant structures but there is a gravel access road and parking area on one of the parcels.

This entire collection of parcels consists of approximately 38.29+/- acres of land. The current rezoning request affects approximately 5.6 acres of land within parcels ending in 1000, 3001, and 3005.

### **BACKGROUND**

Perrysburg City Council passed an ordinance to accept this annexation request from the previous owner (Schroeder), effectively transferring the property from Perrysburg Township to the City of Perrysburg on November 1, 2022 (effective on December 1, 2022). On January 26, 2023, the Planning Commission unanimously recommended the assignment of permanent zoning for this property as R1 (Single-Family Residential) for the portions at or above 590' of elevation and S1 (Scenic and Open Space) for those areas below 590' of elevation. Due to the proximity of the Maumee River and the associated floodplain, it was recommended to split-zone the parcels to acknowledge the hazard area, yet still allow for productive use of the balance of the land. Traditionally, the city has zoned floodplain areas and other environmentally sensitive areas S1. S1 zoning is very restrictive and would generally prohibit a zoning permit from being issued for that portion of a property.

On August 29, 2024, the Planning Commission recommended approval of the rezoning of portions of Lot A and Lot E, which have been raised out of the floodplain. City Council later passed an ordinance approving the rezoning.

## **ANALYSIS**

During the initial “assignment of permanent zoning” hearing the applicants indicated that the 100-year floodplain area rises to a level of 590' of elevation above sea level, and that was the line of demarcation used to split the R1 and S1 zoning areas. After City Council approved the assignment of permanent zoning, the property owner performed cut-and-fill earthwork on the property that essentially relocated excavated material from one portion of the floodplain to another part of the floodplain, thus effectively elevating a portion of the land out of the floodplain elevation. A cut-and-fill scenario essentially involves deepening or removing fill material from the flood plain and depositing it elsewhere within the same flood plain, for a “net zero effect” on the floodplain’s capacity. In this case, material was removed near the river and redeposited on the southern portion of the property to elevate this portion of the property to a higher elevation, resulting in the land being at or above the 590' elevation mark.

Regarding the southern portion of the property that will have an elevation at or above the 590' mark, the land use plan indicated a use of Riverfront Conservation. This classification generally encourages maintaining the natural environment along the Maumee River and adding community amenities where appropriate. It is probably not reasonable or practical to apply a generalization of the land use plan to all 38+ acres of this property, rather the plan could be acknowledged by recommending S1 zoning from all land below 590' of elevation and allowing the areas at or above 590' of elevation to accommodate a residential use that would be consistent with the majority of the land nearby. The specific request in this application is to rezone a portion of the previously zoned S1 area of the project site to R1 now that the elevation of these portions has been raised to or above the 590' of elevation point. These portions of the property are indicated on the included map.

## **RECOMMENDATION**

The Planning & Zoning Administrator recommends that the Planning Commission recommend to City Council approval of the rezoning request from S1 (Scenic and Open Space) to R1 (Single-Family Residential) for the portion of the property, associated with Lots B, C, D, F, G, and H, found to be above 590' of elevation. S1 (Scenic and Open Space) would remain for the portions of the site which are below 590' of elevation. It is a condition of this recommendation that all necessary topographic information (or elevation certification) be provided to the Planning and Zoning office prior to the public hearing scheduled below.

**Furthermore, it is recommended that a Public Hearing be scheduled before the City Council for November 4, 2025, at 6:20 p.m.**

Mr. Walters reviewed the above Staff Report regarding the Rezoning Request from S1 (Scenic and Open Space) to R1 (Single Family Residential) for a portion of Parcel Q61-100-601000043001 (O W. River Road) and a portion of Parcel Q61-100-601000043005 (O W. River Road). Developer Mark Rich was present on behalf of the application. Mr. Walters added that this request is contingent upon confirmation from Feller Finch, which will include a letter and a map of the rezoning. He added that the original intent has not changed for these parcels and that he received an email from Jim Seibold (a neighbor nearby) asking if there had been any changes with this request. Mayor Mackin confirmed that Mr. Rich has been consistent with the EPA requirements.

Mr. Bade made a motion to recommend approval of the Rezoning Request from S1 (Scenic and Open Space) to R1 (Single Family Residential) for a portion of Parcel Q61-100-601000043001 (O W. River Road) and a portion of Parcel Q61-100-601000043005 (O W. River Road), and that a Public Hearing be scheduled for November 4, 2025, at 6:20 pm. Seconded by Mr. Lorenz, and the application was unanimously recommended for approval (6-0).

***Rezoning Request  
R3 (Single Family Residential) to R5 (Two Family Residential)  
602 Pine Street and 606 Pine Street***

## **APPLICANT/OWNER/DEVELOPER**

James Zeigler & Sheila Dilsaver  
24761 W. River Rd.  
Perrysburg, OH 43551

## **REQUEST**

Chapter 1285- Changes and Amendments

## **PROPERTY LOCATION & DESCRIPTION**

The proposed project site is located on the southwest corner of Pine Street and West Sixth Street. The parcel included in this request is: Q61-000-902312001000, which is approximately 0.232 acres (10,094 SF), currently zoned R-3 (Single Family Residential).

Adjacent zoning:

1. North: “R-3” Single Family Residential
2. East: “R-3” Single Family Residential
3. South: “R-3” Single Family Residential
4. West: “R3” Single Family Residential

## **BACKGROUND**

This property is currently zoned R-3 and has operated as a two-family residence since its construction in 1958, predating the City’s first major zoning code update in 1960. The current owner is requesting that the property be rezoned to R-5 Two-Family Residential.

## **ANALYSIS**

The Land Use Plan identifies this area as Legacy Residential, intended to preserve the fabric and character of Perrysburg’s established neighborhoods. The recommended residential intensity is an average of three to five units per acre. Development within this area should primarily consist of single-family homes and community facilities that reflect and reinforce the existing character of these neighborhoods.

At the same time, the plan recognizes the need to accommodate a broader range of housing options, particularly to address the “missing middle.” This demographic includes young professionals seeking attainable ownership or rental opportunities, as well as older residents looking to downsize once dependents have left the household. Providing a variety of housing types in this area would not only support pathways into homeownership for younger residents but also help retain long-term community members who wish to remain invested in Perrysburg.

In summary, while the plan designates the area as Legacy Residential, it also encourages the integration of unique housing styles and options that complement single-family development, thereby meeting the evolving needs of a diverse population.

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Per Ch. 1220.03, R-3 – Single Family Residential is typically an area intended to provide desirable settings for residential development within the several density ranges described in the City of Perrysburg Comprehensive Plan and for various types of dwelling units with appropriate regulations regarding physical development. As appropriate, the districts also allow other uses compatible with residential areas, either as permitted, or as special uses. Basic urban services including adequate access and utilities, are necessary for these

districts. Specifically, medium-density residential development has ready access to most community services. Includes land with little or no topographical problems.

The following uses are permitted uses or allowed with a Special Approval Use (SAU) within **R3**.

Chicken Keeping  
One Family Dwelling  
Bed & Breakfast **(SAU)**  
Rooming House **(SAU)**  
Accessory Use  
Cemetery **(SAU)**  
Child Day Care Centers **(SAU)**  
Essential Services  
Non-Commercial Recreation Facilities **(SAU)**  
Parks and Recreation Facilities **(SAU)**  
Part-time Child Day Care Centers **(SAU)**  
Public Service Facility **(SAU)**  
Public/Private Utility **(SAU)**

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Per Ch. 1220.03, R5 – Two Family Residential is defined as “areas intended to provide areas for two-family dwellings.”

The following uses are permitted uses or allowed with a Special Approval Use (SAU) within **R5**.

One family Dwelling  
Two-family Dwelling  
Bed & Breakfast **(SAU)**  
Rooming House **(SAU)**  
Accessory Uses  
Child Day Care Centers **(SAU)**  
Essential Services  
Non-Commercial Recreational Facilities **(SAU)**  
Parks and Recreation Facilities **(SAU)**  
Part-time Child Day Care Centers **(SAU)**  
Public Service Facility **(SAU)**  
Public/Private Utility **(SAU)**

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## **RECOMMENDATION**

The Planning and Zoning Deputy Administrator recommends that the Planning Commission recommend approval of the zoning amendment from R3 (Single Family Residential) to R5 (Two Family Residential) for the parcel identified in this report.

**Further, it is recommended that a Public Hearing be set before the City Council for November 4, 2025, at 6:10 p.m.**

Mr. Walters reviewed the above Staff Report regarding the Rezoning Request from R3 (Single Family Residential) to R5 (Two Family Residential) at 602 Pine Street and 606 Pine Street. James Zeigler and Sheila Dilsaver (24761 W. River Road) were present on behalf of the application. Mr. Bade inquired about the reasoning for the rezoning request, and Mr. Zeigler said that when he purchased the property twenty-five years ago that the site was conforming. He added that he has no plans to sell the property and that insurance has issues with the nonconforming use of the property as it exists.

Mr. Dane made a motion to recommend approval of the Rezoning Request from R3 (Single Family Residential) to R5 (Two Family Residential) at 602 Pine Street and 606 Pine Street, and that a Public Hearing be scheduled for November 4, 2025, at 6:10 pm. Seconded by Mayor Mackin, and the application was unanimously recommended for approval (6-0).

***Preliminary & Final Site Plan  
I.M. Jaffe Jewelers  
117 E. Second Street***

**PRELIMINARY & FINAL SITE PLAN CHECKLIST**

**Project Name:** I.M. Jaffe Jewelers – Preliminary & Final Site Plan  
**Location:** 117 E. Second St.  
**Zoning:** C-2 Central Business  
**Applicant(s):** Michelle Jaffe (I.M. Jewelers), Kate MacPherson  
**Land Use:** Retail business: less than 60,000 GSF  
**Parcel(s):** Q61-000-901209032000  
**Request:** The applicant is requesting a preliminary site and final site plan to make changes to the property.

Land Use		Permitted	Special Approval	Not Permitted
1225.08	Land Use Type	X		
<b>Dimensional</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
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
<b>Parking</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1250.02(t)	Parking Lot Location	X		

1250.02(r)	Parking Relief			x
1250.03	Parking Quantity			x
1250.05(a)	Off-Street Parking Maneuvering Arrangement		x	
1250.05(b)	Parking lot design/layout	x		
1250.05(c)	Wheel Stops			x
1250.05(f)	Location of Driveways	x		
1250.06(a)(5)	Parking Lot Screening (near residential)			x
1250.06(a)(7)	Parking Lot Surface Material	x		
1250.06(b)	Parking Space Sizes	x		
<b>Landscape</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1250.11	Planting Plan	X		
1250.11(a)(1)	Landscape Architect (stamp/sign)	X		
1250.11(a)(3)	Planting Schedule	X		
1250.13(g)	Tree size (8' height, 2 ½" caliper min)	X		
1230	Minimum Landscape Percentage of parcel			x
1250.18(a)	Min. Landscape Percentage of Parking Lot (6%)	x		
1250.17(b)	Parking Lot landscape primarily shade trees	x		
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	x		
1250.19(d)	Landscape island = 1 per ea. 10 parking spaces			x
1250.19(d)	Shade trees located in islands			x
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)			X
1250.42	Fence/Screen Requirement (height & location)			X
1250.43	Lighting (height & direction)	X		
<b>Building Design</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1250.44	Screening of Rooftop Mechanicals			x
1250.48	Building Material (allowable percentages)	x		
1250.481(a)	Customer entrance facing each street frontage	x		
1250.481(b)	Recesses/projections if > 100' in length			x
1250.481(d)	Façade to have color/texture/material change	x		
1250.481(e)	Rooflines to change at least every 100'			x
1250.481(f)	Façade colors – low reflectance and neutral	x		
1250.481(g)	Building trim to be non-illuminated	x		
<b>Drives &amp; Access</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
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
<b>Sidewalks</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
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		
<b>Dumpster</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1250.57	Waste Receptacle - Location	x		
1250.57	Waste Receptacles to be consolidated	x		
1250.57	Waste Receptacle – design/materials		x	
<b>Acc. Buildings</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1250.61(a)	Accessory Building – Location (rear yard)			x
1250.61(b)	Accessory Building – ≥ 5’ from side or rear P/L			x
1250.61(b)	Accessory Building – ≥ 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
<b>Traffic Study</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1255.04	Traffic Study – if more than 100 trips/peak Hr.			x
1255.04	Traffic Study – if more than 750 trips per day			x
<b>Miscellaneous</b>		<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
1260.15(a)(1)	Plan doesn’t impede normal development	x		
1260.15(a)(2)	Existing landscape preserved (as possible)	x		
1260.15(a)(5)	Emergency vehicle access to structures	x		
1250.26	Wall Location (if required)			x

### Analysis:

The applicant would like to make exterior changes to accommodate a new retail store in this location. The site is zoned as C-2 Central Business, which would waive the parking and minimum on-site landscaping requirements.

### Notes:

- 1. The handicap space only shows approximately thirteen (13) feet between the parking space and the sidewalk. This would require someone backing up over the sidewalk. There would need to be at least twenty-five (25) feet between the parking space and the sidewalk to allow someone to back up without going over the sidewalk.**
- 2. The dumpster enclosure does not show required bollards (Chapter 1250.57(a)(3)), nor does it show the required concrete base extending six (6) feet beyond the dumpster (Chapter 1250.57(a)(5))**
- 3. Although the building elevations have no percentage calculations, the building appears to be compliant as it is majority brick.**
- 4. As this is a C-2 property, there is no site landscaping required, but the applicant exceeds the 6% required for parking lot landscaping.**
- 5. Applicants have received all required approvals from the Historic Landmarks Commission.**

## **RECOMMENDATION**

The Planning & Zoning Deputy Administrator recommends conditional approval of the Preliminary and Final Site Plan for I.M. Jaffe Jewelers based on the following condition:

1. The applicant removes a parking space on the east side of the building to shift the handicap space to the north, away from the sidewalk.
2. The dumpster enclosure details are resubmitted to the Planning & Zoning staff, showing the required bollards and concrete base extending at least six (6) feet in front of the dumpster.

Mr. Walters reviewed the above Staff Report regarding the Preliminary & Final Site Plan for I.M. Jaffe Jewelers at 117 E. Second Street. Architect Kate MacPherson, and Michelle Jaffe (I.M. Jaffe Jewelers) were present on behalf of the application. Ms. MacPherson noted that this location is C2 zoning, which does not have parking regulations, and added that they agree to shift the parking spots as noted in Recommendation #1 per the Staff Report. There was further discussion about the parking spots to the sidewalk and the plethora of lighting details. Mr. Easterling confirmed that he had fielded a call from a nearby resident who inquired about the scope of the project. Ms. MacPherson added that the poles in the parking lot are owned by Toledo Edison and that the Jaffes are currently leasing the building.

Mr. Bade made a motion to grant conditional approval of the Preliminary & Final Site Plan for I.M. Jaffe Jewelers at 117 E. Second Street, with the following conditions:

1. The applicant removes a parking space on the east side of the building to shift the handicap space to the north, away from the sidewalk.
2. The dumpster enclosure details are resubmitted to the Planning & Zoning staff, showing the required bollards and concrete base extending at least six (6) feet in front of the dumpster.

Seconded by Mr. Vela, and the application was unanimously approved (6-0).

## **OTHER BUSINESS**

None.

There being no further business, the meeting adjourned at 7:03 pm.

Respectfully submitted,

Heather Alfaro  
Recording Secretary