

# **PLANNING COMMISSION MEETING**

**February 27, 2025**

Vice Chair, Andy Lorenz called the meeting to order at 7:03 p.m. Commission members present were Greg Bade, Mathew Beredo, Andy Lorenz, Becky Williams, and Megan Wolfinger (5). Mayor Mackin arrived at 7:21 p.m. (1). Rob Vela was absent (1). Brody Walters, Planning & Zoning Administrator, was also present.

## **APPROVAL OF MINUTES**

Ms. Wolfinger moved to approve the January 30, 2025 meeting minutes as written and seconded by Mr. Lorenz. Ayes: Bade, Beredo, Lorenz, and Williams (4). Nays: (0). Abstain: Wolfinger (1).

## **ADMINISTRATOR'S REPORT**

Mr. Walters noted that the Commission would discuss a few items under Other Business:

1. The option to change the meeting time to 6:00 p.m.
2. Update regarding Tri-State Forest Products

***Preliminary Plat Extension  
Villages at Canterbury  
(southeast corner of Hull Prairie Road & Roachton Road)***

## **APPLICANT/OWNER/DEVELOPER**

Mr. Mark Rich  
23285 W. SR 51  
Genoa, Ohio 43430

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

## **REQUEST**

Chapter 1295.01 – Preliminary Plat  
Chapter 1295.06(i) – Tentative Approval Time Limit: Plat Resubmission

## **PROPERTY LOCATION & DESCRIPTION**

The Villages at Canterbury is a proposed Subdivision consisting of 453 lots located at the southeast corner of Roachton Road and Hull Prairie Road. It is bordered to the east by the CSX railroad tracks. The subject property is currently zoned R-4 (Single Family Residential) and is comprised of approximately 222.85 acres.

## **BACKGROUND**

On June 3, 2011, the annexation into the City of Perrysburg was completed.

On October 4, 2011, permanent zoning of R-4 (Single Family Residential) was approved by City Council.

On June 28, 2012, Planning Commission considered a Preliminary Plat request for The Villages at Canterbury. During the review, issues related to drainage, right-of-way, easements, and open space were identified and the Planning Commission tabled the issue until these issues could be resolved / further explored.

On July 26, 2012, Planning Commission un-tabled the Preliminary Plat request for The Villages at Canterbury and was presented with a revised Preliminary Plat drawing, which addressed the issues from the previous meeting. At this meeting a Preliminary Plat was approved by the Planning Commission subject to the comments and recommendations included in the report.

On July 31, 2014, Planning Commission provided a Preliminary Plat extension. Dr. Rich has again applied for a Preliminary Plat extension per Chapter 1295.06(i) to renew the approval that was originally granted on July 26, 2012 and last renewed on July 31, 2014.

In 2015, Perrysburg Schools announced that they are under contract to purchase approximately 18 acres (800' N-S, by 960' E-W) of land in the northwest corner of this subdivision area, shown on the plat as "excepted area". The proposed sale of this land to the schools resulted in the loss of approximately 18 acres from the original Preliminary Plat.

On February 4, 2016, Mr. Rich applied for new Preliminary Plat approval that excluded the 18 acres that was acquired by Perrysburg Schools. The Planning Commission voted 6-0 to approve the requested Preliminary Plat.

February 23, 2017, The Planning Commission approved a Preliminary Plat extension to allow the for the Preliminary Plat approval to be extended until February 23, 2019.

January 31, 2019, in preparation for the expiration of the Preliminary Plat, Mr. Rich has applied for an extension to the Preliminary Plat for the Subdivision.

On February 28, 2019, the Planning Commission extended the Preliminary Plat approval for The Villages at Canterbury Subdivision until February 28, 2021

On February 25, 2021, the Planning Commission extended the Preliminary Plat approval for The Villages at Canterbury Subdivision until February 25, 2023

On January 26, 2023, the Planning Commission extended the Preliminary Plat approval for the Villages at Canterbury Subdivision until January 26, 2025.

## **ANALYSIS**

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

The following list is a timeline of development activity for this subdivision:

July 26, 2017 – Plat 1 was finalized and recorded (37 lots)

August 30, 2019 – Plat 2 was finalized and recorded (29 lots)

April 15, 2021 – Plat 3 was finalized and recorded (37 lots)

March 28, 2024 – Plat 4 was finalized and recorded (39 lots)

**Preliminary Plat approval shall be effective for a maximum period of twelve (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 Administrator recommends that the Planning Commission approve the Preliminary Plat Extension for the Villages at Canterbury Subdivision which shall be valid until February 27, 2027.

Mr. Walters reviewed the above Staff Report regarding the Preliminary Plat Extension for the Villages at Canterbury Subdivision. Developer Mark Rich was present and added that this is the same plan and that they are continuing to sell lots.

Mr. Lorenz motioned to approve the Preliminary Plat Extension for the Villages at Canterbury Subdivision. Seconded by Ms. Williams, and the recommendation was unanimously approved (5-0).

***Preliminary Plat Extension  
Hawthorne Subdivision  
(south of Coe Court, north of Roachton Road)***

## **APPLICANT/OWNER/DEVELOPER**

Mr. Mark Rich  
23285 W. SR 51  
Genoa, Ohio 43430

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

## **REQUEST**

Chapter 1295.06(i) – Preliminary Plat Extension

## **PROPERTY LOCATION & DESCRIPTION**

The overall Hawthorne Subdivision is proposed to consist of 242 lots and is located south of Coe Court, north of Roachton Road, and is immediately west of the CSX railroad tracks. The subject property (107.8 acres) is currently zoned R-3 (Single Family Residential) and S-1 (Scenic and Open Space).

## **BACKGROUND**

On July 25, 2013, the Planning Commission approved the Preliminary Plat for the Hawthorne Subdivision.

On December 19, 2014, the Planning Commission approved the Final Plat for Hawthorne Plat 1 which consisted of 30 lots.

On March 26, 2015, the Planning Commission approved the Final Plat for Hawthorne Plat 2 which consisted of 28 lots.

On November 19, 2015, the Planning Commission approved the Final Plat for Hawthorne Plat 3 which consisted of 25 lots (reduced from 27).

On July 30, 2015, the Planning Commission extended the Preliminary Plat approval for Hawthorne Subdivision until July 30, 2016. The applicant submitted the renewal request prior to the expiration date.

On February 23, 2017, the Planning Commission extended the Preliminary Plat approval for Hawthorne Subdivision until February 23, 2019.

On October 26, 2017, the Planning Commission approved the Final Plat for Hawthorne Plat 4 which consisted of 20 lots.

On December 13, 2018, the Planning Commission approved the Final Plat for Hawthorne Plat 5 which consisted of 27 lots.

On February 28, 2019, the Planning Commission extended the Preliminary Plat approval for Hawthorne Subdivision until February 28, 2021

On April 15, 2021, the Planning Commission approved the Final Plat for Hawthorne Plat 7 which consists of 20 lots.

On May 25, 2023, the Planning Commission approved the Final Plat for Hawthorne Plat 8 which consists of 31 lots.

## **ANALYSIS**

The Code requires a minimum lot area of 11,600 S.F. for R-3 Zoning. All proposed lots currently meet or exceed the minimum lot size.

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

**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 Administrator recommends that the Planning Commission approve the Preliminary Plat extension for Hawthorne Subdivision which shall be valid until February 27, 2027.

Mr. Walters reviewed the above Staff Report regarding the Preliminary Plat Extension for Hawthorne Subdivision. Developer Mark Rich was present. There were no questions from the Commission regarding this request.

Mr. Lorenz motioned to approve the Preliminary Plat Extension for Hawthorne Subdivision. Seconded by Ms. Williams, and the application was unanimously approved (5-0).

***Special Approval Use  
Berry Blast City  
27072 Carronade Drive, Suite J***

## **APPLICANT/OWNER/DEVELOPER**

Beverly K. Cheetwood  
828 N. Christopher St.  
Bowling Green, OH 43402  
BevCheetwood@gmail.com

Scott J. Heacock, AIA  
1303 Sabra Rd.  
Toledo, OH 43612  
sjharch@buckeye-express.com

## **REQUEST**

Chapter 1225.08 – Land Use and Base Zoning District Table  
Chapter 1235.02(d) – SAU – Standards  
Chapter 1235.04(k) – SAU- Child Day Care Centers

## **PROPERTY LOCATION & DESCRIPTION**

**Location:** The subject property is located within the strip mall that also contains China City Buffet and Cocina de Carlos Mexican Restaurant, west of the Kroger grocery store along Carronade Drive.

**Property Size:** approximately 2,000 SF of tenant space

**Parcel(s):** Q61-400-090109005000

**Zoning:** C3 – Community Shopping

## **BACKGROUND**

Berry Blast City – Stay & Play seeks to provide a safe, clean, imaginative, year-round, play space. It wishes to offer space as a party rental destination and would offer membership on a two-hour rotation with parents in attendance.

## **ANALYSIS**

The application as submitted has been classified as a “child day care center.”

Child Day Care Center – Any place in which child day care, as defined by Ohio Revised Code 5104.01(A), is provided for 5 or more infants, pre-school children or school age children, outside of school hours in average daily attendance, other than the children of the owner or administrator of the center, with or without compensation.

The institutional Special Approval Use includes both “general conditions” from Ch. 1235.02(d) and a set of “specific conditions” from Ch. 1235.04(k) as outlined below.

## **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(k)**

1. Assurance shall be provided that all requirements of ORC 5104 Child Day Care are complied with.
2. Where childcare centers are located in residential districts adequate fencing and screening of outdoor play areas shall be provided.

### **RECOMMENDATION**

The Planning and Zoning Administrator recommends approval of the applicant's request for a Special Approval Use for a Child Day Care Center at the subject location.

Mr. Walters reviewed the above Staff Report regarding the Special Approval Use for Berry Blast City at 27072 Carronade Drive, Suite J. Owners Beverly Cheetwood and Laurel Schinharl, were present on behalf of Berry Blast City. Ms. Cheetwood noted that this location is not a daycare center, instead the location will host birthday parties, activities, and special events while the children are supervised by their parents. She added that events will not last longer than four hours and that advanced registration would be required. Mr. Beredo confirmed that Berry Blast City is not in compliance with a child daycare center. Mr. Walters added that he tried to understand the business model as it was previously described to him and Ms. Wolfinger said that she has been to a similar location in Chicago where the parents supervise their children. Ms. Cheetwood confirmed that Berry Blast City will have a small coffee bar with a food component and added that there will not be an outdoor play area. The Commission further discussed whether this proposed location would be a better fit under a different zoning classification for its intended use, such as Commercial Recreation. Ms. Cheetwood noted that they plan to open in the next five weeks pending approvals. The Commission

briefly discussed whether it was procedurally appropriate to amend the application request and Ms. Cheetwood noted that a postponement would cost thousands of dollars. Mr. Bade referenced Chapter 1235.02(d)(2) and Mayor Mackin further noted the administration's job when reviewing applications before the Commission.

Mr. Beredo motioned to recommend conditional approval of the Special Approval Use for Berry Blast City at 27072 Carronade Drive, Suite J and amending the zoning use classification to Commercial Recreation, with the condition that the applicant provide a written clarification of the intended use of their business. Seconded by Mr. Lorenz, and the conditional approval was unanimously approved (6-0).

***Final Site Plan (Dumpster Enclosure)  
Otterbein Perrysburg  
3529 Rivers Edge Drive (Parcel # Q61-100-240000040005)***

**APPLICANT/OWNER/DEVELOPER**

**Project Name:** Otterbein Perrysburg– Dumpster Enclosure Addition  
**Location:** 3529 Rivers Edge Drive  
**Zoning:** Multiple Family (RM)  
**Applicant(s):** Jeff Kmet – Vice President Properties & Construction  
**Land Use:** Residential  
**Parcel(s):** Q61-100-240000040005  
**Request:** Final Site Plan Review

**Preliminary & Final Site Plan Checklist**

| Land Use           |                                          | Permitted        | Special Approval     | Not Permitted         |
|--------------------|------------------------------------------|------------------|----------------------|-----------------------|
| 1225.08            | Land Use Type (Multiple Family)          | x                |                      |                       |
| <b>Dimensional</b> |                                          | <b>Compliant</b> | <b>Non-Compliant</b> | <b>Not Applicable</b> |
| 1230               | Front Setback (25')                      | x                |                      |                       |
| 1230               | Side Setback (30')                       | x                |                      |                       |
| 1230               | Rear Setback (30')                       | x                |                      |                       |
| 1230               | Lot Coverage (max 60%)                   |                  |                      | x                     |
| 1230               | Height (max 45')                         | 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(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 1/2" 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)                | Facade to have color/texture/material change    | x                |                      |                       |
| 1250.481(e)                | Rooflines to change at least every 100'         | x                |                      |                       |
| 1250.481(f)                | Facade 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                |                      |                       |

| Acc. Buildings |                                                  | Compliant | Non-Compliant | Not Applicable |
|----------------|--------------------------------------------------|-----------|---------------|----------------|
| 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         |               |                |
| 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 impeded 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              |

**Notes:**

1. Sidewalks do not connect from the right-of-way to the door of the main building but do connect to 2 of the 4 residential buildings. The Planning Commission granted relief for this noncompliant regulation on June 25, 2020.
2. The southeastern parking lot shows an existing 13 spaces in a row without a landscape island. The Planning Commission granted relief for this noncompliant regulation on June 25, 2020.
3. The dumpster enclosure meets all requirements outlined in Ch. 1250.57.

**RECOMMENDATION**

The Deputy Administrator recommends that the Planning Commission approve the Final Site Plan for Otterbein Perrysburg as submitted.

Mr. Walters reviewed the above Staff Report regarding the Final Site Plan (dumpster enclosure) for Otterbein Perrysburg at 3529 Rivers Edge Drive. Jeff Kmet, Otterbein Senior Life, was present virtually via Teams on behalf of the application. Mr. Walters noted that two of the deficiencies were addressed in 2020 and Mr. Lorenz confirmed that the Commission spent a lot of time on this previous submission in 2020.

Mr. Lorenz motioned to approve the Final Site Plan (dumpster enclosure) for Otterbein Perrysburg at 3529 Rivers Edge Drive. Seconded by Ms. Williams, and the application was unanimously approved (6-0).

## **OTHER BUSINESS**

There was further discussion about moving the Planning Commission meeting time up to 6:00 p.m. or 6:30 p.m. Mr. Walters noted that other city public meetings are held between 4:00 p.m. and 7:00 p.m. Ms. Williams and Mr. Bade agreed that they are comfortable with a 6:30 p.m. start time, and Mr. Lorenz noted that the Commission wait for a final vote until Rob Vela is back to weigh in.

Mr. Walters provided the Commission with an email update regarding the assessment of the landscaping mound at Tri-State Forest Products. Mr. Bade noted that the rendering is rather vague. Mr. Beredo and Mr. Bade agreed that the email doesn't match the drawing. Mr. Lorenz requested an updated plan, and Mr. Bade noted the existing row of plantings and asked where the proposed eleven (11) trees would be installed.

Ms. Wolfinger and Mr. Lorenz added that they will not be in attendance for the March 27, 2025 meeting due to Spring Break.

There being no further business, the meeting adjourned at 7:55 pm.

Respectfully submitted,

Heather Alfaro  
Recording Secretary