



City of Huron  
Agenda for the Planning Commission/DRB  
Wednesday, December 17, 2025 5:00pm.

I. **Call to Order**

II. **Roll Call**

III. **Adoption of the Minutes (9-11-25)**

IV. **Audience Comments (3-minute time limit)** \*Please step to the podium and state your name and address for the record.

V. **New Business**

1810 Maple Ave                      PPN 45-65001.000                      R-1  
Woodlands Elementary: Detached covered walkway (Accessory  
Structure)

525 Cleveland Rd W                      PPN 42-00407.000                      B-3  
Port Huron Plaza: Commercial Signage-The Tea Bubble

VI. **Staff Report**

Status- Sign Code Amendment

VII. **Other Matters**

Next Regular Meeting: January 21, 2026

VIII. **Adjournment**



**TO:** Chairman Boyle and Members of the Planning Commission and Design Review Board  
**FROM:** Christine Gibboney Planning & Zoning Manager  
**RE:** Woodlands Elementary School- Accessory Structure- Covered Walkway  
**DATE:** December 17, 2025

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**Current Zoning District:** R-1                      **Parcel No.:** 45-65001.000

**Existing Land Use:** School                      **Property Size:** 15+ acres

**Traffic Considerations:** N/A

**Owner:** Huron Board of Education  
710 Cleveland Road West

**Applicant:** Chad Carter- Huron City Schools

**Project Description- Accessory Structure- Covered Walkway**

The proposed project is a sheltered (covered) walkway on the west side of the school at the drop-off/pick location. The walkway will be placed over the existing concrete sidewalk to the west side entrance to the school.

**APPLICABLE CODE SECTIONS**

**1123.01 R-1ONE FAMILY RESIDENCE DISTRICT- PRINCIPAL PERMITTED USES**

(2) Churches and other places of worship and Sunday school buildings located not less than twenty feet from any other lot in and R-District; schools and colleges for academic instruction, located not less than forty feet, and public libraries, public museums, public art galleries and similar public cultural uses, located not less than twenty feet from any other lot in any R-District; cemeteries.

**1121.04 DEFINITIONS**

(1) "Accessory use or structure" means a use or structure subordinate to the principal use of a building or to the principal use of land which is located on the same lot serving a purpose customarily incidental to the use of the principal building or land use.

**1121.06 EFFECTS OF DISTRICTING AND GENERAL REGULATIONS** (g) Accessory Uses in R Districts. An accessory building may be erected detached from the principal building, or it may be erected as an integral part of the principal building.

**Staff Analysis/Recommendation:**

The proposed detached covered walkway would be considered an accessory structure and would be positioned over the existing concrete sidewalk leading up to the west side entrance to the school. This is the location of the drop-off/pick-up of students. The structure is a prefabricated glass and aluminum outdoor shelter from Handi-Hut, which will be 92' in length and 7'-3" in height, providing shelter to the children to get from Lake Erie Parkway into the west side entrance. To view

examples of the types of structures from Handi-Hut: [Walkway Covers, Entrance Canopies and Enclosures | Handi-Hut](#)

The school is located within a R-1 Single-Family Residential District, the only setback regulations are that the structures are not to be located less than 40' from any other lot in an R District. As proposed, the structure will more than meet this criteria. The height will also be compliant with that of an accessory structure.

The setbacks of the structure to the property lines are as follows:

486' to the North (abutting R-1)

70' to the West (abutting B-3)

465' to the South (abutting highway)

Staff recommends the approval of the site and design plans as presented.

Attachments:

- Application & Design Elevations

# Planning Commission (PC)

## Commercial Site Plan Application/Design Approval- Exterior/Design-Signage Only

DATE: 11-17-2025

### Property Owner

Name: Huron City Schools  
Address: 710 Cleveland Road West, Huron, OH 44839  
Phone: 419-433-1234 ex. 5  
Email: ccarter@huronhs.com

### Applicant

Name: Chad Carter  
Company/Business Name: Huron City Schools  
Mailing Address: 710 Cleveland Road West, Huron, OH 44839  
Phone: 419-433-1234 ex. 5  
Email: ccarter@huronhs.com

### Location and Description of Project

Address: 1810 Maple Ave County Parcel #: 45-65001.00  
Existing Use: concrete sidewalk Acreage/Area of Site: 21  
Proposed Use: sheltered/covered walkway Lot # (if applicable): \_\_\_\_\_  
Estimated Value of Project: \$125,000 Total SF: 671.6

☒

New Construction

☐

Demolition

☐

Addition to Existing Structure

☐

Other: \_\_\_\_\_

### ZONING & FLOOD ZONE DISTRICTS

Zoning District: R-1 (R-1 R-1A R-2 R-3 B-1 B-2 B-3 I-1 I-2 P-1 MU)

Flood Zone: X (A AE AO AH X-SHADED X)

### Description of Project:

This project is for a sheltered (covered) walkway to sit on the exiting concrete sidewalk on the west side of Woodlands Elementary at 1810 Maple Avenue. This sidewalk is on the side of the building that is adjacent to Lake Erie Parkway. It will be 92 feet 11 inches long and 7 feet 3 inches tall. It is a glass and aluminum prefabricated outdoor shelter.



**SECTION 1. SITE DEVELOPMENT PLAN APPROVAL (SECTION 1139.01)** \*The application fee of \$150.00 and a complete site development plan with the following information included:

**A. SITE PLAN & SCALED DRAWINGS**

- Legal Survey or Plat Map
- Dimensions of the Lot & Property Lines
- Size and Location of the Existing Structure (if applicable)
- Size and Location of the Proposed Structure
- Front, Rear, and Side Setbacks of Existing Structure (if applicable)
- Front, Rear, and Side Setbacks of Proposed Structure
- Height of the Proposed Structure
- Existing and proposed land uses and the location of existing & proposed buildings and other accessory structures on the site.
- Location of vehicular ingress & egress, parking spaces (both existing & proposed) and the dimensions of same. \*Refer to code for parking requirements.
- Extent and type of parking lot and driveway paving.
- Location and dimensions of all pedestrian ways and/or sidewalks.
- Location and size of all existing and proposed utilities
- Complete building elevations and signage including color renderings of same
- Lighting plan for the site including style and intensity of all parking lot and building mounted lighting. (Design Review)
- Landscape Plan. \*Refer to code for requirements. (Design Review)
- The plan and method of disposing of all surface water from the development area; drainage plan shall be in accordance with Section 1115.03.

**B. WRITTEN STATEMENT**

- A legal description of the site and state of the present ownership of all the land included within the site development area.
- A statement of ownership (names & addresses) and the present use of all properties within 150' of the exterior boundaries of the subject development site.
- A general indication of the expected schedules and/or phases of development.

**SECTION 2. STORMWATER/DRAINAGE/GRADING PLANS/SWPPP**

**DEVELOPEMENT PROJECTS DISTURBING LESS THAN 1 ACRE**

Development Sites Under One (1) Acre in Size: Individual development sites that are larger than 8,000 square feet and smaller than one (1) acre (43,560 square feet) in total size of disturbed area, can submit abbreviated soil erosion and sediment control plans with the topography plan for the requested permit(s). Refer to Chapters 1315, 1317 of City Ordinances for complete plan information required.

**DEVELOPMENT PROJECTS DISTURBING 1 OR MORE ACRES**

The City Engineer and Erie Conservation will determine the deposit amount required for applicable plan reviews. Approval of the plans from the City Engineer and Erie Conservation are required before Zoning and/or Building Permits can be issued. Refer to Chapters 1115, 1117, 1313, 1315 for required plan details.

### SECTION 3. DESIGN APPROVAL (EXTERIOR, LANDSCAPING, LIGHTING, SIGNAGE) \*

The application fee of \$150.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

- \_\_\_ Photographs of Existing Conditions
- \_\_\_ Elevations of Proposed Modifications
- \_\_\_ Paint or Color Samples
- \_\_\_ Exterior Building Material Samples
- \_\_\_ Landscape Plan
- \_\_\_ Exterior Lighting Plan
- \_\_\_ Commercial Signage- Site Plan, Colored Elevations, Description of sign materials, Illumination

specifications. Complete the table below:

Sign Type				Dimensions			
Sign #1:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.

Sign Type				Dimensions			
Sign #2:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.

Sign Type (circle)				Dimensions			
Sign #3:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.

Sign Type (circle)				Dimensions			
Sign #4:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.



**SECTION 4. DESIGN APPROVAL (COMMERCIAL SIGNAGE ONLY)** \* The application fee of \$50.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

\_\_\_ Signage Site Plan with all setback dimensions

\_\_\_ Rendering(s) of all signs with detail of dimensions, construction materials, graphics, illumination

Sign Type (circle)				Dimensions			
Sign #1:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #2:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #3:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #4:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		X	=	sq. ft.	ft.

**PLEASE NOTE:** Upon approval from the Planning Commission, your project may require Engineering Plan review and Storm Water/Erosion Control Plan review, associated fees will apply. Zoning and/or Building Permits may be required, associated permit fees will apply. All Contractors on your project must be registered with the City. Contact the Planning and Zoning Department with any questions: 419-433-5000 ext. 1302 OR 1303.

**APPROVAL FROM THIS BOARD WILL EXPIRE 1 YEAR FROM THE DATE OF ISSUANCE.**

\_\_\_\_\_ I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: 11/19/25

Owner Signature: \_\_\_\_\_ Date: 11/19/25

**For Departmental Use Only:**

Date of Submission: 11/19/25 Application Fee: 150.<sup>00</sup> PC Meeting Date: 12/17/25



# A. SITE PLAN & SCALED DRAWINGS

## •Legal Survey or Plat Map



## Erie County Ohio



11/6/2025, 11:12:46 AM

Corporate  
Townships  
Road Centerlines  
Symbols  
Parcels  
Addresses  
ROW  
GreatLot  
Parcel  
Lot  
Citations

1:4,438  
0 0.03 0.06 0.09 0.11 mi  
0 0.04 0.09 0.18 km  
ESRI, HERE, Garmin, INCREMENT P, USGS, EPA, USGS, BNA

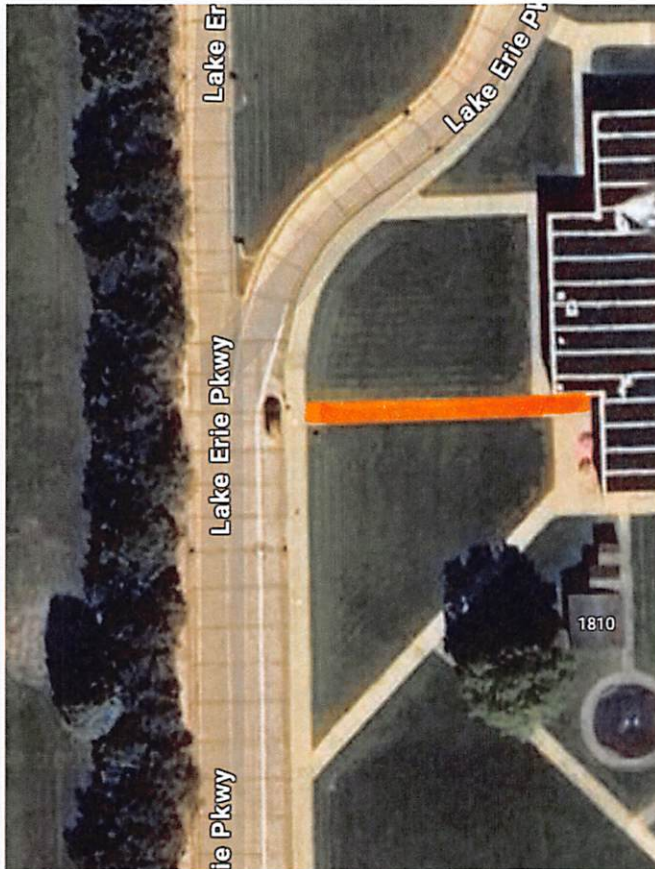


- Dimensions of the Lot & Property Lines

- Size and Location of the Existing Structure (if applicable)

- N/A

- Size and Location of the Proposed Structure



- It will be placed on the side that runs east and west.
- It will be 92 feet 11 inches long and 7 feet 3 inches tall.
- It is built from aluminum and glass.

- Front, Rear, and Side Setbacks of Existing Structure (if applicable)

- N/A

- Front, Rear, and Side Setbacks of Proposed Structure

- 486 feet from northern border of the property
- 70 feet from the western border of the property
- 465 feet from the southern border of the property

- Height of the Proposed Structure

- 7 feet 3 inches

- Existing and proposed land uses and the location of existing & proposed buildings and other accessory structures on the site.

- Existing land use is basic sidewalk from the school to the road.
- Proposed is a covered/sheltered walkway to sit on the sidewalk.

•Location of vehicular ingress& egress, parking spaces (both existing & proposed) and the dimensions of same. \*Refer to code for parking requirements.

- This project won't affect vehicular traffic or parking spaces.

•Extent and type of parking lot and driveway paving.

- N/A

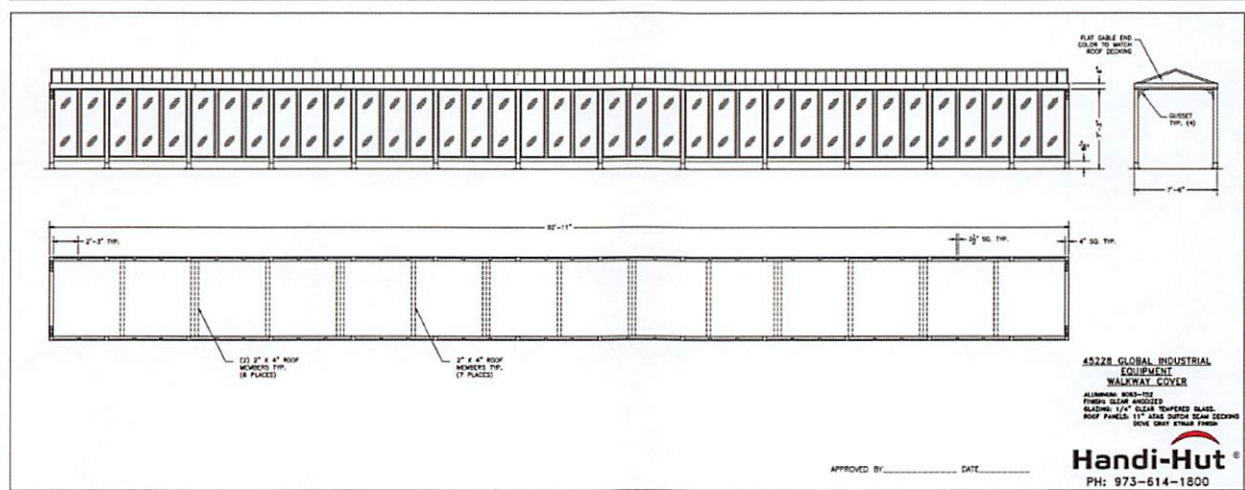
•Location and dimensions of all pedestrian ways and/or sidewalks.

- 140 foot walkway
- 94 foot walkway

•Location and size of all existing and proposed utilities

- N/A

•Complete building elevations and signage including color renderings of same



•Lighting plan for the site including style and intensity of all parking lot and building mounted lighting. (Design Review)

- N/A

•Landscape Plan. \*Refer to code for requirements. (Design Review)

- N/A

•The plan and method of disposing of all surface water from the development area; drainage plan shall be in accordance with Section 1115.03.

- Utilizing current methods.

## B.WRITTEN STATEMENT

•A legal description of the site and state of the present ownership of all the land included within the site development area.

•A statement of ownership (names & addresses) and the present use of all properties within 150' of the exterior boundaries of the subject development site.

•A general indication of the expected schedules and/or phases of development.



**TO:** Chairman Boyle and Members of the Planning Commission and Design Review Board  
**FROM:** Christine Gibboney, Planning & Zoning Manager  
**RE:** Port Huron Plaza- 525 Cleveland Road W- Unit 511-A- Commercial Signage  
**DATE:** November 19, 2025

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**Current Zoning District:** B-3 General Business      **Parcel No.:** 42-00407.000

**Existing Land Use:** Retail -Neighborhood Shopping Center

**Traffic Considerations :** Cleveland Road West

**Owner:** Plaza Huron LLC  
Rick Mesenburg  
533 Cleveland Road West  
Huron OH 44839

**Applicants:** Mary Demuth  
The Tea Bubble

**Project Description-Design Review- Commercial Wall & Window Signage**

The applicant is opening a new business, The Tea Bubble, in unit 511-A; proposing wall and window signage.

**APPLICABLE CODE SECTIONS:**

**Chapter 1129- Sign Regulations**

(b) Window Sign. The following regulations apply to signs affixed to or are displayed in a window:

(1) Ground Floor Occupants.

A. Permanent window signs shall have a maximum area not greater than twenty percent (20%) of the total window area of the space occupied by the occupant but not cover more than 50% of any one window unit. If a permanent window sign is installed along a public right-of-way, the signage must allow transparency in the window and not block views in and out of the establishment. If the proposed signage is applied to a "spandrel" window or a window that serves no visibility or natural light purpose to the establishment, the sign may be opaque.

B. Temporary window signs shall have a maximum area not greater than ten percent (10%) of the total window area of the space occupied by the occupant, but not cover more than fifty percent (50%) of any one window unit. Temporary window signs must be attached to the inside of the window.

i. Temporary signs shall not be illuminated in any way.



ii. Temporary window signs used to advertise a special event (i.e. grand opening, sale, event) shall be removed within ten (10) days after the close of the event. These signs shall include the date that the sign was posted.

C. In addition to such other window signage as may be permitted by this Chapter, each occupant may display one window (1) sign, , which indicates its hours of operation and one (1) window sign, not to exceed two (2) square feet in area consisting solely of the words "open" or "closed".

#### **Chapter 1129-Appendix A- Maximum Signage Area**

In the B-3 District – Wall Signage is limited to an area of 50sf

#### **Staff Analysis/Recommendation:**

As proposed the new wall sign will simply be a 30sf replacement panel within the current existing frame reflecting the logo on a blue background with white lettering. The same circle logo in a 36" x 36" size will be used for the window sticker along with another sign 4" x 24" containing all white lettering listing their products. Based on the estimated total window area of the unit, the proposed window signage will not exceed the 20% of total window area or the 50% of any one window unit. (Refer to the attached site plan for proposed placement on the windows of the unit).

Staff finds the proposed wall and window signage to be in compliance with Chapter 1129 and would recommend approval as proposed.

#### **Attachments:**

- Application, Existing Sign Panel, Design Elevations

# Planning Commission (PC)

## Commercial Site Plan Application/Design Approval- Exterior/Design-Signage Only

DATE: 11-18-'25

### Property Owner

Name: Rick Mesenburg  
Address: 533 Cleveland Rd. W. Huron, OH 44839  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Applicant

Name: Mary Demuth  
Company/Business Name: The Tea Bubble  
Mailing Address: 3815 Wakeman Townline Rd. , Collins, OH 44826  
Phone: 419-677-5681  
Email: maryhinman723@gmail.com

### Location and Description of Project

Address: 511A Cleveland Rd. W. Huron, OH 44839 County Parcel #: \_\_\_\_\_  
Existing Use: Food & Drink Acreage/Area of Site: 1,400 sq. ft.  
Proposed Use: " " Lot # (if applicable): Unit A  
Estimated Value of Project: \$1,200 Total SF: 1,400 sq. ft.

☐ New Construction  
☐ Addition to Existing Structure

☐ Demolition  
☒ Other: Commercial Sign

### ZONING & FLOOD ZONE DISTRICTS

Zoning District: B-3 (R-1 R-1A R-2 R-3 B-1 B-2 B-3 I-1 I-2 P-1 MU)  
Flood Zone: X (A AE AO AH X-SHADED X)

Description of Project:

New outside sign for Unit A.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4. DESIGN APPROVAL (COMMERCIAL SIGNAGE ONLY)** \* The application fee of \$50.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

\_\_\_ Signage Site Plan with all setback dimensions

\_\_\_ Rendering(s) of all signs with detail of dimensions, construction materials, graphics, illumination

Sign Type (circle)				Dimensions			
Sign #1:	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		44"	96"	29.33 sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #2:	<input type="checkbox"/> Wall	<input checked="" type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		36"	36"	7.07 sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #3:	<input type="checkbox"/> Wall	<input checked="" type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy		4"	24"	.67 sq. ft.	ft.
Sign Type (circle)				Dimensions			
Sign #4:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy					ft.

**PLEASE NOTE:** Upon approval from the Planning Commission, your project may require Engineering Plan review and Storm Water/Erosion Control Plan review, associated fees will apply. Zoning and/or Building Permits may be required, associated permit fees will apply. All Contractors on your project must be registered with the City. Contact the Planning and Zoning Department with any questions: 419-433-5000 ext. 1302 OR 1303.

**APPROVAL FROM THIS BOARD WILL EXPIRE 1 YEAR FROM THE DATE OF ISSUANCE.**

X

I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

Applicant Signature: Mary Demuth Date: 11-18-'25

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Departmental Use Only:**

Date of Submission: 12/1/25 Application Fee: \$50.00 PC Meeting Date: \_\_\_\_\_





# THE TEA BUBBLE

TEA, TREATS, & GOOD EATS

96" wide

Sign #2 - Round circle logo, same as what is on Sign. 36" x 36" sticker for window

Sign #3 - White lettering, Smoothies 4" w x 24" long  
Bubble Tea  
Coffee  
Matcha





MAU

 MAU

511 #A



Bubble Tea  
Smoothies  
Coffee  
Matcha

HOURS  
MON: 11AM-7PM  
TUE: 11AM-7PM  
WED: 11AM-7PM  
THURS: 11AM-7PM  
FRI: 11AM-7PM  
SAT: 11AM-5PM  
SUN: 11AM-6PM  
SUMMER HOURS TO BE ANNOUNCED

FOOD  
DRINK  
Shop Coming  
Soon!!