



City of Huron  
Agenda for the Planning Commission/DRB  
Wednesday, July 16, 2025 5:00pm.

I. **Call to Order**

II. **Roll Call**

III. **Adoption of the Minutes (N/A)**

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

V. **New Business**

**2027 Cleveland Road W                      PPN 43-00306.000                      Zoning: B-3**  
House of Donuts-Design Review: Replacement Sign Panel & Exterior Color Change

**424 Berlin Road                                      PPN42-00321.000                      Zoning: B-3**  
Marconi's-Design Review: Exterior Color Change

VI. **Staff Report**

Sign Code

VII. **Other Matters**

Next Regular Meeting: August 20, 2025

VIII. **Adjournment**



**TO:** Chairman Boyle and Members of the Planning Commission and Design Review Board  
**FROM:** Christine Gibboney, Planning & Zoning Manager  
**RE:** 2027 Cleveland Road West (Huron of Donuts formerly known as Lemmy's)  
**DATE:** July 16, 2025

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**Address:** 2027 Cleveland Road W      **Zoning District:** B-3 General Business

**Parcel No.:** 43-00306.000      **Existing Land Use:** Restaurant

**Traffic Considerations:** N/A

**Owner:** Jan Weske Bucholz  
615 Mariner Village  
Huron, OH 44839  
**Applicant(s):** Frederick Shepperd &  
Wagner Electric Sign Co.

#### **PROJECT DESCRIPTION-SITE AND DESIGN REVIEW**

The applicant/owner proposes the replacement of the double-sided pole sign panels to reflect the new name, *House of Donuts*. In addition, the owner will be changing the exterior of the restaurant to follow the logo and colors in the signage.

#### **APPLICABLE CODE SECTIONS :**

1129 Signage.

1) Maximum Number, Area and Height, Minimum Setback of Permanent Freestanding signs.  
Permanent freestanding signs shall comply with the maximum number, area, and height limitations and minimum setback from the street right-of-way set forth in Schedule [1129.05\(d\)](#).

<b>SCHEDULE 1129.05(d)</b> <b>PERMANENT GROUND SIGNS</b>					
<i>DISTRICT</i>	<i>Maximum Number Permitted</i>	<i>Maximum Area (sq. ft.)</i>	<i>Maximum Height (ft.)</i>	<i>Minimum Setback from ROW (ft.)</i>	<i>Minimum Setback from Side Lot Line (ft)</i>

<i>R-1</i>	<i>1 per subdivision</i>	<i>8</i>	<i>6</i>	<i>7</i>	<i>5</i>
<i>R-1A</i>	<i>1 per subdivision</i>	<i>8</i>	<i>6</i>	<i>7</i>	<i>5</i>
<i>R-2</i>	<i>1 per subdivision</i>	<i>8</i>	<i>6</i>	<i>7</i>	<i>5</i>
<i>R-3</i>	<i>1</i>	<i>12</i>	<i>8</i>	<i>7</i>	<i>5</i>
<i>MU-RFD</i>					
<i>MU-COD</i>	<i>1</i>	<i>12</i>	<i>8</i>	<i>7</i>	<i>5</i>
<i>MU-GD</i>					
<i>B-1</i>	<i>1 per lot</i>	<i>24</i>	<i>8</i>	<i>7</i>	<i>5</i>
<i>B-2</i>	<i>1 per lot</i>	<i>24</i>	<i>8</i>	<i>7</i>	<i>5</i>
<i>B-3</i>	<i>1 per lot</i>	<i>40</i>	<i>12</i>	<i>7</i>	<i>10</i>
<i>Green/ Recreation</i>	<i>1 per entrance from public street</i>	<i>40</i>	<i>6</i>	<i>7</i>	<i>10</i>
<i>I-1</i>	<i>1 per lot</i>	<i>100</i>	<i>8</i>	<i>7</i>	<i>30</i>
<i>I-2</i>	<i>1 per lot</i>	<i>100</i>	<i>8</i>	<i>7</i>	<i>30</i>
<i>P-I</i>	<i>1 per lot</i>	<i>30</i>	<i>6</i>	<i>7</i>	<i>30</i>
<i>Entrance/Exit Signs</i>	<i>2 per driveway</i>	<i>6</i>	<i>3</i>	<i>0</i>	<i>0</i>

#### ***1141.04 POWERS AND DUTIES OF THE PLANNING COMMISSION RELATING TO DESIGN REVIEW.***

*The Planning Commission may adopt rules and regulations governing its procedures and transactions relating to and consistent with this Chapter. The Planning Commission shall meet as required to carry out the review of applications for projects, or in the case of a sign, a request for a permit, as required by this Chapter and such other related work as may be accepted through request of Council or undertaken on its own motion. Meetings shall be held in accordance with the rules of the Planning Commission as required when there are applications to be considered and not less than once annually. Special meetings may be held at the call of the chairperson of the Planning Commission.*

*Within the City limits, the Planning Commission shall review any proposed new construction, alterations to property, and signage as herein defined. The Planning Commission's approval of such new construction, alterations, and signage shall be secured before any owner of property may commence work thereon.*

*In reviewing proposed new construction, alterations, and signage, the Planning Commission shall at a minimum use as evaluative criteria, the following:*

*(a) Materials shall be appropriate for the use of the structures, weathering, and the relationship to other materials, including those used on adjacent structures.*

*(b) Colors and textures shall be appropriate for the size and scale of the structures, weathering, and the relationship to other colors and textures, including those used on adjacent structures.*

*(c) Architectural details and ornamentation shall be meaningful to the overall design and appropriate for the size and scale of the structures, weathering, and the relationship to other architectural details and ornamentation, including those used on adjacent structures. Detailing such as trim, moldings, bands of contrasting siding or brick, and varying textures of concrete or stone are encouraged as part of an overall design which is in-scale with the building and carefully related to other elements.*

*(d) Mechanical equipment shall be of appropriate size and scale in relation to rooftop appearance, sidewall openings, sound levels, smoke detectors and other nuisances. The location, color, size, type, and screening of mechanical equipment, whether on the roof, walls, or ground, shall be designed to be concealed, and/or to be compatible with or attractively complement the other elements of the structures and site improvements.*

*(e) Windows, doors, and other openings shall be so located on the facades, and be of such dimensions, as are appropriate for the style, scale, and orientation of the building and in a pattern which contributes to a balanced facade appearance. Customer entrances should be accentuated. Decorative elements, caps, brickwork, and trim are encouraged around windows and doors to add interest to the overall design.*

*(f) Architectural styles similar to or compatible with existing historical buildings adjacent to or across the street from the structure shall be encouraged. Compatibility and complementary elements among existing and proposed new structures shall be encouraged in all locations.*

*(g) Scale of new construction should be similar to that of the majority of surrounding buildings.*

*(h) Varied roof lines, roof details and features such as dormers, turrets, eave breaks, and overhangs are encouraged in new construction as a means to break up the mass of large buildings and to provide visual interest.*

*(i) Wall mounted signs shall be designed to fit within and complement the architectural forms, colors, and textures of the building, shall fit within any architectural space specifically designed for signs, and shall not cover architectural features. Signs located as part of a series of signs (such as in a shopping center), shall be designed with compatibility of location, size, shape, style, material, illumination, and color with other signs in the series.*

*(j) Sign Design Sign colors shall complement the color of the building façade on which the sign is mounted, letters and symbols shall be in scale with the building and its features. Excessive information and clutter are discouraged.*

*(k) Freestanding signs shall be designed to fit within and complement the characteristics of the site, building, and wall signs in terms of color, materials, texture, and scale.*

*(l) Alterations and additions to existing buildings shall be compatible in scale, material, color, placement, and character with the existing buildings.*

*(m) Distinctive architectural features of existing buildings should not be altered or removed unless replaced with features of similar composition, texture, color, design, and other characteristics. Restoration of historic features and building characteristics shall be encouraged.*



*(n) Side and rear walls shall be so designed as to relate to and be compatible with the front or main entry wall and overall design of the building, although they may be less detailed and articulated.*

*(o) Site features such as fences, walls, and signs compatible in color, texture, scale, materials, and other characteristics with the main building shall be encouraged.*

*(Ord. 2021-36. Passed 10-26-21.)*

**STAFF ANALYSIS/RECOMMENDATION:**

The existing pole sign is compliant for area maximum, front and side setbacks; the height exceeds the code requirement but is considered a legal nonconforming sign (1129.09 Nonconforming Signs). It is also possible that this sign had received a variance years ago, there were no Journals kept at that time, and a search of the digital minutes did not produce any records. This is simply a replacement panel to reflect the new name/logo. The sign location, sign type, shape, size, frame, nor the use or ownership are changing, there are no other building or zoning code violations relative to the signage, therefore the replacement panel can be approved per the code.

The owner is also proposing exterior paint changes (samples included) Chalk for the walls, Black Truffle for the trim, and Innocent and Sweet (pink) for the doors.

Staff recommends approval of the replacement signage panels and exterior changes as proposed.

**Attachments:**

- Application, site plan, renderings, paint samples.

# Planning Commission (PC)

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

DATE: 5/28/25

### Property Owner

Name: JAN WESKE BUCHOLZ  
Address: 615 MARINER VILLAGE HURON OH 44839  
Phone: 330-990-6752  
Email: FNSGEOOERD@GMAIL.COM

### Applicant

Name: Tricia Nejman  
Company/Business Name: Wagner Electric Sign Co  
Mailing Address: 7135 West Ridge Rd Elyria Ohio 44035  
Phone: 440-245-6540  
Email: Tricia@wagnersign.com

### Location and Description of Project

Address: 2027 Cleveland Rd West County Parcel #: 43-00306.000  
Existing Use: 430-RESTAURANT, CAFETERIA AND/OR BAR Acreage/Area of Site: 0.2460  
Proposed Use: 430-RESTAURANT, CAFETERIA AND/OR BAR Lot # (if applicable): \_\_\_\_\_  
Estimated Value of Project: 3,000.00 Total SF: 40

☐ New Construction ☐ Demolition  
☐ Addition to Existing Structure ☒ Other: Reface existing pole 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: \_\_\_\_\_ (A AE AO AH X-SHADED X)

### Description of Project:

Reface existing double face pole sign with new faces. No change to sign cabinet, pole or structure  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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"/> Ground	<input type="checkbox"/> Window <input type="checkbox"/> Changeable Copy	Other: <u>Pole</u>	Height <u>5</u>	Width <u>8</u>	Display Area <u>40</u> sq. ft.	Height (if ground) <u>18'</u> ft.
Sign #2:	<input type="checkbox"/> Wall <input type="checkbox"/> Ground	<input type="checkbox"/> Window <input type="checkbox"/> Changeable Copy	Other: _____	Height _____	Width _____	Display Area _____ sq. ft.	Height (if ground) _____ ft.
Sign #3:	<input type="checkbox"/> Wall <input type="checkbox"/> Ground	<input type="checkbox"/> Window <input type="checkbox"/> Changeable Copy	Other: _____	Height _____	Width _____	Display Area _____ sq. ft.	Height (if ground) _____ ft.
Sign #4:	<input type="checkbox"/> Wall <input type="checkbox"/> Ground	<input type="checkbox"/> Window <input type="checkbox"/> Changeable Copy	Other: _____	Height _____	Width _____	Display Area _____ sq. ft.	Height (if ground) _____ 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: 5/29/25

Owner Signature:  Date: 5/29/25

**For Departmental Use Only:**

Date of Submission: \_\_\_\_\_ Application Fee: \_\_\_\_\_ PC Meeting Date: \_\_\_\_\_



**SIGN #1**

Reface existing double face pole sign  
Flat faces with digital print graphics



Existing



Date 06.03.25

Scale 1/2" = 1' - 0"

Drawing # 1 of 1

Filename HouseofDonuts03\_051525

Sales Tricia

Drawn JP

Work Order MO-

This drawing has been reviewed and is:

- ☐ APPROVED AS SUBMITTED  
☐ APPROVED AS NOTED  
☐ NOT APPROVED REVISE AND RESUBMIT

Representative Signature

Date

These drawings, specifications or plans are the property of The Wagner Electric Sign Company as a direct result of original work performed by its employee(s). They are being submitted to you, or the organization that you directly represent for the sole purpose for you or your organizations consideration as to whether or not there is intent to purchase products or services from The Wagner Electric Sign Company as shown within these plans. Unauthorized distribution or circulation of such plans without the express, written consent of The Wagner Electric Sign Company is expressly forbidden. In the event that such exhibition occurs, or other use of such plans or designs to secure goods or materials from other sources will result in costs and fees due to The Wagner Electric Sign Company for such design services rendered. Such use will constitute acceptance of design services performed. The fee for a standard sign valued at up to \$20,000 shall be \$1,000. The fee for standard sign valued over \$20,000 shall be a minimum of \$5,000 based on design time vested and/or uniqueness of the design and the time spent preparing such designs. In addition to any and all legal expenses to collect such.

**NOTE:**  
This layout was prepared for printing on Tabloid or 11"x17" stock. Reproducing this on media other than size stated above, will distort and no longer be to scale. Colors are for representation purposes and are not intended to match the final product color. See PMS® note.

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Wagner Electric Sign Co. © 2025

# Planning Commission (PC)

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

DATE: 6-25-25

### Property Owner

Name: JAN WESKE BUCHOLZ

Address: 615 MARINER VILLAGE

Phone: 330-990-6752

Email: Frederick Shepperd <fmshepperd@gmail.com>

### Applicant

Name: FREDERICK SHEPPERD

Company/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: Frederick Shepperd <fmshepperd@gmail.com>

### Location and Description of Project

Address: 2027 CLEVELAND ROAD WEST

County Parcel #: 43-00306.000

Existing Use: RESTAURANT

Acreage/Area of Site: 0.2460

Proposed Use: SAME

Lot # (if applicable): \_\_\_\_\_

Estimated Value of Project: IN-House

Total SF: \_\_\_\_\_

☐

New Construction

☐

Demolition

☐

Addition to Existing Structure

☒

Other: EXTERIOR IMPROVEMENT

### 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:

EXTERIOR PAINT CHANGE

WALLS - Chalk color (cream white)  
Trim - Black  
Doors - med. pink



**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: *on sep. Application*

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.
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.
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.
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.



**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.

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							ft.
Sign #2:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height (if ground)
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							ft.
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**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: [Signature] Date: 6/25/25  
 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Departmental Use Only:**

Date of Submission: 6/25/25 Application Fee: 50.00 PC Meeting Date: 7-16-25



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for casual family dining

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Chalk

W10  
CW-C2

04D-1<sup>u</sup>  
Graceful Swan\*



Black Truffle

N56  
N-C24

04D-2<sup>u</sup>  
Innocent and Sweet

04D-3<sup>u</sup>  
Cheeky Pink

164



**TO:** Chairman Boyle and Members of the Planning Commission and Design Review Board  
**FROM:** Christine Gibboney, Planning & Zoning Manager  
**RE:** 424 Berlin Road (Marconi's )  
**DATE:** July 16, 2025

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**Address:** 424 Berlin Road      **Zoning District:**      **B-3 General Business**

**Parcel No.:**      **Existing Land Use:** Restaurant  
**Traffic Considerations:**      **Corner Lot- Berlin Road/Cleveland Road E**

**Owner:**      **Connor Allen**  
                    **424 Berlin Road**  
                    **Huron, OH 44839**

**Applicant:**      **Bryan Roberts, Russwood Enterprises dba Legends LTD**

#### **PROJECT DESCRIPTION-SITE AND DESIGN REVIEW**

The applicant contacted the city to discuss a couple improvements being made to the property and mentioned that they were in the process of painting the exterior wall, trim and roof overhang. They were not aware that these exterior changes required approval by the DRB, and the work had already commenced and was nearing completion.

#### **APPLICABLE CODE SECTIONS :**

##### ***1141.04 POWERS AND DUTIES OF THE PLANNING COMMISSION RELATING TO DESIGN REVIEW.***

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*(o) Site features such as fences, walls, and signs compatible in color, texture, scale, materials, and other characteristics with the main building shall be encouraged.*

*(Ord. 2021-36. Passed 10-26-21.)*

**STAFF ANALYSIS/RECOMMENDATION:**

As noted, once the applicant was made aware that approval was needed for any exterior changes, an application was promptly submitted. The most recent color of the building was a rust/burnt orange, dark trim, with gray/blue shingled overhang. The applicant noted the exterior color is reverting back to the original color. The proposed colors: cream beige for the walls, darker beige for the trim and doors and the shingled overhang roof will be painted a dark Iron Ore color. (Samples included)

Staff recommends approval of the exterior changes as proposed. There is no permit required for the exterior color changes.

**Attachments:**

- Application, site plan, renderings, paint samples

# Planning Commission (PC)

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

DATE: 10-18-25

### Property Owner

Name: CONNAR AVERN MARLOWIS  
Address: 424 BERLIN RD, HURON, OH 44839  
Phone: 419-433-4341  
Email: CALLEN@ETMC.COM

### Applicant

Name: BRYAN ROBERTS  
Company/Business Name: ROSSWOOD ENTERPRISES DBA LEGENDS LTD  
Mailing Address: 37 ST. MARYS STREET, NORWALK, OH 44857  
Phone: 419-668-5343  
Email: BRYAN@LEGENDSOH.COM

### Location and Description of Project

Address: 424 BERLIN RD, HURON OH County Parcel #: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Acreage/Area of Site: 8,000 SQFT  
Proposed Use: \_\_\_\_\_ Lot # (if applicable): \_\_\_\_\_  
Estimated Value of Project: \_\_\_\_\_ Total SF: 8000 SQFT

☐ New Construction  
☐ Addition to Existing Structure

☐ Demolition  
☒ Other: PAINT EXTERIOR

### ZONING & FLOOD ZONE DISTRICTS

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

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

Description of Project:

PAINT EXTERIOR  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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(ifground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy			X	=	sq. ft.
Sign Type (circle)				Dimensions			
Sign #2:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height(ifground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy			X	=	sq. ft.
Sign Type (circle)				Dimensions			
Sign #3:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height(ifground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy			X	=	sq. ft.
Sign Type (circle)				Dimensions			
Sign #4:	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Other:	Height	Width	Display Area	Height(ifground)
	<input type="checkbox"/> Ground	<input type="checkbox"/> Changeable Copy			X	=	sq. 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: 6-18-25  
 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Departmental Use Only:**

Date of Submission: 6/18/25 Application Fee: \$50.00 PC Meeting Date: 7/16/25







WALLS

SHERWIN-WILLIAMS 701199 06/17/25  
419-626-5826 Order# 0265814

EXTERIOR ARCHITECTURAL  
SUPER PAINT LATEX  
SATIN FM 8000XL

COMP(B007) CW-110 CALCITE  
CUSTOM SHER-COLOR MATCH

CCE\*COLORANT 0Z 32 64 128  
Y3-Deep Gold - 8 - -

ONE GALLON EXTRA WHITE  
A89W03151 651236739

WA

NOT RECOMMENDED FOR USE ON VINYL

Non Returnable Tinted Color

CAUTION: To assure consistent color,  
always order enough paint to complete  
the job and intermix all containers  
of the same color before application.  
Mixed colors may vary slightly from  
color strip or color chip.



0265814-002



SHERWIN-WILLIAMS 701199 06/17/25  
419-626-5826 Order# 0265814

EXTERIOR ARCHITECTURAL  
SUPER PAINT LATEX  
SATIN FM 8000XL  
COMP(B007) CW-120 BRACKEN BISC  
CUSTOM SHER-COLOR MATCH

CCE*COLORANT	OZ	32	64	128
B1-Black	-	7	1	1
R2-Maroon	-	2	1	-
Y3-Deep Gold	-	37	-	1

ONE GALLON  
A89W03151

EXTRA WHITE  
651236739

WA

NOT RECOMMENDED FOR USE ON VINYL

#### Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0265814-001



SHERWIN-WILLIAMS®

Team / Does

## Roof

*March 2022 Color of the Month*

**SW 7069**

# Iron Ore

**FULL DETAILS** ✓

This cool, deep and mysterious charcoal can lend an air of sophistication when used sparingly in well-lit spaces – or on exteriors.