

March 27, 2025

Planning Commission / Board of Zoning Appeals

Board Members Present

Mayor Mike Snider
Lois Evans
Tracy Colston
Jeff Morgan, Chairman
Todd Bickley, Interim Chairman

Board Members Not Present

Phillip Bolte

Public

Todd Bickley
Tricia Nejman

The meeting called to order at 11:00 am.

Review of minutes from February 27, 2025

Mr. Morgan requested a motion to approve the, February 27, 2025, minutes Mayor Snider motioned to approve; Mrs. Evans seconded. All agreed.

NEW BUSINESS

- Madison Eye Center
 - 820 Jefferson Street, Port Clinton
 - Variance
 - Sign #1 –
 - Exceed the square footage of a free-standing sign from 24 square foot to 69.3 square foot
 - Reduce the setback from the edge of the road right-of-way 10' to 0'
 - Exceed the height requirement from 8' to 8'3"
 - Sign 2 –
 - Allow wall sign in the R-3 district to be 17.3 square foot

Mr. Colston advised that there is a manhole near the location that the proposed sign will be placed, OPPS needs to be contacted prior to installation.

Mrs. Evans inquired about the setback from the road to 0'?

Mr. Bickley advised in a residential district the type of sign being proposed there is a 10' setback from the right-away. The right-away line is from the sidewalk not the street.

Ms. Nejman advised the sign they are proposing will be in line with Peace Lutheran Church sign. The landscaping where the existing sign is located all be removed.

Mayor Snider moved to approve the variance as submitted; seconded by Mr. Colston. All agreed.

- Sutton Property Leasing, LLC
 - 1854 E. Perry Street, Port Clinton, Ohio
 - Administrative Approval
 - Lot Split

Mr. Bickley advised that the transfer is going from Sutton Center to Ottawa County. However, the property to the south of 1854 E. Perry Street, is deeded to Ottawa County and the City of Port Clinton. If this is a new parcel plan it has to front on an approved street; private easements coming in does not meet the definition of an approved street. If the request gets approved, it must be on the basis that it is a transfer to the adjoining property; not creating a new building site. Ottawa County cannot sell it to another individual or business, because they are not an adjacent property. For that to happen they would have to plat a street off Perry Street or Buckeye Boulevard with a plated road to service this lot. If this were ever to be transferred it would need to go back to the Sutton Center.

Mayor Snider moved to approve as submitted with the condition that this is a transfer between adjoining property owners not a new building site; seconded by Mrs. Evans. All agreed.

OLD BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

DISCUSSION

Mr. Bickley advised that we have an application for the next scheduled meeting.

Mr. Colston will not be in attendance at the next scheduled meeting.

Next meeting: April 10, 2025, at 11:00 am

Adjourn

Mayor Snider moved to adjourn at 11:11 am; seconded by Mr. Colston. All agreed.

Minutes submitted by:
Sandye Ostheimer
Secretary