

MEETING MINUTES
PERKINS TOWNSHIP BOARD OF ZONING APPEALS
Monday September 15, 2025 @ 4:00 PM
PERKINS TOWNSHIP SERVICES FACILITY – BIG MEETING ROOM
2610 COLUMBUS AVENUE, SANDUSKY, OH 44870

Board Members Present: Mr. Ted Kastor
Mr. Larry Pitts
Mr. David Bertsch
Mr. Mike Bixler
Mr. Will Spence

Board Members Absent & Excused: Mr. Gary Gast

Staff in Attendance: Mrs. Casey Sparks, Planner/Zoning Inspector
Mrs. Jessica Gladwell, Administrative Assistant

I. Call to Order.

Mr. Kastor called the meeting to order at 4:00 p.m.

II. Pledge of Allegiance.

Mr. Kastor led everyone in the Pledge of Allegiance.

III. Roll Call.

Mr. Kastor asked Mrs. Gladwell for a call of the roll.

Mrs. Gladwell took a Roll Call: Mr. Kastor, here; Mr. Pitts, here; Mr. Bertsch, here; Mr. Bixler, here; Mr. Spence, here;

IV. Approval of Previous Meeting Minutes (Monday July 21st, 2025 & August 18th, 2025).

Mr. Kastor entertained a motion to approve the minutes from the Board's previous meeting on Monday July 21st & August 18th ,2025.

Mr. Pitts made the motion to approve the minutes from the Board's previous meeting on Monday July 21st & August 18th ,2025.

Mr. Spence seconded the motion.

Roll Call: All ayes, motion carried.

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V. Chairperson’s Welcome and Explanation of Public Hearing & Meeting.

Mr. Kastor welcomed everyone to the meeting. He said it will be held in two (2) parts. First will be the Public Hearing, where the Board will hear from the applicant. Then they will switch to the Public Meeting, where the Board will decide the fate of the application.

Mrs. Gladwell swore everyone in.

VI. Secretary – Read the Request for Variance Permit.

Mrs. Gladwell read the request on the proposed application.

***APPLICATION #BZA2025-26** –An application for a variance was submitted by Party Place, for the property located at 4903 Milan Road (PPN# 32-01208.000) to allow a temporary display of a 12’ membrane pumpkin on the roof of the building from September 9th- October 31st, 2025. Article 28 Section 3 of the Perkins Township Zoning Resolution requires that no signs be installed on the roof of any building and that no inflatable signs be installed or use for commercial purposes.*

VII. Staff Report – Planning & Zoning Department.

Using the staff report and PowerPoint visual aid as a reference. Mrs. Sparks stated that as Jessica mentioned Party Place, our annual application; has applied for a variance for their store located at 4903 Milan Rd to allow a temporary display of a 12’ membrane pumpkin on the roof of the building from September 9th – October 31st 2025. The property is located on Milan Road and is currently zoned C-2 General Commercial. The surrounding properties are also zoned C-2 General Commercial. Mrs. Sparks showed images of the current site and pumpkin. She stated that the 12’ inflatable pumpkin is an annual sign that the applicant places on the property each year.

Public Works Department - Director: The Public Works has no issues with application submitted.

Building Department - Chief Building Official: No Comment.

Police Department - Chief of Police: No comment.

Fire Department - Fire Marshal: Fire Department has no issues with application submitted.

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No issues or comments were received by the other departments.

Based on the evaluation of the standards, **staff recommends approval of the variance for 4903 Milan Road.** It is noted that no major concerns have been identified by staff or other Township departments. This is an application that occurs annually, we have no record of issues from previous years.

Mr. Spence stated that it is up already.

Mrs. Sparks stated that she had not seen that, but he did miss the deadline for the meeting last month.

VIII. Chair Opens the Public Hearing for Application #BZA2025-26.

Mr. Kastor opened the public hearing for Application #BZA2025-26 and asked if anyone was present to speak on behalf of the application.

No one was present in audience to make remarks. They were told that if they were submitting the same as previous years, they just must submit and get approved.

IX. Board Motion to Close Public Hearing and Open Public Meeting – Roll Call Vote.

Mr. Kastor entertained a motion to close the public hearing and open the public meeting.

Mr. Spence motioned to close the public hearing and open the public meeting;
Mr. Bertsch seconded the motion.

Roll Call: All ayes, motion carried.

X. Discussion from the Board.

Mr. Kastor asked if the Board members had anything they would like to discuss regarding this application.

XI. Board Motion and Second to Approve, Deny, Modify, or Table Application #BZA2025-26 – Roll Call Vote.

Mr. Kastor entertained a motion to approve or deny the variance.

Mr. Bertsch motioned to approve BZA2025-26;
Mr. Bixler seconded the motion.

Roll Call: All ayes, motion carried.

The Request for a Variance Permit was approved.

XII. Secretary – Request for Variance Permit.

Mrs. Gladwell read the request on the proposed application.

APPLICATION #BZA2025-27 –An application for a variance was submitted by Firelands Auto Real Estate V, LLC, for the property located at 915 Strub Road (PPN#32-03356.010). The variance request is to allow the removal of the interior landscaping islands and relocation of the required trees to the outside of the interior parking area. Article 25.15(C) (2) of the Perkins Township Zoning Resolution requires landscaping for interior parking lot areas.

XIII. Staff Report – Planning & Zoning Department

Using the staff report and PowerPoint visual aid as a reference, Mrs. Sparks stated that as Jessica noted that a variance application was submitted for Firelands Auto Real Estate V, LLC for the property located at 915 Strub Rd. Mrs. Sparks stated that as you recall we did take them for a conditional use permit for the storage of vehicles. The applicant had contacted us and indicated that due to the use of this parcel, it will be for parking and storage of vehicles; they'd like to remove the landscaping islands and relocate those trees to the west side of the property. We did do something similar when the new dealership was built across the street to buffer some of the surrounding property owners, so they were hoping to do the same thing at this site, which we are not allowed to do at a staffing level. They are proposing around 16 trees on the west side of the property. Mrs. Sparks showed images of the property, the property is currently zoned as PUD, the properties to the north, east and west are also zoned as PUD, to the south is zoned C-2 General Commercial. The comprehensive map calls for the lot to be commercial. The applicant is proposing to eliminate the parking islands and relocate approximately 16 trees to the west side of the property. The applicant has indicated that the parking islands will make pavement maintenance problematic, for example snow removal and landscaping debris on the cars. The applicant stated that they would like to maximize the view of the merchandise in the parking areas.

Public Works Department - Director: No issue with the proposed application.

Building Department - Chief Building Official: No comment.

Police Department - Chief of Police: No comment.

Fire Department - Fire Marshal: No issue with the proposed application.

We did not receive any comments from the other departments.

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Based on the evaluation of the standards, **staff recommends approval of the variance for 915 Strub Road.** The applicant is proposing a total of 163 parking spaces, the code requires 1 tree per 10 spaces, this use would require 17 trees. The applicant is proposing approximately 22 trees, 16 of these trees are proposed to be relocated to the west end of the property. Most of the landscaping and screening will be located adjacent to the vacant parcel owned by DDM Sandusky LLC. The new automotive and service center that will be located at 1003 Strub Road did receive several variances, during the meeting the Board of Zoning Appeals approved several required landscaping trees to be relocated to assist in screening adjacent business.

It is important to note that staff do not believe that removing landscaping islands would be appropriate for new developments with a business, however staff does recognize that this use is for parking and storing vehicles for the adjacent dealership.

Mr. Kastor asked when this code was put in place for the 1 tree per 10 parking spots.

Mrs. Sparks stated so I think the site plan stuff was when Melanie was here.

Mr. Kastor stated that if this was in place when the mall was here, it would require a national forest.

Mr. Spence stated that I was probably mid 2013- 2015

Mrs. Sparks stated that she doesn't think tis very uncommon to require these items, but for this use I don't think it is necessary.

XIV. Chair Opens the Public Hearing for Application #BZA2025-27

Mr. Kastor opened the public hearing for Application #BZA2025-27 and asked if anyone was present to speak on behalf of the application.

John Reyes- Star Builders – stated that Mr. O'Brien does make his landscaping at his other facilities, the only physical example he has is the Jeep dealership. We didn't have a lot of landscaping in the interior of that parking lot, it was mostly exterior, which is what we would be doing here, the same thing. This is mostly addressing the trees, as far as other landscaping that he did out on Strub Rd. it would be the same. It is the same landscaper that will be doing this and the Honda Dealership. To reiterate that with all the islands that were for maintenance issues and even thought relocating some of the trees in a row, we didn't want to go overboard with them, people are looking at cars being sold there.

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Mr. Kastor stated that if you look at 250, there is a ton of business' and there aren't any trees, he stated that he didn't know the code changed.

Mrs. Sparks stated that it is in our code chapter, and she stated that she thought the code could use a little updating and we could do that with the board if we wanted too.

Mr. Kastor stated that he was trying to think of something new, Hermans Furniture back behind the mall, the old movie theater.

Mrs. Sparks stated that that isn't a new building, it was an existing structure.

Mr. Kastor stated that he understood the vision, if you've ever been to Hilton Head they have some huge signs, and their parking lot is full of landscaped isles, and they hardly have streetlights.

Mr. Spence stated that they'd have some challenges that they have faced approving dumpsters towards the road but maybe this was their way around it for buffering.

Mr. Kastor stated that he knows it's not on Community Development, but he doesn't want to detour people from coming here.

Mrs. Sparks stated that something we could consider is if we do some sort of zoning code updates, it would be allowing staff to approve it at a staffing level, so they don't have to come here. There has to be some kind of landscaping at new developments, but there can be some sort of balance, so they don't have to come right here.

XV. Board Motion to Close Public Hearing and Open Public Meeting – Roll Call Vote.

Mr. Kastor entertained a motion to close the public hearing and open the public meeting.

Mr. Spence made a motion to close the public hearing and open the public meeting.

Mr. Bertsch seconded the motion.

Roll Call: All ayes, motion carried.

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XVI. Discussion from the Board.

Mr. Kastor asked if the Board members had anything they would like to discuss regarding this application.

XVII. Board Motion and Second to Approve, Deny, Modify, or Table Application #BZA2025-27 – Roll Call Vote.

Mr. Kastor entertained a motion to approve or deny the variance.

Mr. Bertsch motioned to approve BZA2025-27, as submitted.

Mr. Pitts seconded the motion.

Roll Call: All ayes, motion carried.

The Request for a Variance Permit was approved.

XVIII. Secretary – Request for Variance Permit.

Mrs. Gladwell read the request on the proposed application.

APPLICATION #BZA2025-28- *An application submitted by Kenji Sanders for the property located at 120 Woodlawn Ave; is to allow for a single-family dwelling 5' from the rear property, whereas Article 13.3 requires a forty (40) foot rear yard setback for a single-family dwelling located in the R- 1B Single Family Residential District.*

APPLICATION #BZA2025-29- *An application submitted by Kenji Sanders for the property located at 120 Woodlawn Ave; is to allow a 4' fence to be located within the front yard, whereas Article 26.10 (2) (c) states that no fence, wall, hedge, shall rise over three (3) feet in height on any required front yard.*

XIX. Staff Report – Planning & Zoning Department

Using the staff report and PowerPoint visual aid as a reference, Mrs. Sparks stated that as Jessica noted that the applicant is Kenji Y Sanders, he has applied for 2 variances for the property located at 120 Woodlawn Ave. This application was here last month and denied, he has resubmitted with a change of plans. The applicant is applying for two variances the first variance is to allow a 5' rear setback to allow for a single-family dwelling and the second variance is for a 4' fence within the front yard. Mrs. Sparks showed images of the location/property

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along with pictures of the existing structure. This property is located on the corner of Woodlawn Avenue and Columbus Avenue and is zoned as R1-B Single Family Residential. The Comprehensive plan calls for the lot to be residential use. As you recall last month, he applied for a variance to propose a 4,000 square foot accessory building as the main use and that was not approved. Before that the conversation with the application mentioned rezoning the lot, and unfortunately from a staffing perspective we could not recommend that due to the comprehensive plan for this to be residential. The applicant took the comments and suggestions from last month's meeting and has indicated that the existing building will be converted into an 800-square-foot room residence with the 1,200-square-foot great room area. The applicant has indicated that electric, HVAC, and plumbing will be installed to the existing structure and proposed addition to assure that they meet the required living space required within the R-1A district. The applicant has indicated that in addition to the proposed building exterior improvements are also planned for the existing block building. A board- and-batten style façade that is metal with look of wood siding will be installed on the front facing Woodlawn. The block building will also receive a new metal roof, matching the roof of the proposed addition. The applicant is planning on making a substantial investment into the property, he has indicated that although he will not reside at this location immediately it is his plan to eventually to make this his primary residence. Mrs. Sparks showed images of the proposed building explaining what it would look like and how much livable space and the plans on connecting.

The site plan indicates the location of the 4' fence.

Public Works Department - Director: No issue with the proposed application.

Building Department - Chief Building Official: No comment.

Police Department - Chief of Police: No comment.

Fire Department - Fire Marshal: Would this be utilized for personal or business use, this will determine the need for fire inspections of the storage area portion of the building.

Based on the evaluation of the standards, **staff recommends approval for the variances for 120 Woodlawn Ave with the following conditions:**

- **The property is utilized for single- family dwelling use**
- **Commercial storage is prohibited**
- **All building permits for the single-family dwelling be obtained and all necessary inspections are required.**

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Staff recognize that this is a uniquely shaped lot, and it was previously used for a community center. The zoning of the property is Single- Family Residential and the comprehensive plan calls for the property to be residential. The applicant has made substantial changes to assure that a single- family dwelling is used lot. The lot has an existing 4' fence and the applicant would like to continue this along the other side of the property.

Mrs. Sparks stated that the owner said that he was going to be removing the storage container when the project is completed. Mac Leher sent in a letter of support for this project, around 345.

XX. Chair Opens the Public Hearing for Application #BZA2025-28 & 29.

Mr. Kastor opened the public hearing for Application #BZA2025-28 &29 and asked if anyone was present to speak on behalf of the application.

Kenji Sanders – 120 Woodlawn Ave; Stated he didn't have much to add to what Mrs. Sparks presented.

Mrs. Sparks did state to the board to describe to the board what type materials they were going to use.

Mr. Sanders stated that they were going to re-face the cement side of the existing building with a board and batten type siding and metal roof on the existing structure to match the new.

XXI. Board Motion to Close Public Hearing and Open Public Meeting – Roll Call Vote.

Mr. Kastor entertained a motion to close the public hearing and open the public meeting.

Mr. Bertsch made a motion to close the public hearing and open the public meeting.

Mr. Spence seconded the motion.

Roll Call: All ayes, motion carried.

XXII. Discussion from the Board.

Mr. Kastor asked if the Board members had anything they would like to discuss regarding this application.

**XXIII. Board Motion and Second to Approve, Deny, Modify, or Table Application
#BZA2025-28 & 29– Roll Call Vote.**

Mr. Kastor entertained a motion to approve or deny the variance.

Mr. Bertsch motioned to approve BZA2025-28 & 29

Mr. Pitts seconded the motion.

Roll Call: All ayes, motion carried.

The Request for a Variance Permit was approved.

Mr. Kastor stated to Mrs. Sparks that he was very concerned about this staff report, where a zoning board of appeals, why are you giving us all the details about the architectural details. Where is the site plan. None of those are site plans, you have a floor plan and an ariel photo, and they are applying for a variance regarding setbacks, we want a site plan.

Mrs. Sparks stated that the reason for this was because last month the concern was, he wasn't going to use it for a single-family dwelling. The only reason she brought it up was to see the elevations, there was some concern that he wasn't going to use the existing as single family dwelling, other than that it would've been just the site plan. She stated that she wasn't here last month and she took the comments from last meeting, so she apologized.

Mr. Bertsch stated that last month it came down to being unable to approve of something without residential requirements. He came back with a barndaminoum.

Mr. Spence stated that the only thing we were worried about the setbacks and use. It was denied last month because it didn't meet the requirements.

Mrs. Sparks stated that the only reason she mentioned the materials and stuff was to show that he was actually going to use that 800 square feet, because it made him show that he took the comments from last month.

Mr. Kastor stated that he understood, a lot of times we have residents' kind of scratching the code a little and sometimes stuff that they are proposing smells a little fishy, but we have to take them at their word.

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Mr. Spence stated that that was correct, and it is certainly visible property.

Mrs. Sparks stated that once again she wasn't here last month, and it was the main concern that there was at least some sort of residential use on that property.

Mr. Bertsch stated that that is what was basically said, they told him what he needed to do to get approval.

XXIV. Old Business.

None.

XXV. New / Other Business.

Currently nothing for next month.

XXVI. Adjourn Meeting.

Mr. Kastor entertained a motion to adjourn the meeting.

Mr. Bertsch motioned to adjourn the meeting.

Mr. Pitts seconded the motion.

Roll Call: All ayes, motion carried.

The meeting was adjourned.

Respectfully Submitted,

X _____
Mrs. Casey Sparks,
Board of Zoning Appeals

Date of Signature:

Click or tap to enter a date.

X _____
Mr. Theodore Kastor, Chair
Board of Zoning Appeals

Date of Signature: