

GENERAL INFORMATION

Subject

- Request - Amendment to a Special Use Permit for a gas station expansion
- Location - 4486 Monroe Street
- Applicant/Owner - Paramount Management Group
670 N Pontiac Trail
Walled Lake, MI 48390
- Architect - Scott J. Heacock
1303 Sabra Road
Toledo, OH 43612

Site Description

- Zoning - CR / Regional Commercial
- Area - ± 0.28 acres
- Frontage - ± 90' along Monroe Street
±120' along Rohr Drive
- Existing Use - Gasoline and Fuel Sales
- Proposed Use - Gasoline and Fuel Sales

Area Description

- North - RD6 / Single Dwelling Homes (The Maples Subdivision)
- South - CR / Monroe Street, Restaurant, Jeweler, Regional Shopping Center
- East - CR / Commercial Retail Structure, Seckinger Drive
- West - CR / Rohr Drive, Diner, Commercial Retail Structure

Parcel History

- SUP-149-80 - Special Use Permit for a gasoline service station (PC approved 6/19/1980; Council approved 7/29/1980, Ord. 535-80).
- SUP-74-89 - Amendment to a Special Use Permit for a gas station to replace a fire-damaged building (PC approved 6/1/1989; Council approved 6/20/1989, Ord. 616-89).

GENERAL INFORMATION (cont'd)

Applicable Plans and Regulations

- Toledo Municipal Code Part Eleven: Planning and Zoning
- Forward Toledo Comprehensive Land Use Plan

STAFF ANALYSIS

The applicant is requesting an Amendment to a Special Use Permit to expand an existing gasoline service station, originally approved by Ord. 535-80. The site is approximately 0.28 acres and currently zoned CR Regional Commercial. That applicant is proposing a minor expansion to their facility for additional storage of food/beverage items for retail sale. An expansion of the gasoline service station use requires an amendment to the existing Special Use Permit.

Surrounding land uses include The Maples subdivision to the north, a restaurant, jeweler, and regional shopping center across Monroe Street to the south, a commercial structure to the east, and a diner to the west across Rohr Drive.

Gasoline and Fuel Sales Regulations

TMC§1104.0900 *Gasoline and Fuel Sales* outlines use-specific criteria for gas stations in terms of site layout, location and general requirements. The proposed expansion will not result in a change effected by any of the requirements of this section; however, the section requires free air, water, and restrooms be provided and maintained during operating hours of the station. This was also listed as a condition of approval of Ordinance 616-89. An inspection on December 10, 2025 noted that free air was not being provided. This has been listed as a condition of this approval.

Dimensional Standards

TMC§1106.0102 requires a minimum fifteen foot (15') rear yard setback when abutting a residential district. The property abuts a residential district across a sixteen foot (16') wide alley to the north east. Per TMC§1106.0205(E)(7), one half of the alley may be considered as a portion of the rear yard setback. Including half of the alley the current structure is set back nineteen feet (19') along this abutting property line. The proposed expansion would reduce this setback to ten feet (10'). The applicant has requested a waiver of this setback requirement. Staff is supportive of a waiver of this setback requirement so long as the applicant provides additional landscaping beyond those required by the latest approved landscape plan (SUP-74-89). This is discussed further in the Landscaping section.

Parking and Circulation

The proposed expansion would not affect or change the site's current parking and circulation pattern; however, a comparison between this pattern and the most recently approved site plan (SUP-74-89) reveals concerns that must be addressed. These concerns were noted by a Zoning Compliance Specialist, who inspected the site on December 10, 2025. The SUP-74-89 site plan marked with concerns and violations has been attached as Exhibit "A". The inspection report is attached as Exhibit "B".

STAFF ANALYSIS (cont'd)

Parking and Circulation (cont'd)

Parking spaces on the site are currently not striped. This has led to an irregular parking pattern, including vehicles parking parallel to the structure on its south side instead of perpendicular as approved in the 1989 site plan. The Division of Traffic Management has concerns that this parking pattern could lead to a blockage of the Monroe Street entrance. The applicant has thus provided a revised site plan depicting striping with a similar layout to the 1989 site plan. Further revision is needed to this site plan, but the Division of Traffic Management has approved it with conditions.

Two (2) bicycle parking spaces shall be provided pursuant to TMC§1107.0900. This has been listed as a condition of approval.

Landscaping

Exhibit “A” depicts the site’s latest approved landscape plan (SUP-74-89). As discussed, a Zoning Compliance Specialist conducted an inspection on December 10, 2025. This inspection revealed several landscaping deficiencies on the current site, which have been listed in Exhibit “B”. The applicant has submitted a landscape plan which remedies most of these deficiencies; however, the applicant would like to keep the concrete pad directly adjacent to the building on the west side for the ice box, air machine, and outdoor trash receptacle. Staff finds this acceptable as long as the three shrubs shown in this location on the 1989 landscape plan are replaced in other locations on this site. A condition of approval has been added requiring the applicant to comply with all deficiencies identified in the inspection report, with the exception of the three shrubs along the western edge of the building which may be placed elsewhere on site.

As a condition of the rear yard setback waiver, the applicant shall install additional landscaping beyond that required by the latest approved landscape plan (SUP-74-89). Staff is requesting that the applicant install landscaping meeting the requirements of frontage greenbelts along both Rohr Street and Monroe Street to the greatest extent practicable. Much of these plantings would need to be placed within the right-of-way. The applicant will therefore be required to obtain encroachment permits for these plantings. This has been included as a condition of approval.

Building Design and Materials

The proposed building expansion will be visible from Monroe Street. A drawing of the southern elevation – the elevation visible from the right-of-way – shall be submitted to the plan director for review and approval for compliance with TMC§1109.0500. No more than 20% of the building’s total elevation shall be comprised of an accent material as defined in TMC§1109.0502. This has been added as a condition or approval.

STAFF ANALYSIS (cont'd)

Forward Toledo Comprehensive Land Use Plan

The Forward Toledo Future Land Use Map targets this site for Neighborhood Mixed-Use (NM). The Neighborhood Mixed-Use land use designation preserves and promotes pedestrian-oriented commercial and mixed-use areas. These are a core component of neighborhoods and provide the highest density of commercial and housing opportunities. Auto-oriented uses such as car-washes and gas stations are not compatible with this land use designation; however, the proposed expansion would keep an existing business in an existing building. This is in line with the building preservation goal, which seeks to maintain Toledo’s existing housing stock and commercial buildings. As stated in the goal; finding ways to reduce blighted structures and demolitions is important to maintaining Toledo’s neighborhoods. The proposed minor expansion to a gas station is consistent with the Forward Toledo Plan.

STAFF RECOMMENDATION

The staff recommends that the Toledo City Plan Commission recommend approval of SUP25-0048, a request for an amendment to a Special Use Permit for a gas station expansion at 4486 Monroe Street, to Toledo City Council for the following **two (2) reasons**:

1. The proposed use meets the stated purpose of the Zoning Code (**TMC§1111.0706(A)**); and
2. The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (**TMC§1111.0706(C)**).

The staff further recommends that the Toledo City Plan Commission recommend approval of the following waiver:

Chapter 1106 – Intensity and Dimensional Standards
1106.0100 – Intensity and dimensional standards tables
1106.0102 Commercial Districts

[4] Minimum side and rear setbacks from Residential zoning districts:

Setback Abutting Rear Lot Line of R- Zoned Lot (feet)
15

Approve a waiver to allow for a ten foot (10’) rear lot line setback abutting a residentially zoned lot because the applicant is providing additional site improvements including additional landscaping and closing a dangerous drive aisle.

The staff further recommends that the Toledo City Plan Commission recommend approval of SUP25-0048, a request for an amendment to a Special Use Permit for a gas station expansion at 4486 Monroe Street, to the Toledo City Council, subject to the following **nineteen (19) conditions**:

STAFF RECOMMENDATION (cont'd)

The following conditions are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

Fire Prevention Bureau

1. The proposed building (cooler) will require compliance with all applicable Building, Fire, Electrical, Mechanical and Plumbing code requirements. (OBC105.1 & 101.4).
2. New and existing buildings shall be provided with approved address identification that meets Building & Fire Code requirements. (OBC 501.2 & OFC 505.1). Please confirm address and assure it is posted.

Division of Traffic Management

3. Vehicle stacking at gas pumps must be clearly shown on drawings per TMC 1107.1601. **Stacking must be shown coming from each direction and at each pump. Stacking cannot encroach into accessible parking loading aisle.**
4. One van accessible parking spot must be clearly shown on drawings per TMC 1107.1701 & 1107.1702.
5. Accessible signage must be posted directly in front of the parking space at a height of no less than 60 inches and no more than 72 inches above pavement level per TMC 1107.1704. **Sign detail height is too high on revised site plan received 1/29/26.**
6. All drive approaches, driveways, parking spaces and drive aisles must be clearly dimensioned per TMC 1107.1911.

Plan Commission

7. Free air, water, and restrooms shall be provided and maintained during operating hours of the station per TMC§1104.0903(D).
8. All parking spaces shall be stripped according to a 'final' site plan approved by the Plan Director and Division of Building Inspection.
9. Two (2) bicycle parking spaces shall be provided pursuant to TMC§1107.0900. **A revised site plan shall be submitted to the Plan Director depicting a minimum of two (2) bicycle parking spaces compliant with TMC§1107.0900.**
10. All deficiencies identified by the inspection report dated December 10, 2025 shall be resolved. **A revised site and landscape plan shall be submitted to the Plan Director with all deficiencies resolved. Concrete pad along western edge of building may remain if the shrubs required in said location are replaced elsewhere on site.**

STAFF RECOMMENDATION (cont'd)

Plan Commission (cont'd)

11. Frontage greenbelts meeting the requirements of TMC§1108.0202 shall be installed along Rohr Drive and Monroe Street to the greatest extent practicable. **Acceptable as depicted on revised site plan received 1/29/26. Applicant shall obtain an encroachment permit for plantings within the right-of-way.**
12. The proposed building expansion shall ensure compliance with TMC§1109.0500. **The applicant shall submit elevation drawings to the Plan Director showing compliance with TMC§1109.0500.**
13. All site lighting shall be fully directed downward, recessed, or adequately shielded to direct light away from adjacent properties, rights of way, or the sky above the fixtures per TMC§1107.1908.
14. Signage shall meet the standards of TMC§1113 *Signs*.
15. All conditions and provisions previously set forth in Ordinance No. 535-80 & 616-89, as amended, except as they may be modified herein, shall remain in full force and effect.
16. The Special Use Permit may be reviewed for compliance with the conditions of approval, negative secondary effects, and adherence to all requirements of the Toledo Municipal Code. If outstanding issues are found and not addressed the Special Use Permit may be considered for revocation.
17. Approval of the Special Use Permit will lapse after one (1) year if the criteria listed in TMC§1111.0707 have not been met.
18. Minor adjustments to the site plan that do not violate the above conditions, or the Toledo Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
19. No permits shall be issued until arrangements satisfactory to the Director of the City of Toledo Plan Commission have been made for compliance with the conditions as set forth above.

SPECIAL USE PERMIT
TOLEDO CITY PLAN COMMISSION
REF: SUP25-0048
DATE: March 12, 2026
TIME: 2:00 P.M.

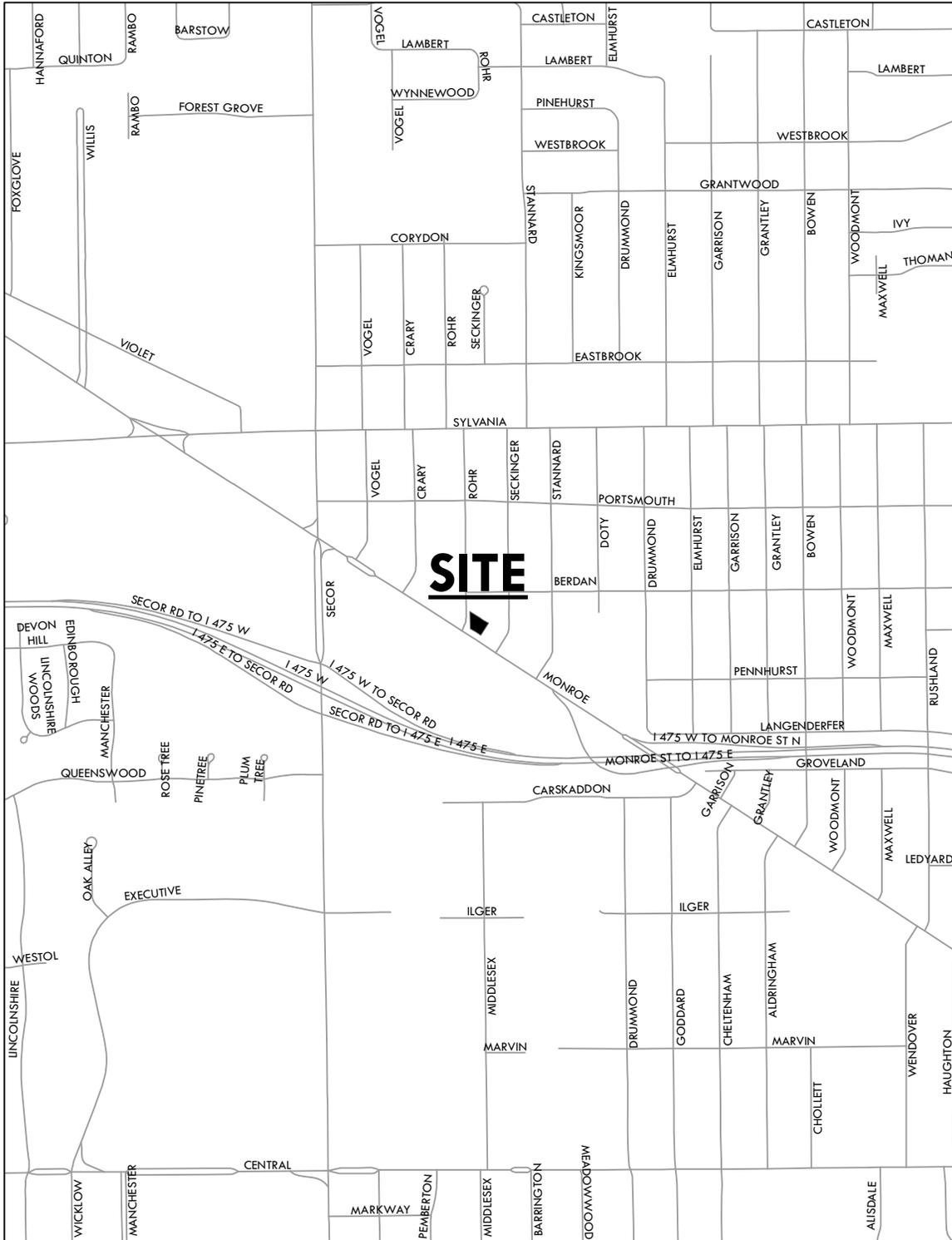
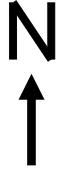
CITY COUNCIL
ZONING AND PLANNING COMMITTEE
DATE: April 15, 2026
TIME: 4:00 P.M.

AS

Three (3) sketches follow

GENERAL LOCATION

SUP25-0048
ID 46



ZONING & LAND USE

SUP25-0048
ID 46

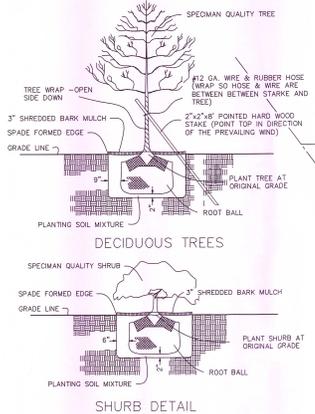
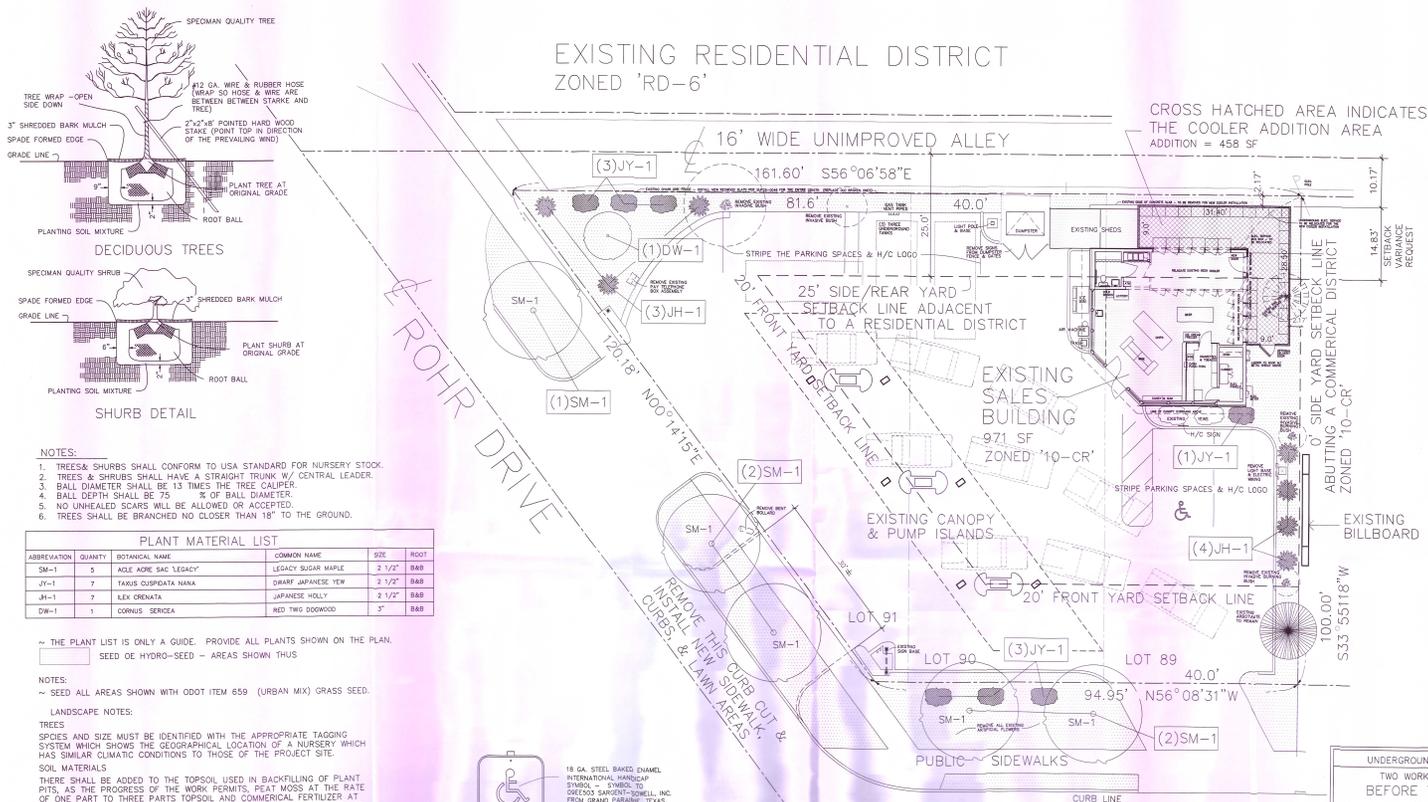


SITE PLAN

SUP25-0048
ID 46



THIS DRAWING IS THE LEGAL PROPERTY OF THE ARCHITECT, AND IS CONSIDERED AN "INSTRUMENT OF SERVICE" AND IT MAY NOT BE REPRODUCED WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECT



NOTES:

1. TREES & SHRUBS SHALL CONFORM TO USA STANDARD FOR NURSERY STOCK.
2. TREES & SHRUBS SHALL HAVE A STRAIGHT TRUNK W/ CENTRAL LEADER.
3. BALL DIAMETER SHALL BE 13 TIMES THE TREE CALIPER.
4. BALL DEPTH SHALL BE 75 % OF BALL DIAMETER.
5. NO UNHEALED SCARS WILL BE ALLOWED OR ACCEPTED.
6. TREES SHALL BE BRANCHED NO CLOSER THAN 18" TO THE GROUND.

PLANT MATERIAL LIST					
ABBREVIATION	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT
SM-1	5	ACLE ADONIS SAC LEGACY	LEGACY SUGAR MAPLE	2 1/2"	B&B
JY-1	7	TAXUS CUSPIDATA NANA	DWARF JAPANESE YEW	2 1/2"	B&B
JH-1	7	ILEX ORENATA	JAPANESE HOLLY	2 1/2"	B&B
DW-1	1	CORNUS SERICEA	RED TWIG DOGWOOD	3"	B&B

~ THE PLANT LIST IS ONLY A GUIDE. PROVIDE ALL PLANTS SHOWN ON THE PLAN.
 ~ SEED OR HYBRID-SEED - AREAS SHOWN THUS

NOTES:
 ~ SEED ALL AREAS SHOWN WITH ODOT ITEM 659 (URBAN MIX) GRASS SEED.

LANDSCAPE NOTES:
 TREES
 SPECIES AND SIZE MUST BE IDENTIFIED WITH THE APPROPRIATE TAGGING SYSTEM WHICH SHOWS THE GEOGRAPHICAL LOCATION OF A NURSERY WHICH HAS SIMILAR CLIMATIC CONDITIONS TO THOSE OF THE PROJECT SITE.

SOIL MATERIALS
 THERE SHALL BE ADDED TO THE TOPSOIL USED IN BACKFILLING OF PLANT PITS, AS THE PROGRESS OF THE WORK PERMITS, PEAT MOSS AT THE RATE OF ONE PART TO THREE PARTS TOPSOIL AND COMMERCIAL FERTILIZER AT THE RATE OF ONE POUND OF COMPLETE FERTILIZER PER SMALL TREE, OR ONE POUND PER ONE (1") INCH FOR LARGER TREES. THE PEAT MOSS AND FERTILIZER SHALL BE THOROUGHLY INCORPORATED WITH THE TOPSOIL IN THE PLANTING OPERATION.

SOIL AMENDMENT MATERIALS
 FERTILIZER: TYPE RECOMMENDED FOR THE PLANT MATERIAL, WITH FIFTY (50%) PERCENT OF THE ELEMENTS DERIVED FROM ORGANIC SOURCES; OF PROPORTIONS NECESSARY TO ELIMINATE ANY DEFICIENCIES OF TOPSOIL TO THE FOLLOWING PROPORTIONS: NITROGEN TWELVE (12%) PERCENT, PHOSPHORIC ACID SIX (6%) PERCENT, SOLUBLE POTASH FOUR (4%) PERCENT.

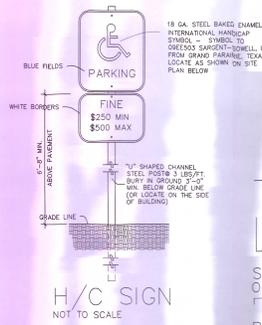
PEAT MOSS: SHREDDED, LOOSE, SPHAGNUM MOSS, FREE OF LUMPS, ROOTS, INORGANIC MATERIAL OR ACIDIC MATERIALS; MINIMUM OF EIGHTY-FIVE (85%) PERCENT ORGANIC MATERIAL, MEASURED BY OVEN DRY WEIGHT; FOUR TO FIVE PH RANGE; MOISTURE OF THIRTY (30%) PERCENT.

WATER: CLEAN, FRESH, AND FREE OF SUBSTANCE OR MATTER WHICH COULD INHIBIT VIGOROUS GROWTH OF PLANTS.

MULCH MATERIALS
 SHREDDED HARDWOOD BARK MULCH FREE OF GROWTH OR GERMINATION INHIBITING INGREDIENTS.

ACCESSORIES:
 GUY WIRE FOR STAKING TREES SHALL BE TWELVE (12) GAUGE GALVANIZED. STAKING FOR TREE SUPPORT SHALL BE SOUND HARDWOOD WITH A MINIMUM CROSS SECTION DIAMETER OF TWO (2") INCHES.

PLANT PROTECTION: RUBBER SLEEVES OVER GUY WIRE SHALL BE A MINIMUM OF ONE-HALF (1/2) INCH DIAMETER, SOUND RUBBER, TWO PLY HOSE.



LANDSCAPE PLAN

SCALE 1"=10'
 0 5 10 50
 PARCEL ID. 1035294

S.F. CALCULATIONS

EXISTING BUILDING =	791 SF
COOLER ADDITION =	458 SF
TOTAL BUILDING AREA =	1,249 SF

UNDERGROUND UTILITIES
 TWO WORKING DAYS
BEFORE YOU BEGIN
 CALL 1-800-362-2764 (TOLL FREE)
 OHIO UTILITIES PROTECTION SERVICE
 NON-MEMBERS
 MUST BE CALLED DIRECTLY

SCOTT J. HEACOCK / ARCHITECT
 1303 SABRA ROAD
 TOLEDO, OHIO 43612
 419 / 260-8779
 sjharch@buckeye-express.com

SCOTT J. HEACOCK / ARCHITECT
 LICENSE # 107270107

REVISED PRELIMINARY SITE PLAN for a 'SPECIAL USE PERMIT' for:
 A COOLER ADDITION TO AN EXISTING GAS STATION SALES BUILDING for:
CLARK TOLEDO PROPERTIES, LLC
 4476 MONROE STREET, TOLEDO, OHIO 43613

2547
 THE PLAN COMMISSION
 December 26, 2025
 10:00 AM - 12:00 PM

SHEET NO.
SP-1
 SET OF: 1
 11/20/26