
APPLICATION FOR MAJOR SITE PLAN REVIEW

APPLICATION #: SPR26-0023
APPLICANT: Toledo Lucas County Port Authority
OWNER: Board of Lucas County Commissioners
LOCATION: 114 N. 13th Street
ZONING: Regional Commercial (CR)
NEIGHBORHOOD: Downtown
REPORT DATE: June 26, 2026
HEARING DATE: July 9, 2026
STAFF REVIEWER: Karcher

Details of Major Site Plan Review:

The applicant is requesting a Major Site Plan Review for a ninety-five (95) space parking lot at 114 N. 13th Street. A Major Site Plan Review is required per TMC§1111.0802(B), as the proposed off-street parking lot consists of sixty (60) or more parking spaces. In addition, a Downtown Overlay District Review and an Uptown Urban Neighborhood Overlay District Review is required as the subject parcel is located within both of these districts.

Parcel History:

No parcel history on record.

Existing Conditions:

Based on aerial photos, the subject parcel has been used as a parking lot since 2007, when an existing building that fronted on 13th Street was demolished. The portion of the property where the building once stood is grass, while the remainder of the property is asphalt pavement. The property has frontage along 12th Street, Monroe Street and 13th Street with two (2) curb cuts along 12th Street and three (3) curb cuts along 13th Street. Surrounding land uses include offices to the north; a warehouse and electrical distributor to the east across 12th Street; a parking lot for Lucas County Canine Care and Control to the south across Monroe Street; and an office and parking lot to the west across 13th Street.

Proposed Project:

The applicant is proposing to construct a new ninety-five (95) space parking lot that will be leased to ProMedica for use by their tenants at the Innovation Post located at 1300 Jefferson Avenue. The parking lot will be accessed through one (1) curb cut along 13th Street. A five-foot (5') wide landscape buffer with shrubs and a fence is proposed along the three (3) street frontages. In addition, parking lot islands with trees and lighting are proposed. Staff is recommending **approval** of the major site plan review.



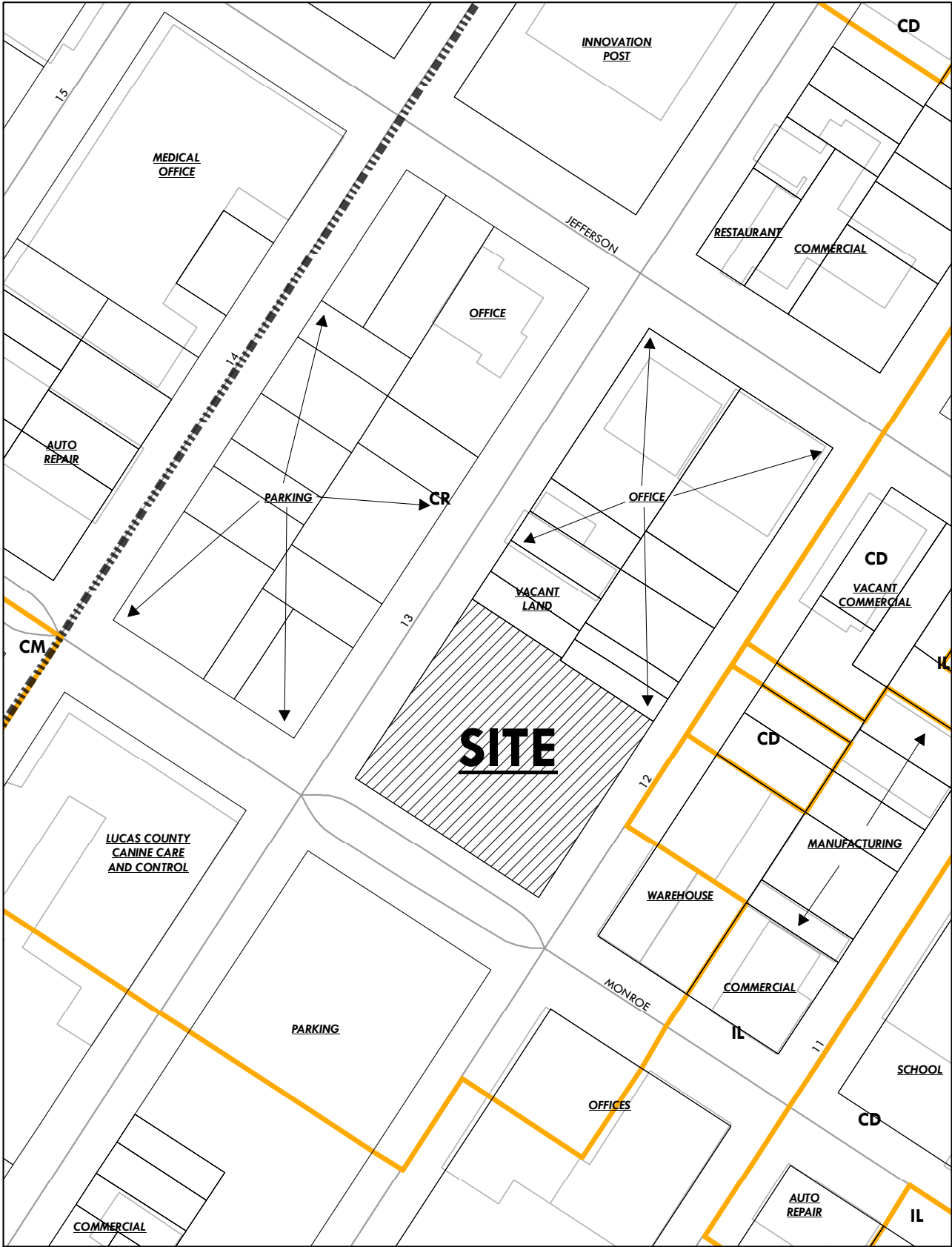
Aerial image of the subject property from Plan Commission GIS.



Google Street View (June 2024) image of the subject property looking northeast from the intersection of Monroe Street and 13th Street.

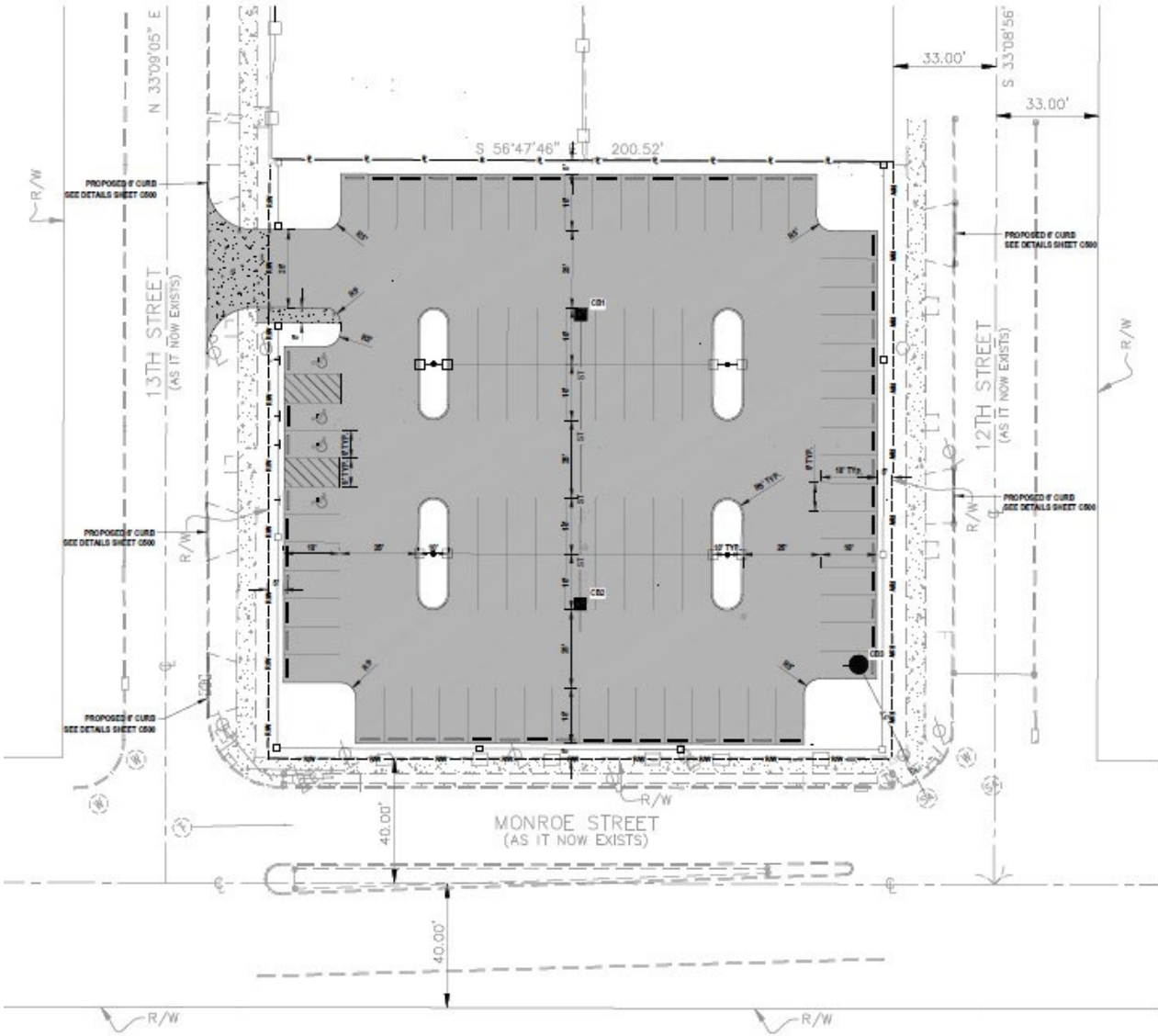


Google Street View (June 2024) image of the subject property looking northwest from the intersection of Monroe Street and 12th Street.

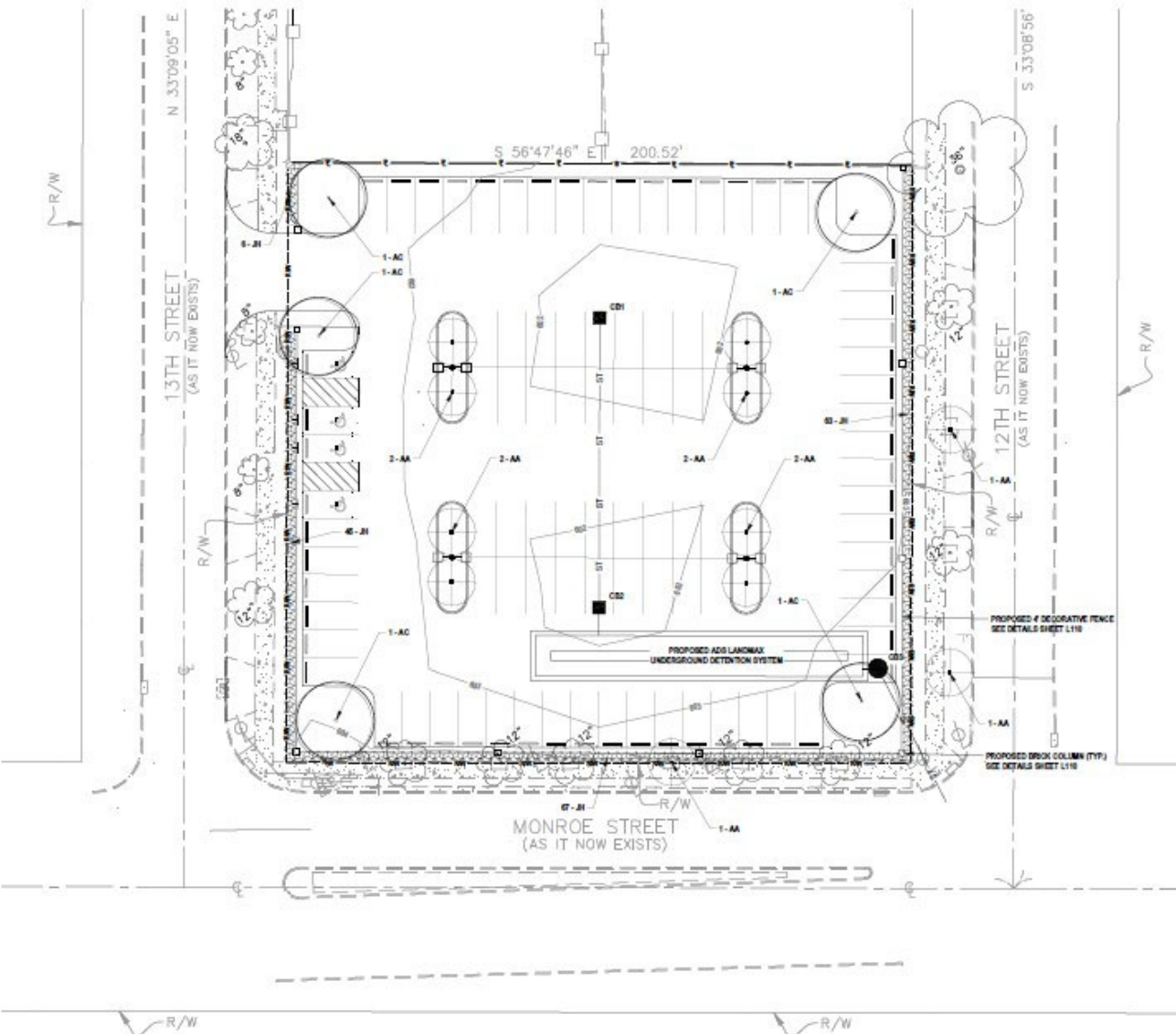


Zoning and Land Use Map of surrounding area.

Proposed Site Plan:



Proposed Landscape Plan:



Analysis:

1107 – Parking, Loading and Access

In 2021 a minor site plan review was approved for the Innovation Post for which the proposed parking lot will serve. An alternative parking plan was required as part of this approval since the required parking for the facility was not able to be provided on-site. The alternative parking plan noted that the property owner would provide parking by securing leases for long-term parking with nearby property owners and/or commercial parking lot owners as is currently proposed.

- (a) *Bicycle Parking (TMC§1107.0900)*. Ten (10) bicycle parking slots are required; however, no bicycle parking is proposed. Since the parking lot is off-site, the required bicycle parking slots shall be provided on the Innovation Post property at 1300 Jefferson Avenue. These parking slots shall be in addition to the required bicycle parking slots required for the current off-street parking. – Not acceptable

- (b) *Alternative Access and Parking Plans (TMC§1107.1400)*. The applicant has submitted a revised alternative parking plan that identifies off-site parking that has been secured since the original submittal in 2021. In addition, the plan has been updated to meet a condition of approval by the UpTown District Architectural Review Committee. – Acceptable

1108 – Landscaping and Screening

Since the subject property is located within the UpTown Urban Neighborhood Overlay District and the Downtown Overlay District, the parking lot is subject to the Urban Commercial Landscape standards in TMC§1108.0300.

- (a) *Parking Lot Landscaping (TMC§1108.0305)*. Perimeter landscaping is required along 12th, 13th and Monroe Streets. The site plan depicts a landscaped area along these frontages that includes a forty-two inch (42”) tall high-strength aluminum alloy fence with brick columns. A row of shrubs is also proposed on the outside of the fence. While this meets the requirements of this section, the fence does not meet the height requirement of the Downtown Overlay District which is forty-eight inches (48”). In addition, the proposed shrubs are low growing. The purpose of the shrubs is to shield vehicle headlights from adjacent roadways; therefore, a shrub with a mature height of at least thirty-six inches (36”) is required – Not Acceptable. The proposed fence shall meet the Downtown Overlay District Standards in TMC§1103.0207 Special Design Standards - Surface Parking Lots and an appropriately sized shrub provided.

Uptown District Architectural Review Committee (UDARC)

UDARC considered and conditionally approved the proposed parking lot at its regularly scheduled meeting on June 16, 2026. Uptown off-street parking standards in TMC§1103.1611(A) require that off-street parking facilities be on the same lot as the principal use or within three hundred (300) feet of the building, or an alternative access and parking plan be submitted. The proposed parking lot is approximately 480 feet from the Innovation Post for which it is intended to serve. The UpTown District also has specific lighting requirements for parking lots in TMC§1103.1612; however, specific lighting information was not submitted prior to UDARC review. Therefore, UDARC approved the proposed parking lot subject to the parking lot lighting meeting UpTown lighting requirements and submission of an acceptable revised alternative parking plan. These are also listed as conditions of approval for this plan case.

Uptown Master Plan

The Uptown Master Plan, adopted in 2013 and updated in 2019, is a plan intended as a guide to meet the needs of the Uptown District while guiding new development and preserving what makes the neighborhood unique. Parking and building coverage are each addressed in the plan. Parking represents the highest percentage of Land Use in Uptown, accounting for approximately 27% of the district. A key challenge identified in the plan is a lack of land use density, too much unused vacant land and too much underutilized surface parking in UpTown. The proposal will in effect increase the total number of parking spaces; however, it will support the needs of the Innovation Post, a key anchor in the UpTown District. In addition, the subject property is currently a parking lot that has been used as such since 2007.

Forward Toledo Comprehensive Land Use Plan

The Forward Toledo Comprehensive Land Use Plan designates the subject property as Downtown (DT). This land use designation accommodates a broad range of uses to reflect downtown’s role as a commercial, governmental, cultural, and entertainment center. Land uses are intended to be more intense with high building coverage, large buildings, and buildings placed close together. Mixed-use and pedestrian-oriented development are key elements of this designation. The proposed parking lot is intended to only serve one user and is more consistent with an auto-oriented area; however, it will support an important development in the UpTown District that is consistent with the DT land use designation.

Development Approval Criteria:

- (1) The proposed land use is allowed in the zoning district which it is located (TMC§1111.0809(B)); and
- (2) Vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient, and convenient movement of traffic not only within the site but also on adjacent roadways (TMC§1111.0809(C)).

Recommendation:

1111.0800 Site Plan Review – APPROVE – Major Site Plan Review for New Parking Lot at 114 N. 13th Street and subject to seventeen (17) conditions.

Findings:

- (1) The proposed parking lot will improve vehicular circulation and safety on site and on adjacent roadways by reducing access to the site to one curb cut along 13th Street.
- (2) The streetscape aesthetics will be improved with the proposed perimeter parking lot landscaping and the removal of existing asphalt in the tree lawn and seeding the area with grass.
- (3) The proposed parking lot will support the needs of the Innovation Post, a key anchor in the UpTown District.

Conditions of Approval:

The **seventeen (17)** conditions of approval are as follows and are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

Division of Engineering and Construction Management

- 1. All proposed sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, Toledo Municipal Code, and Americans with Disabilities Act guidelines.
- 2. All proposed commercial drive approaches, (along with the sidewalk through the drive) shall be constructed with 8" thick concrete per City of Toledo Construction Standards and Specifications. No curb shall be permitted in the right-of-way along either side of a drive approach. No horizontal curb cutting will be permitted to create a curb drop/opening. Existing drive approaches, including the curb drop, that will no longer be utilized shall be removed and restored with curb to match the adjacent curb.
- 3. Required permits for all approved work in the public right-of-way shall be obtained, before work begins, from Steve Kessinger at (419) 245-1347 or steve.kessinger@toledo.oh.gov. The application can be obtained online at Toledo.oh.gov search: Right of Way opening permit.
- 4. Contact Dusty May at (419) 936-2697 or dusty.may@toledo.oh.gov for inspection of the above-mentioned items. Do not contact John Williams like the Right of Way Permit says.

Division of Engineering and Construction Management (cont'd)

5. The stormwater management plan is acceptable although the underground system will need finalized with a restricted discharge. The restricted discharge control shall be designed to minimize any special maintenance instructions. Any special maintenance instructions would need to be provided by the designer and agreed to by the site owner.
6. The future application for a building permit will require Storm water approval. Submit according to the Toledo Stormwater submittal cover page. Drawings by an Ohio P.E. are required, as well as a SWP3. A sewer construction permitting fee applies as well, according to an Engineering Dept. Fee chart, aside from fees shown in the building dept. portal.

Division of Water Distribution

No comments or concerns.

Division of Sewer & Drainage Services

No comments received at time of print.

Division of Environmental Services

No comments or concerns.

Fire Prevention Bureau

No comments or concerns.

Division of Traffic Management

7. Accessible parking signage is required to be shown and must be posted directly in front of the parking space at a height of no less than sixty (60) inches and no more than seventy-two (72) inches above pavement level per TMC§1107.1704.

Plan Commission

8. Ten (10) bicycle parking slots are required; however, no bicycle parking is proposed. The required bicycle parking slots shall be provided on the Innovation Post property at 1300 Jefferson Avenue. These parking slots shall be in addition to the required bicycle parking slots required for the current off-street parking.
9. A minimum of three (3) auto-accessible spaces and one (1) van-accessible space are required. The site plan depicts four (4) van-accessible spaces. Acceptable as submitted.
10. A revised alternative parking plan shall be submitted and approved by the Plan Director. Acceptable as submitted.

Plan Commission (cont'd)

11. Wheel stops are required for all parking spaces along the perimeter of the parking lot as the lot extends to a property line, sidewalk, and/or planting strip. Acceptable as submitted.
12. A detailed landscape plan including site lighting and fencing (separate from building & site plans) shall be submitted to the Plan Director for review and approval. Such plan shall include:
 - a. Per TMC§1108.0303, any part of the lot area not used for buildings, other structures, or for roads, walks, parking, service areas or accessways must be landscaped with a combination of groundcover, trees and shrubs. Grass may be used in conjunction with other plant material. Acceptable as submitted.
 - b. Perimeter landscaping is required along 12th, 13th and Monroe Streets per TMC§1108.0305. The proposed forty-two inch (42") tall fence does not meet the height requirement of the Downtown Overlay District, which requires the fence to be forty-eight inches (48") in height. The proposed shrubs also do not meet the required mature height in order to shield vehicle headlights from adjacent roadways. A revised landscape plan shall be submitted depicting compliance with these requirements.
 - c. Topsoil must be back filled to provide positive drainage of the landscape area.
 - d. Landscaped areas may not contain bare soil, aggregated stone or decorative rock. Any ground area must be covered with hardwood mulch, grass or other vegetative ground coverage.
 - e. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be preserved.
 - f. Landscaped areas must be irrigated as necessary to maintain required plant materials in good and healthy condition per TMC§1108.0406.
 - g. All landscape material must be properly maintained. No approved plant material shall be removed for any reason without being replaced with like kind, or without submitting a revised landscape plan to the Plan Director for review or approval.
 - h. The location, height and materials for any fencing to be installed and maintained.
 - i. 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.

Plan Commission (cont'd)

13. All proposed lighting shall meet the UpTown Lighting requirements in TMC§1103.1312. Lighting information shall be submitted to document compliance with these requirements.
14. Any proposed signage shall meet the standards of TMC§1113 - Signs, and all applicable permits shall be secured.
15. 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.
16. Per TMC§1111.0814, if a building permit is not issued within two (2) years of this approval date then the site plan approval shall become null and void.
17. 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.