



CASE NO. 7

SUP26-0008  
5303 W. Bancroft St.

**TOLEDO - LUCAS COUNTY PLAN COMMISSIONS**

One Government Center, Suite 1620, Toledo, OH 43604 P: 419 245-1200 F: 419 936-3730

April 15, 2026

TO: President Vanice S. Williams and Members of Council, City of Toledo  
FROM: Toledo City Plan Commission, Lisa Cottrell, Secretary  
SUBJECT: Special Use Permit Gas & Fuel Sales Station at 5303 W. Bancroft Street  
REF: SUP26-0008

The Toledo City Plan Commission considered the above-referenced request at its meeting on May 14, 2026 at 2:00 P.M. The Plan Commission **recommends approval** to City Council subject to forty-six (46) conditions.

Please note that the original staff report included forty (40) conditions for approval. Six (6) conditions concerning the project were received from the Division of Environmental Services after the staff report was published. The Plan Commission considered these comments at their meeting and included them in their recommendation for approval.

Attached is the updated staff report for the request. Please contact our office with any questions or concerns.

Respectfully Submitted,

Lisa Cottrell  
Secretary

CC: Hassan Hammami, First Stop Properties  
Kevin Brown, CENiC Architecture

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## APPLICATION FOR SPECIAL USE PERMIT FOR GAS & FUEL SALES STATION

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APPLICATION #: SUP26-0008  
APPLICANT: Hassan Hammami  
OWNER: Hassan Hammami, First Stop Properties LLC  
ADDRESS: 5303 W. Bancroft Street  
PARCEL(S): 20-24847  
ZONING: Regional Commercial (CR)  
NEIGHBORHOOD: Reynolds Corners  
REPORT DATE: May 1, 2026  
HEARING DATE: May 14, 2026  
STAFF REVIEWER: Karcher

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### **Details of Special Use Permit Request:**

The applicant is requesting a Special Use Permit for a gas station at 5303 W. Bancroft Street. A Special Use Permit is required for gasoline and fuel sales in the CR Zoning District per the Use Table in TMC§1104.0100. In addition, gas stations are subject to the use regulations of TMC§1104.0900 - Gasoline and Fuel Sales.

### **Parcel History:**

The subject property was developed as a service station in the 1960's, selling fuel and providing vehicle maintenance and repair services. A Special Use Permit was approved for an additional service bay in 1980 making it a 3-bay service station, and the addition of canopies over the existing gas pump islands was approved in 1983. The site was maintained as a service station until the business was closed sometime between 2020 and 2023. The Special Use Permit has lapsed since the use has been discontinued for more than a year.

### **Existing Conditions:**

The subject property is located southwest of the intersection of Bancroft Street and Reynolds Road and is zoned CR Regional Commercial. Surrounding land uses include a carry-out, cell phone store and apartments to the north across Bancroft Street; an appliance repair business and other commercial businesses to the east across Reynolds Road; a commercial strip style shopping center and a restaurant to the south; and a carpet cleaning business and single-family homes to the west. Two (2) curb cuts along Bancroft Street and two (2) curb cuts along Reynolds Road provide access to the site.

**Proposed Project:**

The gas pumps and canopies will remain unchanged other than new signage added. The existing service station will be converted into a convenience store by removing the overhead service bay doors and renovating both the Bancroft and Reynolds Road facing building facades. In addition, the overhead door on the rear of the building will be removed and metal siding installed. One (1) main building entrance will be provided facing Reynolds Road. Vehicular parking spaces are proposed both north of the building and along the western property line with an ADA accessible parking space at the southeast corner of the building. Staff is recommending **approval** of the Special Use Permit.



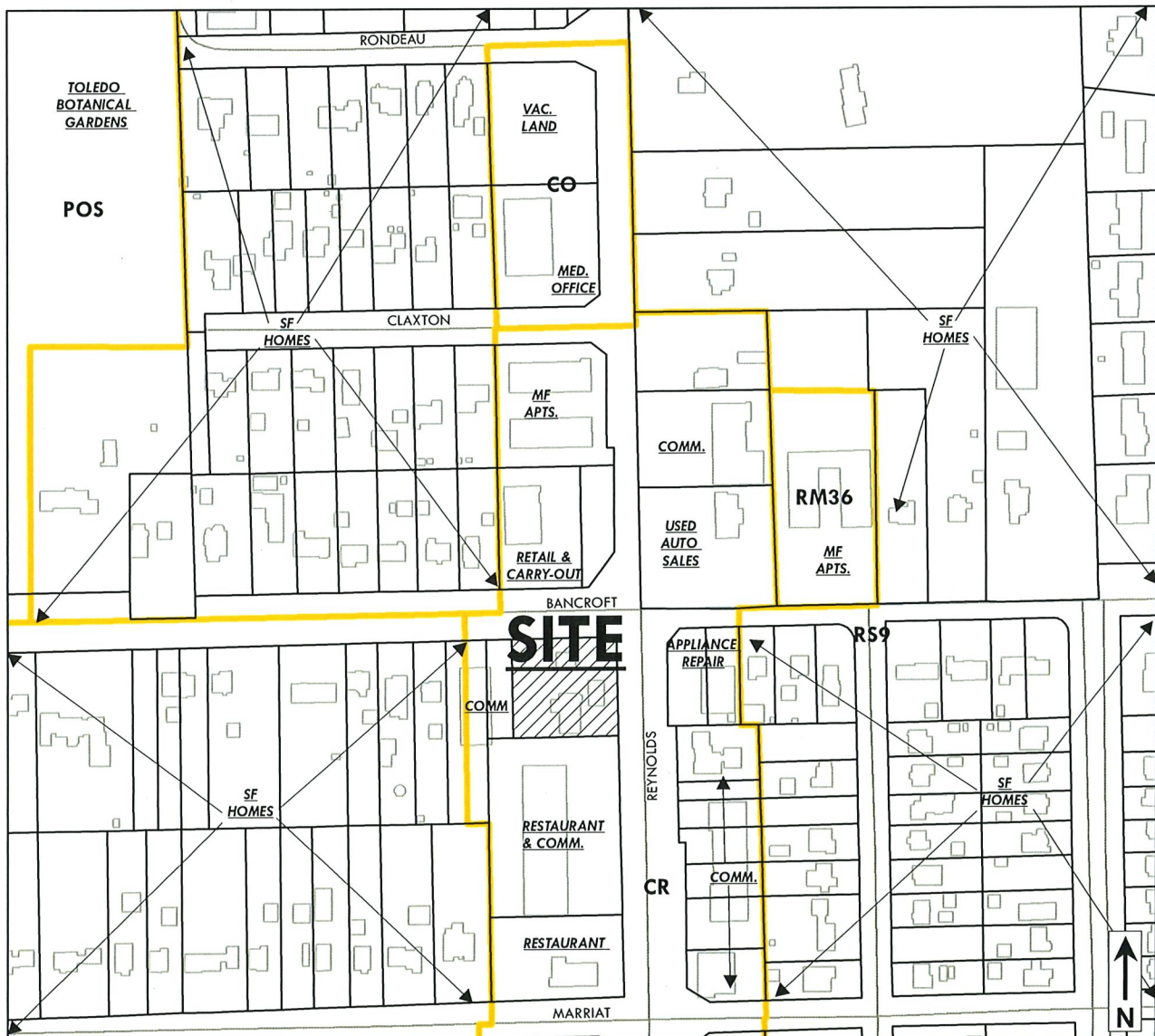
Aerial image of the subject property from Plan Commission GIS.



Google Street View (Sept 2025) image of the subject property from Reynolds Road.

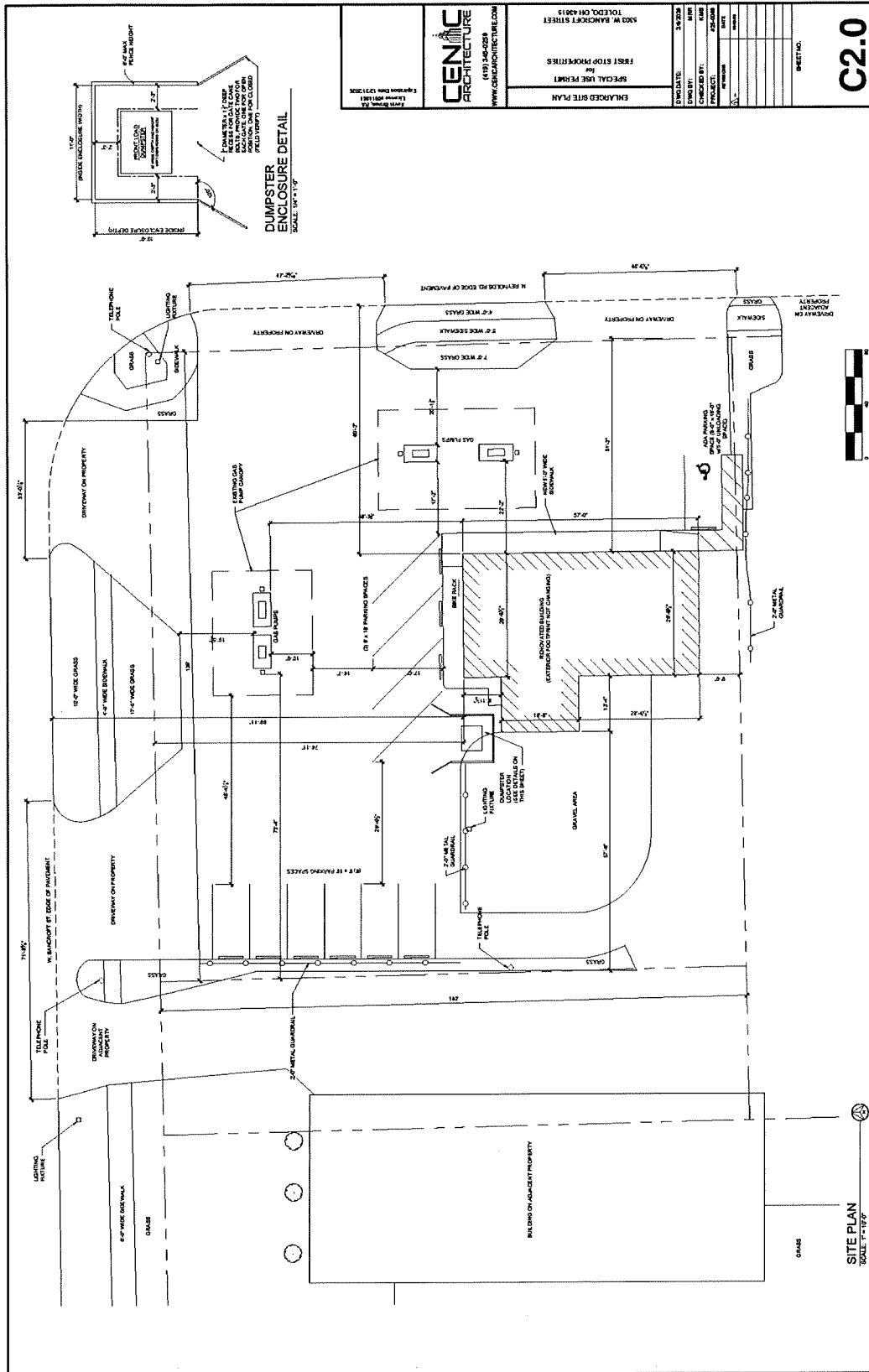


Google Street View (Sept 2025) image of the subject property from Bancroft Street.



Zoning and Land Use Map of surrounding area.

**Proposed Site Plan:**





**Analysis****1107 – Parking, Loading and Access**

- (a) *Maximum Off-Street Parking.* The maximum number of parking spaces permitted (10) are provided. This is acceptable; however, the stacking spaces at the gas pumps are not shown and the proposed parking layout does not meet parking location and design standards. – Not acceptable
- (b) *Bicycle Parking.* Two (2) bicycle parking slots are required. A bike rack is depicted on the plan; however, it is located on the sidewalk to the north of the building, interfering with pedestrian travel. – Not acceptable
- (c) *ADA Parking.* One (1) van accessible space is required and should be the parking space closest to the building entrance. One (1) auto accessible space is provided, and it is not the closest parking space to the entrance. – Not acceptable
- (d) *Sidewalks.* The Transportation Division is requiring the closure of the access drives on Bancroft Street and Reynolds Road closest to the intersection. Sidewalks shall be provided where these drives are removed to provide a continuous sidewalk along the streets.

**1108 – Landscaping and Screening**

- (a) *Dumpster Screening.* Six-foot (6') high screening on all four (4) sides of the dumpster is required. Six-foot (6') high fence with gates is noted on the site plan; however, the fence material and color are not provided. – Not acceptable
- (b) *Guardrails.* Any damaged guardrail along the south and west property lines shall be repaired, removed, and or replaced with an acceptable replacement. The damaged guardrail located in the interior of the site and once used as wheel stop for parking shall be removed.

No additional landscaping is proposed and a landscape plan has not been submitted. – Not acceptable. To bring the site closer into compliance with landscape standards, a landscape plan shall be submitted and approved by the Plan Director that at a minimum addresses the following:

- (b) *Frontage Greenbelt.* A combination of groundcover and planting beds shall be provided where the access drives are required to be removed by the Division of Transportation along Bancroft Street and Reynolds Road. In these areas and the existing grass areas along these streets, a combination of trees and a continuous evergreen hedge shall be provided. Five (5) trees along Bancroft Street and four (4) trees along Reynolds Road are required.
- (c) *Interior Parking Lot Landscaping.* Shall be provided per TMC§1108.0204 based on final approved parking layout.

**Analysis** (cont'd)**1108 – Landscaping and Screening** (cont'd)

- (d) *Interior Site Landscaping.* The southwest corner of the site with the abandoned drive to the rear of the building and a grass/stone area shall be cleared of all stone and hard surfaces and seeded as lawn. Two 2-inch caliper trees shall also be planted in this area.

**1109 – Design**

- (a) *Connecting Walkways.* The main entrance shall face and open directly onto a five-foot (5') wide connecting sidewalk to the street sidewalk and must be distinguished from driving surfaces. A connecting walkway to the entrance is not provided. – Not acceptable
- (b) *Transparent Windows.* Transparent windows shall occupy at least forty percent (40%) of the area between two and ten feet for the primary elevation facing the right-of-way, and at least twenty percent (20%) for the elevation facing the side street. – Acceptable
- (c) *Building Façade Materials.* All building facades visible from the right-of-way must consist of at least eighty percent (80%) of predominant building materials and no more than twenty percent (20%) of accent materials. The north and east facades are proposed to be renovated. The east façade will consist of ninety-three percent (93%) predominant building materials including brick, cast stone and glass. The remaining seven percent (7%) building material is not identified on the plans. The north façade will consist of fifty-four percent (54%) of predominant building materials including cast stone and glass. The remaining four percent (4%) is noted as wood grain metal siding. This does not appear to meet material standards. Additional information shall be submitted to determine compliance, or another acceptable building material used. The south and west building facades are to remain unfinished concrete masonry units (CMU) with the exception of covering an existing overhead door on the west building elevation that will no longer be used. While unfinished CMU are not a permitted building material, they may remain since the building facades will not be significantly altered. The overhead door shall be covered with an acceptable building material. – Not acceptable
- (d) *Building Façade Colors.* Building colors shall be predominately subtle, neutral and earth-tone with no more than three (3) different accent colors. Building façade colors have not been determined.

**1113 – Signage**

- (a) *Unlawful Pole Sign.* The existing nonconforming pole sign is considered unlawful as the site the sign advertises has been vacant and unoccupied for more than six (6) months. The sign shall be removed or improved to meet current sign standards.

**Analysis** (cont'd)

**1113 - Signage** (cont'd)

- (b) *Building and Site Signage.* Signage has not been submitted for the proposed development. All proposed signage must meet the regulations in Chapter 1113 - Signs and all applicable sign permits secured.

**1104.0900 – Use Specific Standards for Gasoline and Fuel Sales**

- (a) *Hours of Operation.* Hours of operation may be limited to 5:30 a.m. to 1:00 a.m., or other hours consistent with a liquor permit issued by the State of Ohio, to reduce detriment to the area. The applicant is proposing the hours of operation from 6:00 a.m. to 10:00 p.m., Sunday through Saturday. – Acceptable
- (b) *Gas Canopies.* Gas canopies shall be consistent with principal building materials and colors. In addition, the support columns shall be brick, brick base or other durable material also compatible with the principal building. The gas canopies have been painted over to cover previous gas station branding and the support columns are not consistent with the principal building. – Not acceptable
- (c) *Free Air, Water, and Restrooms.* Free air, water and restrooms shall be provided and maintained during operating hours. Free air is not provided. – Not acceptable

**Forward Toledo Comprehensive Land Use Plan**

The Forward Toledo Comprehensive Land Use Plan designates the subject property as Neighborhood Mixed-Use (NM). The Neighborhood Mixed-Use land use designation is intended to preserve and promote pedestrian-oriented commercial and mixed-use areas. These areas are the core component of neighborhoods and provide the highest density of commercial and housing opportunities. While auto-oriented uses such as gas stations are not preferable uses in NM districts, the proposal is required to provide a pedestrian connection from Reynolds Road to the building as well as bicycle parking. In addition, the proposal supports the Build theme by renovating and reusing an existing building. The Sustain theme is also supported by reducing potential waste entering the landfill, decreasing the amount of impervious surface and adding landscaping.

**Development Approval Criteria:**

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

**Recommendation:**

**1111.0700 Special Uses – APPROVE** – Special Use Permit for Gas & Fuel Sales at 5303 W. Bancroft Street based on the approval criteria and subject to forty-six (46) conditions.

**Findings:**

1. The proposal allows for reuse and reactivation of the vacant/unoccupied site similarly to how it was previously used since the 1960's.
2. The proposal is consistent with surrounding commercial uses.
3. The proposal is supportive of the Forward Toledo Comprehensive Land Use Plan Build and Sustain themes.
4. The proposal will result in an improved site including: main building façade improvements, increased landscaping, decreased impervious surfaces, bicycle parking and increased site safety with the removal of access drives to Bancroft Street and Reynolds Road.

**Conditions of Approval:**

The **forty-six (46)** 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 Services**

1. If there are any **proposed** sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way they shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, Toledo Municipal Code, and Americans with Disabilities Act guidelines.
2. If there are any **proposed** commercial drive approaches, (along with the sidewalk through the drive) they 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, 419-245-1347 or [steve.kessinger@toledo.oh.gov](mailto: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](mailto:dusty.may@toledo.oh.gov) for inspection of the above-mentioned items. Do not contact John Williams like the Right of Way Permit says.
5. Storm drainage by way of sheet flow across property lines is an existing nonconformance of 1107.1906.A which requires a site to have internal drainage. No objection by Engineering, with deferral to Planning.

**Conditions of Approval:** (cont'd)

Division of Engineering Services (cont'd)

6. No further stormwater design or review is required due to the amount of proposed earthwork being under 2,500 square feet. Although, if the proposed earth disturbed area increases to 2,500 sf or more or if Plan Commission requires nonconformances to be updated to their current codes, then further review and compliance with current stormwater management standards shall be required.

Division of Environmental Services

7. Applicant shall maintain compliance with the City of Toledo's Stormwater regulations as specified in the Toledo Municipal Code. Special attention must be paid to all potential storm water impacts from the modification of the site, including but not limited to long-term operation and maintenance of existing structural and non-structural Best Management Practices.
8. Applicant shall maintain compliance with Ohio EPA's General Storm Water NPDES permit programs.
9. Applicant is strongly encouraged to install permanent inlet filters with oil absorbent pillow in parking lot catch basins to treat stormwater.
10. Applicant is strongly encouraged to include multiple green infra-structure measures to minimize runoff and increase infiltration, and to minimize the amount of new and/or additional impervious surface on the site.
11. Applicant is strongly encouraged to plant native, low maintenance and non-invasive trees, shrubs and perennials. Information is at <https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/plants-trees/invasive-plants>; a list of invasive plants and alternative species can be downloaded from [https://www.oipc.info/uploads/5/8/6/5/58652481/alternatives\\_to\\_ohio\\_invasive\\_plant\\_species.pdf](https://www.oipc.info/uploads/5/8/6/5/58652481/alternatives_to_ohio_invasive_plant_species.pdf)
12. Applicant shall maintain compliance with the City of Toledo and the State of Ohio's Air Quality Regulations applicable in the Toledo Municipal Code and the Ohio Administrative Code including, but not limited to the Asbestos and the Anti-Noise Laws.

**Conditions of Approval:** (cont'd)

Fire Prevention Bureau

13. It appears this building will undergo a change in level of activity. This will require compliance with all applicable Building, Fire, Electrical, Mechanical, and Plumbing code requirements. (OBC 105.1 & 101.4)
14. A Certificate of Occupancy is required to be obtained. A responsible person shall maintain a copy of the current certificate of occupancy for a structure regulated by the building code and make it available to the fire code official upon request. (OFC 102.3.2)
15. New and existing buildings shall be provided with approved address identification that meets Building & Fire Code requirements. (OBC 501.2 & OFC 505.1)
16. All permits for UST systems for this fueling station to be submitted to the State of Ohio Fire Marshal's Office BUSTR (Bureau of Underground Storage Tank Registration) ORC 1301:7-9-10 Permits for UST systems.

Division of Transportation

17. Sidewalk is required to continue through drive approaches on Reynolds Road and Bancroft Street and must connect with each other per TMC§1107.1300, City of Toledo Complete Streets Policy Ordinance 391-23 and City of Toledo sidewalk construction standards.
18. A sidewalk/pedestrian parking lot crossing is required from Reynolds Road sidewalk to the building per TMC§1107.1602.
19. A van accessible parking space with a minimum of an eight (8) foot wide loading aisle is required per TMC§1107.1701 & 1107.1702. (A five (5) foot loading aisle is not compliant for van accessible parking.)
20. Accessible parking 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.
21. Vehicle stacking is required to be shown at each gas pump per TMC§1107.1601.
22. A 25' drive aisle is required between vehicle stacking and the building sidewalk for a two-way drive aisle per TMC§1107.1911.
23. All parking lots, maneuvering areas, drive aisle and driveways must be surfaced with concrete, asphalt or other dust-free material other than gravel or loose fill per TMC§1107.1906. (The gravel at the southwest portion of the property is not permitted.)

**Conditions of Approval:** (cont'd)

Division of Transportation (cont'd)

24. The driveway in the rear of the building is being closed off by parking and will require the driveway to be removed and new grass to be installed.
25. If one does not already exist, a cross access agreement is required with the property owners to the south and west.
26. The drives on Bancroft Street and Reynolds Road closest to the intersection must be removed. New grass and curb will need to be installed to match adjacent areas.

Plan Commission

27. Should charging stations for electric vehicles be provided, they shall meet the requirements of TMC§1105.1300.
28. The maximum number of parking spaces permitted (10) are provided. This is acceptable; however, the stacking spaces at the gas pumps are not shown on the site plan and the proposed parking layout does not meet parking location and design standards. The site plan shall be revised to meet the requirements of TMC§1107.
29. Two (2) bicycle parking slots are required. A bike rack is depicted on the plan; however, it is located on the sidewalk to the north of the building. The site plan shall be revised, relocating the bike rack to a location that will not interfere with pedestrian travel.
30. One (1) van accessible space is required and should be the parking space closest to the building entrance. One (1) auto accessible space is provided, and it is not the closest parking space to the entrance. The site plan shall be revised to include a van accessible parking space nearest to the building entrance with required ADA signage.
31. Sidewalks shall be provided where the Division of Transportation is requiring closure of access drives in Condition 20, to provide a continuous sidewalk along Bancroft Street and Reynolds Road.
32. Any damaged guardrail along the south and west property lines shall be repaired, removed, and or replaced with an acceptable replacement. The damaged guardrail located in the interior of the site and once used as wheel stop for parking shall be removed.
33. 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:

**Conditions of Approval:** (cont'd)

Plan Commission (cont'd)

- a. To bring the site closer into compliance, a frontage greenbelt along Bancroft Street and Reynolds Road shall be provided that is as wide as possible where the access drives are to be removed per Condition 20. A combination of trees and a continuous evergreen hedge shall be provided in these areas and the existing grass areas along the streets. Five (5) trees along Bancroft Street and four (4) trees along Reynolds Road are required in addition to the continuous evergreen hedge.
- b. Dumpster screening is required per TMC§1108.0203(G). A six-foot (6') high fence with gates is noted on the site plan; however, the fence material and color are not provided. The site plan or landscape plan shall be revised to include this information.
- c. Interior parking lot landscaping is required per TMC§1108.0204 based on the final approved parking layout.
- d. Interior site landscaping is required per TMC§1108.0205. To bring the site closer into compliance, the southwest corner of the site with the abandoned drive to the rear of the building and a grass/stone area shall be cleared of all stone and hard surfaces and seeded as a lawn. Two 2-inch caliper trees shall also be planted in this area.
- e. Topsoil must be back filled to provide positive drainage of the landscape area.
- f. 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.
- g. 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.
- h. Landscaped areas must be irrigated as necessary to maintain required plant materials in good and healthy condition per TMC§1108.0406.
- i. 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.
- j. The location, height and materials for any fencing to be installed and maintained.

**Conditions of Approval:** (cont'd)

Plan Commission (cont'd)

- k. 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.
34. At least one (1) main entrance of the building shall face and open directly onto a 5-foot (5') wide connecting walkway to the street sidewalk per TMC1109.0204(A). A connecting walkway from Reynolds Road to the building entrance shall be provided.
35. Transparent windows shall occupy forty percent (40%) of the east and twenty percent (20%) of the north building elevations per TMC1109.0205(C.3). The required transparent windows are depicted on the building elevations.
36. All building facades must consist of at least eighty percent (80%) of predominant building materials and no more than twenty percent (20%) of accent materials per TMC§1109.0500 since they are all visible from a right-of-way.
  - a. The east façade will consist of ninety-three percent (93%) predominant building materials including brick, cast stone and glass. The remaining seven percent (7%) building material is not identified on the plans. This building material shall be noted on the elevation plans and shall be a permitted building material.
  - b. The north façade will consist of fifty-four percent (54%) of predominant building materials including cast stone and glass. The remaining forty-six percent (46%) is noted as wood grain metal siding. This material does not appear to meet material standards. Additional information shall be submitted to determine compliance, or another acceptable building material used.
  - c. West and south facades will remain unfinished concrete masonry units (CMU) with the exception of covering an existing overhead door on the west building elevation that will no longer be used. While unfinished CMU are not a permitted building material, they may remain since the building facades will not be significantly altered. The overhead door shall be covered with an acceptable building material.
37. All building facades shall meet building color standards per TMC§1109.0500. Proposed colors for all building materials shall be noted on revised building elevations.
38. The existing nonconforming pole sign is considered unlawful as the site the sign advertises has been vacant and unoccupied for more than six (6) months. The sign shall be removed or improved to meet current sign standards.
39. All proposed signage shall meet the standards of TMC§1113 - Signs, and all applicable permits shall be secured.

**Conditions of Approval:** (cont'd)

Plan Commission (cont'd)

40. Hours of operation may be limited to 5:30 a.m. to 1:00 a.m., or other hours consistent with a liquor permit issued by the State of Ohio, to reduce detriment to the area. The applicant is proposing the hours of operation from 6:00 a.m. to 10:00 p.m., Sunday through Saturday.
41. Gas canopies shall be consistent with principal building materials and colors and the support columns shall be brick, brick base or other durable material also compatible with the principal building per TMC§1104.0903(A). The gas canopies have been painted over to cover previous gas station branding and the support columns are not consistent with the principal building. Details of the gas canopies shall be submitted that illustrate compliance with these standards.
42. Free air shall be provided and maintained during operating hours of the station per TMC§1104.0903(D).
43. 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.
44. Approval of the Special Use Permit will lapse after one (1) year if the criteria listed in TMC§1111.0707 have not been met.
45. 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.
46. 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.