

City of Willoughby Hills  
Planning and Zoning Commission  
&  
Architectural Board of Review

**MEETING MINUTES**  
January 16, 2020

**CALL TO ORDER:** 7:00 P.M.

**PRESENT:** Vice Chairman John Lillich, Mayor Andy Gardner, Council Representative Tanya Taylor Draper, James Shannon, Tom Elliott and Ron Lewis, Jr.

**ABSENT:** Jonathan Irvine

**Clerk:** Katherine Lloyd, Clerk

**Also Present:** BZA Representative Frank Cihula  
City Engineer Pietro Di Franco

**MOTION:**

James Shannon made a motion to excuse Jonathan Irvine from tonight's meeting.

Seconded by Tanya Taylor Draper.

VOTE: 6 AYES (6-0). Motion Passes.

Jonathan Irvine is excused from tonight's meeting.

**Correspondence:**

- Email dated 1/3/20 from City Engineer DiFranco re: Attached Garage Addition – 2956 Rockefeller.
- Email dated 1/7/20 from Asst. City Engineer Trepal RE: Signage – 27845 Chardon Rd. - Milestone Athletic Club
- Email dated 1/7/20 from Asst. City Engineer Trepal RE: Signage - 27401 Chardon Rd. - Commercial Academy.

**ORGANIZATIONAL SESSION**

**2020 PC/ABR ORGANIZATION**

**Nominations opened for Chairman.**

James Shannon nominated Tom Elliott for Chairman.

Seconded by Ron Lewis. Tom Elliott accepted.

Vice Chairman Lillich asked three times for additional nominations.

Nominations were closed.

Voice Vote: 5 Ayes and 1 Abstention (Elliott).

**2020 Chairman: Tom Elliott**

Nominations opened for Vice Chairman

James Shannon nominated John Lillich for Vice Chairman.  
Seconded by Mayor Gardner.  
Vice Chairman Lillich asked three times for additional nominations.  
Nominations were closed.  
Voice Vote: Ayes Unanimous.

**2020 Vice Chairman: John Lillich**

Appointment of PCABR Clerk

**MOTION:** Tom Elliott moved to approve the appointment of Katherine Lloyd as Clerk.  
Seconded by James Shannon.  
Roll call: Ayes unanimous.  
Motion passes 5/0.

**2020 Clerk: Katherine Lloyd**

**Vice Chairman John Lillich passed the gavel to Chairman Tom Elliott at 7:06 PM.**

Disposition of the Minutes for the Meeting of December 19, 2019

**MOTION:**  
James Shannon moved to approve the Minutes of December 19, 2019 as presented.  
Seconded by Ron Lewis.  
VOTE: 4 AYES and 2 Abstention (Gardner, Taylor Draper). Motion Passes.

Minutes of Minutes of December 19, 2019 are approved.

Correspondence

- Email dated 1/3/20 from City Engineer DiFranco re: Attached Garage Addition – 2956 Rockefeller.
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ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:08 p.m.

No one spoke in Public Portion.

Public Portion was closed at 7:08 p.m.

1. Miguel and Sharon Chiappero  
Agent/Contractor: TBD  
Architect: Richard Beck  
Engineer: N/A  
**2956 Rockefeller – Attached Garage Addition - PPN: 31-A-005-A-00-035-0.**  
Plans received by City Engineer 12/27/19  
Plans reviewed by City Engineer 1/3/20

Present: Miguel Chiappero and Alex Chiappero

A plan packet of this project was provided to each of the Commission members prior to tonight's discussion by the presenters.

**Owner/Representative Comments:**

We will knock down the existing garage attached to the house and build a new attached garage. [A side view of the existing garage was shown.] Three side of the garage will come down. The existing wall of the house will stay up. Color-wise, everything will match except that the house currently has cedar in the front. The garage will not. In the future, the house will not have cedar either. If I decide to put stone on the front of the house, will I have to submit something different?

(Lillich) I don't think so.

**City Engineer Comments:**

None.

**Board Comments:**

(Lillich) The pictures are very helpful. A couple of textures on the front of the house are acceptable.

(Taylor Draper) What is your estimated time of completion? *I hope to start in June and hope to be finished within three months.*

**MOTION:**

John Lillich moved to approve the plans for the garage tear-down and rebuild at 2956 Rockefeller Rd. as submitted.

Seconded by Ron Lewis.

VOTE: 6 AYES (6-0). Motion Passes.

(DiFranco) When you are ready, pick up the Zoning Permit in the Building Department and take it to Lake County. The Permit is good for six months.

2. Milestone Athletic Club

Owner: Bishop Checkmate

Agent/Contractor: Ruff Neon Signs

Architect: Ruff Neon Signs

Engineer: N/A

**27845 Chardon Rd. - Milestone Athletic Club Signage - PPN: 31-A-008-0-00-030-0**

Plans received by City Engineer 12/23/19

Plans reviewed by City Engineer 1/6/20

Present: Jessica Ruff, Ruff Neon Signs.

A plan packet of this project was provided to each of the Commission members prior to tonight's discussion by the presenters.

**Owner/Representative Comments:**

We propose a set of channel letters which will be LED illuminated. They will be a remote mount. [Samples shown] The return will be aluminum. The trim cap will go around. 'Milestone' will be white acrylic letters. The logo will be translucent black day-night vinyl.

**City Engineer Comments:**

In terms of size, it conforms to Code.

**Board Comments:**

(Lillich) I think it fits for the façade very well.

**MOTION:**

James Shannon moved to approve the plans for the signs 27845 Chardon Rd. as submitted.

Seconded by John Lillich.

VOTE: 6 AYES (6-0). **Motion Passes.**

3. Commercial Academy

Owner: Bishop Checkmate

Agent/Contractor: Ruff Neon Signs

Architect: Ruff Neon Signs

Engineer: N/A

**27505 Chardon Rd. - Commercial Academy Signage - PPN: 31-A-008-0-00-030-0**

Plans received by City Engineer 12/23/19

Plans reviewed by City Engineer 1/6/20

Present: Jessica Ruff, Ruff Neon Signs.

A plan packet of this project was provided to each of the Commission members prior to tonight's discussion by the presenters.

**Owner/Representative Comments:**

The existing set of letters will be removed and replaced with the 'Commercial Academy' letters. They will be LED illuminated and remote mount. [samples shown]. The aluminum is the return. The gold, black and white will be the logo. 'Commercial Academy' and the tag line are gold. Everything will be translucent.

**City Engineer Comments (DiFranco):**

No comment.

**Board Comments:**

(Lillich) Will there be any 'shadowing' from the old sign? *We try to avoid it. The base will be patched and painted. Each of the remote-mount letters has about six bolts. Most of the time, you cannot tell where the old holes were unless you get very close. The sign is up pretty high.*

(Elliott) What is the patching? Is it an aefis system? *I am not sure.*

(Lillich) If it is too obvious, you would go back over it? *Yes, we will take care of that. The landlord is Bill Griffith. He will make sure it is 100%. The material is pretty similar.*

(Lillich) The building has had multiple signs. We are concerned about 'shadowing'. *Yes, especially with remote mount.*

**MOTION:**

John Lillich moved for approval of the sign application at 27505 Chardon Rd. with the note that the applicant has agreed to take whatever steps are necessary to do away with 'shadowing' and holes from the other sign.

Seconded by James Shannon.

VOTE: All AYES (6-0). **Motion passes.**

**The Architectural Board of Review portion of this meeting was closed at 7:26 p.m.**

**PLANNING COMMISSION**

**No Pending Projects**

**Public Portion** opened at 7:26 p.m.

No Public Input

**Public Portion** was closed at 7:26 p.m.

**The Planning Commission was closed at 7:26 p.m.**

**Unfinished Business:**

None

**New Business:**

None

**Mayor's Report:**

Several of the Board members are new to the dais. We appreciate all of you coming forward when you are needed and agreeing to serve the community. For those who have been here for a few years, I am extremely grateful. I know Mayor Weger has expressed his gratitude in the past. I know, as someone who has volunteered quite a few times for the City, it is important to know that you are valued, especially by me. I view my job as someone to help you do your jobs. My door is always open.

In the spirit of volunteering, we have a couple other fun things you can do. The Recreation Commission sponsors a few events. we are always looking for people to help. I am passing along a form to the Board and to anyone in the audience. You can check the form and return it to my office.

**Council Representative's Report (Taylor Draper):**

No report. This is my first meeting.

**Building Commissioner's Report:**

Reminder: Our next meeting on February 6, 2020, we have a Public Hearing for a stand-alone ATM for PNC Bank. This will be in the shopping center right next to the old Borally building. Following the Public Hearing, in Planning Commission, we will have Final Review and Approval, if it is approved.

I will email the plans and recommendations to the new members. We also put the plans on a 'cloud' website. The link is included when we distribute our recommendations.

**Chairman's Report:**

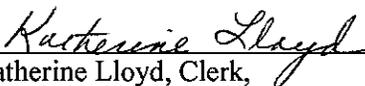
Last year, we started our review of the City's Master Plan. We will need to complete it this year. If you do not have a copy of the Master Plan, the City will get a copy to you for review. Then you can see what changes need to be made, if any.

**Adjournment:**

John Lillich move to adjourn. Seconded by Ron Lewis. Voice vote. All in favor. **Motion Passes.**

The meeting was adjourned at 7:31 p.m. by Chairman Tom Elliott.

Respectfully Submitted:

  
Katherine Lloyd, Clerk,

  
Chairman  
6 Feb 20 20  
Date Approved