

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

October 19, 2017

CALL TO ORDER 7:02 P.M

PRESENT: Vice Chairman John Lillich, Mayor Robert Weger,  
Councilman Christopher Hallum and Michael Kline

ABSENT: Chairman Christopher Smith and Jonathan Irvine

ALSO PRESENT: City Engineer Pietro DiFranco, BZA Representative Frank Cihula  
and Clerk Katherine Lloyd

**MOTION:** Christopher Hallum moved to excuse Christopher Smith and Jonathan Irvine  
from tonight's proceedings.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous  
**Motion Passes: 4/0**

**Correspondence:**

None

**Disposition of Minutes Meeting of October 5, 2017**

Minutes were just distributed.

**MOTION:** Christopher Hallum moved to delay disposition of the minutes of October 5, 2017  
until the next meeting.  
Seconded by Mayor Weger  
Voice Vote: 4 Ayes  
Motion Passes: 4/0

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:04 P.M.**

Linda Fulton, 20190 Fulton

I am concerned that the Planning Commission is not talking about the Master Plan. What is the due date? Is it supposed to be every five years?

*(Lillich) There is no due date. There is a date that it must be started by. That has been started. Work is being done by Christopher Smith's company in preparation for us to continue.*

**Public Portion closed at 7:05 P.M.**

1.) Mary Elizabeth Burrell / John Kleinbaum

Agent: James Martin

**2572 Dodd Rd. – Addition of Screened Porch – PPN 31-A-009-E-00-0040**

Plans received in Building Department 10/12/17

Plans reviewed by City Engineer 10/12/17

Present: Betsy Burrell

Owner/Representative Comments:

- She and her husband plan to build an 8'x10' screened porch off the bedroom. They have a reasonably small home on a long lot that is not very wide. The porch would be within the 15 foot side yard. They need a variance to build the porch.

(Cihula) It is on the November BZA Agenda.

(Lillich) The PCABR will review the architectural design and look.

- In the Board packets, there is a photo of the log home built in the 1930's. The screened porch will go on the right side. It will go out about 8 feet and be up about 4 feet on posts. The porch will be the same style as the existing house. There will be no door to the outside from the screened porch.
- They have bids for the job but do not want to proceed until property line located. After help from the City Engineer, Mr. Cihula and Mr. Klements, the applicant estimates that the edge of the house is approximately 17 feet from the property line. The applicant's house is about 700 feet from the road. The neighbors are up by the road. The neighbors are willing to write a letter indicating that they have no objection.

City Engineer's Comments (DiFranco):

The applicant described it well. Approval is recommended contingent upon the variance being granted.

Board Comments:

(Lillich) The photographs were very helpful. The addition will blend very well with the house.

(Hallum) Will the addition have gutters and downspouts? *Yes, but they are not drawn yet.* This will match as well? *It will match.*

**MOTION:** Christopher Hallum moved to grant approval for the Addition of Screened Porch at 2572 Dodd Rd. contingent upon adding the gutters and downspout and pending approval by the BZA.

Seconded by Mayor Weger

Voice Vote: Ayes Unanimous.

**Motion Passes: 4/0**

2.) Ed Hannon

Agent: New Creation Builders

**38052 Pleasant Valley Drive – 24'x36' Accessory Building – PPN 31-A-009-G-00-004-0**

Plans received in Building Department 10/10/17

Plans reviewed by City Engineer 10/10/17

Present: Ed Hannon and Diane Bija (New Creation Builders)

Owner/Representative Comments:

- They moved to Willoughby Hills a year ago. He originally wanted a garage built in the front. He has decided to locate the building behind but detached from the house. He is a contractor.
- The building will have an electric garage door, a man door and a concrete floor. The garage door faces drive. Man door will be catty corner on the opposite side. It will have a gable roof and

matching asphalt shingles. The Concord color of the Allside vinyl siding will closely match the aluminum siding on the house which was painted blue.

- The driveway will go around the house. There is about 20 feet from the house to the property -line.
- He would like to put the driveway closer to the house. It would give them buffer zone of zone of 8-10 feet.

(Hallum) No driveway is shown on the drawing.

(DiFranco) A separate driveway permit will be needed. *(Hannon) I will get that after the building is settled.*

City Engineer's Comments (DiFranco):

It conforms to the Code. Approval is recommended.

Board Comments

(Lillich) From the back of the new building there is a drop off. *(Bija) It is about 12.3 yards to the edge of the bank.*

(Hannon) The property is perfectly level. The building will have electric and gas for heat but no water.

(Bija) The walls and door will be insulated. Windows are double-paned. We will probably do the electrical and provide schematics. We do not do heating.

(Hallum) You have a licensed electrician? *Yes, we do.*

(Bija) I am an electrician. Can I do my own wiring on my property? I would do it underground with containment, PVC and a breaker in the garage. The gas line will be an underground flex line.

(Hallum) You need to have it inspected. Will the shut off in the garage? *It will be a closed switch breaker on the bottom.*

(Lillich) The electrical and gas are not on the drawings. You will need to pull a permit.

(DiFranco) You get the permit at the Lake County Building Department.

MOTION: Christopher Hallum moved to approve 24'x36' Accessory Building at 38052 Pleasant Valley Drive.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous.  
Motion Passes: 4/0

**PLANNING COMMISSION**

**No Pending Business**

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

None

BUILDING COMMISSIONER'S REPORT

None

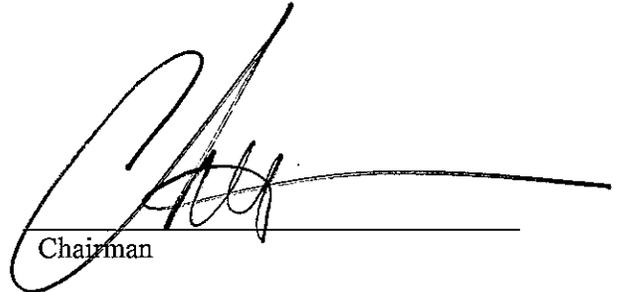
CHAIRMAN'S REPORT

None

MOTION: Christopher Hallum moved to adjourn the meeting.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous.  
**Motion Passes: 4/0**

Meeting Adjourned at 7:23 P.M.

Katherine Lloyd  
Katherine Lloyd, Clerk

  
Chairman

11/2/17  
Date Approved