

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

**MEETING MINUTES**  
December 19, 2019

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

**PRESENT:** Chairman Christopher Smith, Vice Chairman John Lillich, Council Representative David Fiebig, Michael Kline and James Shannon.

**ABSENT:** Mayor Robert Weger and Jonathan Irvine

**Clerk:** Katherine Lloyd, Clerk

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

**MOTION:**

Councilman Fiebig made a motion to excuse Mayor Robert Weger and Jonathan Irvine from tonight's meeting. Seconded by James Shannon.

VOTE: 5 AYES (5-0). Motion Passes.

Councilman David Fiebig and Jonathan Irvine are excused from tonight's meeting.

**Disposition of the Minutes for the Meeting of November 21, 2019**

**MOTION:**

John Lillich moved to approve the Minutes of November 21, 2019 as presented.  
Seconded by Michael Kline.

VOTE: 4 AYES and 1 Abstention (Fiebig). Motion Passes.

Minutes of Minutes of November 21, 2019 are approved.

**Correspondence**

- Letter dated December 2, 2019 from Michael Kline RE: Resignation from PCABR effective December 31, 2019 – Elected to City Council for District One Representative.
- Email dated 12/5/19 from City Engineer DiFranco RE: Preliminary Review for Conditional Use for a Freestanding ATM at 27291 Chardon.
- Email dated 12/5/19 from Asst. City Engineer Trepal RE: Approval of a 24' x24' pole barn at 29303 Eddy Road.
- Email dated 11/8/19 from Asst. City Engineer Trepal RE: approval of an above-ground water pressure booster station at 2990 Tall Tree.
- Letter dated 12/12/19 from Jay Romer, Brymma Willoughby Hills RE: Authorization Letter for PNC ATM Application, 27297 Chardon Road, Willoughby Hills.

## ARCHITECTURAL BOARD OF REVIEW

### Public Portion

Opened at 7:02 p.m.

No one spoke in Public Portion.

Public Portion was closed at 7:02 p.m.

#### 1. Hali Jenkins

Owner: Adam Jenkins

Agent/Contractor: TBD

Architect: Menards

Engineer: TBD

**29303 Eddy Rd. – 24' x 24' Pole Barn - PPN: 31-A-025-0-00-025-0**

Plans received by City Engineer 12/9/19

Plans reviewed by City Engineer 12/11/19

Present: Hali and Adams Jenkins

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:

They would like to put up a 24' x 24' pole barn in their backyard for storage of outdoor equipment.

(Smith) The notes state that there will be no electric yet; there will be a dirt floor in the pole barn and no utilities or running water. *No, not at all.*

### City Engineer Comments:

No Comments.

### Board Comments:

(Lillich) Will you go over the description of material and colors compared to the house? *(Adams) I brought a photo of the house. House is currently Indigo blue, white siding with a charcoal roof. Barn will match it. Structure: 4x6 posts, 6x6 corners, T-111 siding, standard shingle roof. Floor is gravel and concrete.*

(Smith) Your goal is match the color and aesthetic of the house? *Yes. (Picture was shown.)*

(Lillich) No questions, but I have a suggestion for you. You do not show much of an overhang, especially on the gable ends. If you do a 10-inch overhang all around, it will look better and will help avoid mud splash in the future which would deteriorate T-111 over time. *The original plans had a 1-inch overhang. Front and back were to be faced. I will definitely have the gable overhang.*

(Fiebig) You brought up my concerns about matching the house and that this drawing did not show any overhang. If there are no more questions, I would move to approve.

### **MOTION:**

Councilman Fiebig moved to approve the plans for the 24' x 24' Pole Barn at 29303 Eddy Rd. as submitted.

Seconded by John Lillich.

**VOTE: 5 AYES (5-0). Motion Passes.**

2. Jay Romer

Agent/Contractor: PNC Bank Tenant, 27297 Chardon Rd.

Architect: TBD

Engineer: Ryan Balko

**27291 Chardon Rd. – Signs on the ATM - PPN: 31-A-008-0-00-026-0**

Plans received by City Engineer 11/26/19

Plans reviewed by City Engineer 12/5/19

Present: Ryan Balko with GBD Group, Engineer for PNC Bank.

This is the Architectural Board of Review for the ATM sign.

Any planning concerns will be raised in Planning Commission.

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:**

- It is a stand-alone ATM kiosk located in the middle of the parking lot at Borelli Square on the far west side of the City. PNC will lease about seven parking stalls that will be eliminated and will be replaced with concrete curbed islands and the ATM installed. There will be additional lighting for safety.
- Renderings of the project were distributed. In the packet, there are cross-sections which show the colors. The aerial view shows the location of the ATM in the parking lot.
- We have worked closely with the City Engineer. We have addressed his comments.

**City Engineer Comments:**

It would be considered a freestanding sign and it conforms to our Code.

**Board Comments:**

(Shannon) Have you considered the traffic back up out into the parking lot from the ATM island? How big is it? Kiosk is small. *A requirement of the Conditional Use for the ATM itself is provision for 4-vehicle stacking including the one at the ATM. Shown on the site plan, the stacking area will fall outside of the 2-way drive aisle in the parking lot. They will not be backing out into parking lot*

(Smith) We need to focus just on the signs and colors on the outside of the ATM

(Lillich) Colors look like PNC. *Yes, PNC traditional colors. The signs on front and back are just painted on the metal panel. The sign in front which faces away the road above the ATM is backlit. It has dim white lights in it to bring out the text.*

(Lillich) As soon as you pull up, you have the overhang for the cars. You have down lighting? *There are a few down lights in the overhang. A light pole will be installed, 10-ft in either direction, bring up the light levels in that specific location for safety. Currently, the parking lot is pretty dark.*

(Lillich) Architecturally, there is not much that can be done with ATM machines. *Agree.*

(Fiebig) Is there a security camera? *I think there is one in the ATM. I am not sure if there is an external camera.*

(Fiebig) Mr. DiFranco signed off on this. He saw no issues on this with signs and regulations in the Code.

**MOTION:**

Councilman DiFranco moved to approve the plans for the signs for the freestanding ATM at 27291 Chardon Rd. as submitted.

Seconded by James Shannon.

VOTE: 5 AYES (5-0). **Motion Passes.**

**The Architectural Board of Review portion of this meeting was closed at 7:14 p.m.**

## PLANNING COMMISSION

Public Portion opened at 7:14 p.m.

No Public Input

**Public Portion was closed at 7:14 p.m.**

### 1. Jay Romer

Agent/Contractor: PNC Bank Tenant, 27297 Chardon Rd.

Architect: TBD

Engineer: Ryan Balko

**27291 Chardon Rd. – Preliminary Review for Conditional Use for a Freestanding ATM**

**- PPN: 31-A-008-0-00-026-0**

Plans received by City Engineer 11/26/19

Plans reviewed by City Engineer 12/5/19

Present: Ryan Balko with GBD Group, Engineer for PNC Bank.

(Smith) Today, the applicant is seeking Preliminary Approval.

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:

Additional lighting will be installed on a 16-17 ft. black steel 4x4 post. They are LED downward facing fixtures with the proper cut-offs. The mounting height will be at 20 ft. installed.

### City Engineer Comments (DiFranco):

- Getting a Conditional Use Approval is a 3-step process. Today would be Preliminary Approval. Then a Public Hearing is required followed by a Final Approval. The Public Hearing needs to be scheduled. There is some turnover on the Board so the Hearing cannot be scheduled until the New Year.
- We worked closely with the applicant to get. They are providing landscaping around ATM to 'soften' it up a bit. They will install the divider island between cars that are stacking and the regular parking spaces to avoid conflict there. The lighting conforms to code in terms of height and being full cut off

*(Balko) Another nice thing about the ATM in the concrete separator island with the seven spaces taken out is that it helps better define the traffic pattern. We won't have people cutting straight across the parking lot to the building.*

(DiFranco) This parking lot was way over parked. Even with the removal of the seven spaces, there are still plenty of parking spaces

### Board Comments:

(Fiebig) When you exit the island, do people actually go over property line? *We pulled the curbing back from the property line to show in the lease that a person can make a movement to stay on the property. Whether that person actually hugs it close or makes a wider turn is out of our control. We did show that they could make it work.*

(Fiebig) – What is the area highlighted in red? *That is to show the location.*

On the plan, I see the concrete border, but I cannot tell the difference between it and the actual property line. Same thing on the other side. *Between the separator island and the north, the far left curb is probably is approximately 5 ft. from the property line. The curbing to the south is probably 15 feet. Coming out of the 'stack' and turning left, does 15 ft. give a car enough clearance to make that turn? Yes.*

(Fiebig) Has the future possibility of the other property being purchased and they want to put up a fence been discussed with the applicant.

(DiFranco) They did leave enough room for a car to make that turn. The ATM itself is about 25 ft. from the property line. That is shown on page 2 of the drawings. Looking at the rest of the parking lot, there are spaces half on one side and half on the other. It was not a concern.

Worst case scenario, some buys the property, rip out all the asphalt and a fence or wall is put up, there would still be accessible usable space for the ATM 200 years down the road? Worst case, PNC can always move the ATM.

(Kline) Mr. Shannon raised the question of volume of traffic. With PNC closing, that increases the potential for volume at the ATM? Depending on the number of people, that is always a possibility.

(Shannon) With heavy traffic, they could be stack up back to the street. That would be a safety problem. There are lots of cars that line up at ATMs in tight spaces.

(DiFranco) The way they have it oriented, the stacking is in the parking lot. They have the entire parking lot to stack cars. If it were oriented the opposite way with cars stacking toward the street, then I would have an issue. I am not concerned about how this one is oriented.

(Smith) I like the islands installed to control that, especially with the landscaping and the lighting.

(Lillich) Snow removal would be issue. Like you said, the facility itself can be physically moved back. There is plenty of room to 'stack' in the parking lot.

**MOTION:**

John Lillich moved that the Board grant Preliminary Approval for Conditional Use for a Freestanding ATM at 27291 Chardon Rd.

Seconded by James Shannon.

VOTE: All AYES (5-0). **Motion passes.**

2. Randy Rothlisberger

Contractor: TBD

Architect: TBD

Engineer: Said Abood Abdallah

**2990 Tall Tree Trail – LCDU Booster Station - PPN: 31-A-007-E-00-023-0**

Plans received by City Engineer 11/13/19

Plans reviewed by City Engineer 12/5/19

Present: Randy Rothlisberger, Sanitary Engineer and Said Abood Abdallah with Arcadis

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

**City Engineer Comments (DiFranco):**

This is the Lake County Department of Public Utilities. They are replacing an existing underground booster station with an above ground booster station. We have had some communication. In my report, according to the Ohio Revised Code, they are immune from our local zoning codes. However, they have to make an effort to conform. Initially they had a chain link fence. Mr. DiFranco asked them to replace it with an ornamental fence, which they have done. They were also asked to add landscaping which they have also done. They have lighting fixtures (wall packs) on the buildings which will be downward, full cut off.

(Smith) Are there any variances required? *No.*

**Owner/Representative Comments:**

We have nothing else to add.

**Board Comments:**

(Lillich) I was under the impression that is a 'Clear Zone' for the Cuyahoga County Airport. *(Abdallah) We were able to get the County a variance from the FAA, provided the building height does not exceed that 10-ft. height. That dictates the shape*

(Lillich) Architecturally in the future, it is in a Residential area and this is a very industrial type building. It would fit in an industrial parkway. Because it has residential homes around it, I would like to 'spruce up' the building. There could a mansard type roof with shingles that comes down and out from the building.

(Smith) Would that put it over 10 feet?

(Lillich) *No. It comes out at existing roof level. It is almost like an overhang that comes down the side of the building. It would probably not add much expense.*

*(Abdallah) It is a big package building. [Picture of a similar type building was shown]. We still need head space inside the building.*

(Smith) Are you planning a flat roof like the picture? *Yes.* A compromise might be one with a low, slow pitch, like the other picture because it is in a residential area.

(Lillich) There are no windows. I have the residents in mind when I say this.

(Smith) I am worried in you try to attach a mansard to the outside of it, that it will look odd because it is so small. A low slope standing seam might blend a little better.

*(Abdallah) We must stay with the existing head space inside.*

(Smith) Thank you for coming before the Planning Commission

(Fiebig) The nearest house is almost a half mile away. The immediate area does not feel 'residential'. It would not be a distraction from what is around there. I thank you for agreeing to put up an ornamental black fence and some extra landscaping. It will dress up that corner. No other houses will be built in the next lot over or near it.

**MOTION:**

Councilman Fiebig moved that the Board approve the LCDU Booster Station at 2990 Tall Tree Trail.

Seconded by John Lillich.

VOTE: All AYES (5-0). **Motion passes.**

**The Planning Commission was closed at 8:32 p.m.**

**Unfinished Business:**

None

**New Business:**

(John Lillich) The first PCABR meeting of 2020 is on January 2<sup>nd</sup>. It is also our normal Organization meeting. Chris Smith and Michael Kline finish on December 31, 2019. Hopefully, we will have new people taking their seats. However, I will not be a candidate for Chairman.

(Pete DiFranco) We do not have anything on the Agenda for 1/2/2020.

(Mike Kline) I have been on this Board for three years. I have enjoyed serving on this Board and working with everyone but I need to step down.

(Chris Smith) I have been on the Board for five or six years. It has been really enjoyable to me to do it but my time commitments require me elsewhere. If you need anything, please let me know. It has been a pleasure serving with all of you guys and lady.

**Mayor's Report:**

None.

**Council Representative's Report:**

On behalf of all of Council and all of Willoughby Hills, I thank Chris for your service. We have benefitted greatly from having you and your experience here on this Board. Thank you very much for the time you have put into this. We will never forget it. Much appreciated!

**Building Commissioner's Report:**

None

**Chairman's Report:**

None

**Adjournment:**

John Lillich move to adjourn. All were in favor. **Motion Passes.**  
The meeting was adjourned at 7:35 p.m. by Chairman Chris Smith.

Respectfully Submitted:

Katherine Lloyd  
Katherine Lloyd, Clerk,

John M. Lillich  
Chairman

16 Jan 2019  
Date Approved