

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

February 1, 2018

CALL TO ORDER 7:00 P.M

Neither the Chairman nor the Vice Chairman are able to be at this meeting tonight.
The Clerk called the meeting to order and did Roll Call.

PRESENT: Mayor Robert Weger, Councilman David Fiebig, Jonathan Irvine and Michael Kline.

NOT PRESENT: Chairman Christopher Smith. Vice Chairman John Lillich

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

The Clerk then asked the assembled members for nominations for a Chairman *pro tem*.

David Fiebig nominated Jonathan Irvine for Chairman *pro tem*.

Seconded by Mayor Weger. Jonathan Irvine accepted.

Clerk asked three times for additional nominations.

Nominations were closed.

Voice Vote: Ayes Unanimous.

Nominee is announced.

Jonathan Irvine is Chairman *pro tem* for tonight's meeting.

The Clerk passed the gavel to Chairman *pro tem* Jonathan Irvine.

Chairman *pro tem* Irvine called for nominations for Vice Chairman *pro tem*.

David Fiebig nominated Michael Kline for Vice Chairman *pro tem*.

Seconded by Mayor Weger. Michael Kline accepted.

Chairman *pro tem* Irvine asked three times for additional nominations.

Nominations were closed.

Voice Vote: Ayes Unanimous.

Michael Kline is Vice Chairman *pro tem* for tonight's meeting.

The Meeting then followed the scheduled Agenda.

2018 PCABR ORGANIZATION

Nominations opened for Chairman.

Mayor Weger nominated Christopher Smith for Chairman.

Seconded by Councilman Fiebig.

Christopher Smith was not in attendance but previously indicated that he would accept if nominated.

Chairman *pro tem* Jonathan Irvine asked three times for additional nominations.

Nominations were closed.

Voice Vote: Ayes Unanimous.

2018 Chairman: Christopher Smith

Nominations opened for Vice Chairman

Mayor Weger nominated John Lillich for Vice Chairman.

Seconded by Michael Tyler.

John Lillich was not in attendance but previously indicated that he would accept if nominated.

Chairman *pro tem* Jonathan Irvine asked three times for additional nominations.

Nominations were closed.

Voice Vote: Ayes Unanimous.

2018 Vice Chairman: John Lillich

Appointment of PCABR Clerk

MOTION: Councilman Fiebig moved to approve the appointment of Katherine Lloyd as Clerk.

Seconded by Mayor Weger.

Roll call: Ayes unanimous.

Motion passes 4/0.

2018 Clerk: Katherine Lloyd

Correspondence:

Email dated 1/3/18 from City Engineer DiFranco RE: Redevelopment - 34750 Chardon Rd.

Email dated 1/11/18 from City Engineer DiFranco RE: Zoning Review Tracker – Willoughby Hills.

Email dated 1/19/18 from Gloria Majeski RE: Updated Willoughby Hills Roster.

Email dated 1/22/18 from Assistant City Engineer Trepal RE: New House at 36405 Chardon Rd.

Disposition of Minutes December 7, 2017

MOTION: Councilman Fiebig moved to approve the Minutes of December 7, 2017 as submitted.

Seconded by Mayor Weger.

Voice Vote: 3 Ayes and 1 Abstentions (Irvine).

Motion Passes: 4/0.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:06 P.M.

No public input

Public Portion closed at 7:06 P.M.

1.) Fatica Renovations

Agent/Contractor: Vincent Homes, LLC

36405 Chardon Rd. – New Home - PPN: 31-A-011-0-02-005-0

Plans stamped received in Building Department 11/22/17

Plans reviewed by City Engineer 1/19/18

Present: Vincent Marcellino, 2748 Rockefeller Rd.

Owner/Representative Comments:

- It is a 2000 sf. ranch home with a 2-car garage and a walk-out basement. The basement is partially finished.
- The home will have Gray Cultured stone by Ledgestone (placement shown on plans), Charcoal color ledge wood shingles by Timberline and gray vinyl siding by American Legend. There will be white trim on all the doors, windows, sides and the rear porch.

City Engineer's Comments (DiFranco):

They are wrapping windows with trim as we ask. The stone is wrapping the corner of the house as we usually ask. The applicant put the colors of the exterior on the actual plans. That is a change we want to implement so the Zoning Inspector can check that during construction.

Board Comments:

(Fiebig) Is that a sliding door from the walk out? *Yes, onto the deck area.* Are there two walk outs? *No, just one.*

(Fiebig) The plans look good. It will be nice to have a new house where it is sorely needed.

MOTION: Councilman Fiebig moved to approve the plans for the New Home at 36405 Chardon Rd. as submitted.
Seconded by Mayor Weger.
Voice Vote: Ayes Unanimous.
Motion Passes: 4/0.

2.) True North Energy, LLC

Agent/Contractor: Rick Turner, Diamond Z Engineering

34750 Chardon Rd. – Final Review of Gas Station – PPN: 31-A-006-F-00-001-0

Plans received in Building Department 12/19/17

Plans reviewed by City Engineer 1/3/18

Present: Rick Turner, Diamond Z Engineering representing True North Energy, LLC.

Owner/Representative Comments:

- We are back for final approval. True North is investing in the site and will rebuild it. We will eliminate the car wash to make more room for a larger convenient store. All structures on the site will be replaced. There will be a new building with a larger canopy built on the gasoline side. It will have 5 gas dispensers instead of the existing 4 dispensers. The different layout will be more efficient to better serve the customers. The approaches will stay the way they are.

- Landscaping will be replaced with much more landscaping. The Stormwater detention system will be improved.
- Renderings of the 4 side views of the new site plus views of the existing structure were discussed and explained.
- Signage Renderings: There will be 22 sq. ft. of signs on the building. 2 shell pectin signs will be on the canopy. That is less signage than what is currently on the canopy. The existing sign will be modified slightly. The diesel sign will take the place of the car wash sign.
- Building samples shown: Windsor color red brick; aevis band along the top of the building is smoked putty color; clear anodized aluminum mullions; cultured limestone for the window sills and other stone; Owens-Corning driftwood shingles.
- Timing: After approval through the county, construction will start mid-summer.

(Kline) What is the turn-around time? *The project usually takes about 90 days. Replacing the underground tanks and underground piping will add 3 weeks to the project.*

(Fiebig) Are there any additional tanks? *We will remove the 2 or 3 extinct tanks and replace them with 2 tanks. You are not increasing the capacity? You are just putting up more stations to pump the gas. right? There are 5 fueling stations in front of the station instead of the 4 existing.*

(Weger) Will you have diesel in the 2 tanks? *At the dispensers, there will be a hose for diesel and a hose for gas. We will have 2 tanks. One will be compartmentalized; part will be premium gasoline and part will be diesel. The second one will be completely regular gasoline.*

(Fiebig) Will there be more deliveries of fuel? More traffic? *There would be more deliveries and traffic would be based on demand. There has been some concern with ingress and egress but the new vertical configuration would solve it. It is easy to see if there is an open position coming down the street.*

City Engineer's Comments (DiFranco):

They have addressed all of our comments. They are adding a lot of landscaping to conform with the Code. The Stormwater Management was approved the Lake County Engineer. The Sediment & Erosion Control was approved by Lake County Soil & Water. Signage and lighting conforms to the Code. The initial plan showed a couple picnic tables in the back which did not conform to the Code. The Picnic tables were totally removed. I recommend approval.

Board Comments:

(Fiebig) It was not necessarily a bad idea to have picnic tables.

(DiFranco) The picnic tables were in the rear setback. They could have moved the tables forward but they chose to just remove them.

(Turner) *They decided they liked the planned parking rather than the picnic tables.*

(Fiebig) Do you plan to install a sidewalk around the front bend by the crosswalk for foot traffic? *We plan to leave it as it is. The amount of space is very limited. There is some foot traffic. The Federal Government installed wheelchair accessible pads there. The site plan shows a sidewalk. The site plan is made from the actual survey. Sections of existing sidewalk are shown. Would the existing sidewalk pads remain? If they are not in good shape, that would need to be addressed. If they are not in good shape, we typically repaired them. Where is the detention basin? It will be underground with 2 rows of 3-sided 'doghouses'.*

Will the lighting stay the same? *We switched to LED so to keep lighting levels low at the perimeter.*

(DiFranco) It is zero at the perimeter so nothing goes off site. It meets the requirement. The limit is .25 at the property line. *A number of the existing lights were putting light outside of the property line. We turned them in toward the station.*

(Fiebig) It is a nice project in the center of town. I checked with the Chief. He said that occasionally there are some issues at ingress and egress but nothing beyond the usual.

MOTION: Councilman Fiebig moved to approve the Final Architectural plans for Gas Station at 34750 Chardon Rd. as presented.
Seconded by Mayor Weger
Voice Vote: Ayes Unanimous.
Motion Passes: 4/0

PLANNING COMMISSION

Public Portion opened at 7:28 P.M.

No public input

Public Portion closed at 7:28 P.M.

1.) True North Energy, LLC

Agent/Contractor: Rick Turner, Diamond Z Engineering

34750 Chardon Rd. – Final Review of Gas Station – PPN: 31-A-006-F-00-001-0

Plans received in Building Department 12/19/17

Plans reviewed by City Engineer 1/3/18

Present: Rick Turner, Diamond Z Engineering representing True North Energy, LLC.

Owner/Representative Comments:

We presented everything under Architectural Review.

City Engineer's Comments (DiFranco):

None

Board Comments:

None

MOTION: Mayor Weger moved to approve the Final Review of plans for Gas Station at 34750 Chardon Rd. as presented.
Seconded by Councilman Fiebig.
Voice Vote: Ayes Unanimous.
Motion Passes: 4/0

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

- PCABR is missing 1 member. We will be advertising for volunteers in the paper on Sunday. If you know anyone, let us know.
- The Pleasant Valley Bridge: They should be done making the plates on February 15th. Then. Weather permitting, installation will start. It should take about 3 days. Hopefully the bridge will be open by Presidents' Day.

COUNCIL REPRESENTATIVE'S REPORT (Fiebig)

- Council Representative to PCABR, Pat Grebenc resigned from Council. Mr. Fiebig is her designated alternate. He will continue to serve the PCABR. Council will set up an alternate.
- Councilman Fiebig asked about the Zoning Code and Master Plan Review. Chairman *pro tem* Irvine explained the time line. Mr. Cihula stated that the Zoning Review is scheduled to be a year after the Master Plan review.

BUILDING COMMISSIONER'S REPORT

Mr. DiFranco gave an update on projects since last meeting.

- Building Department Website: He and Denise are working on it. Zoning Tracker will posted there.
- West Miller Cell Tower – plans were signed off today. They are picking the plans up tomorrow to take them to Lake Co. to get a permit. They have all the approvals from the City.
- Shipping container being used an accessory structure at 2523 River Rd. Multiple complaints have been received. The owner died. Property is up for sale. The container does not meet current guidelines. There have been a couple requests about shipping containers. Guidelines say a building cannot be constructed solely of metal; the roof pitch shall match the pitch of the house; and, there shall be a roof overhang on all 4 sides of the building. We need to discuss this some more when there is a full Board. The container will be removed in the spring.
- Internal demolition project approved for Aspire Fitness at the Shoppes of Willoughby Hills. It is going in where Office Max was.
- Application for a new house on Milann was received. They must meet requirements for a structure in a Flood Zone and Flood Way. After a couple submissions, they have not met the Code. They have to do a study of the river to show that the new house will not increase the water elevation affecting the neighbors. A similar study was done for a recent house on Milann.
- There was an application for a large pole barn at 2909 Bishop Rd. It exceeded the size for an accessory structure. After many submittals, the application was withdrawn by the applicant. The applicant was not the property owner. They were in the process of purchasing the property.

Minor Alterations: Parking lot rehab approved for the Cleveland Clinic on S.O.M. Center Rd. They are resurfacing the entire lot.

2 Projects for the Next PCABR Meeting

- Covered porch and open deck addition to a house on Eddy Rd.
- Complete re-model of the McDonald's building plus addition of a second drive-thru and updating some signage.

Mr. Cihula suggested that the requirement on accessory buildings may have come as a result of a large old metal building on Chardon Rd. many years ago. He further suggested that modification of the requirements might take into account things like the new sheds made out of enameled metal.

CHAIRMAN'S REPORT

None

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

Meeting Adjourned at 7:44 P.M.

Katherine Lloyd
Katherine Lloyd

John Plummer
Chairman pro tem
15 Feb 2018
Date Approved