

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

May 17, 2018

CALL TO ORDER      7:00 P.M

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

NOT PRESENT:        Mayor Robert Weger and Jonathan Irvine

ALSO PRESENT:      City Engineer Pietro DiFranco, BZA Representative Frank Cihula

CLERK:                Vacant

MOTION:             John Lillich moved to excuse Mayor Weger and Jonathon Irvine from tonight's  
                                 proceedings.  
                                 Seconded by Michael Kline.  
                                 Voice Vote: Ayes Unanimous.  
                                 **Motion Passes: 5/0.**

**Welcome to the new PCABR Board member, James Shannon.**

**Correspondence:**

- Email dated 5/1/18 from City Engineer DiFranco RE: Preliminary Review - New 2-Story Office Building at 2723 S.O.M. Center Rd. with attachment.
- Email dated 5/10/18 from City Engineer DiFranco RE: Preliminary Approval– New Office Bldg. - Loreto No. 9 at 2723 S.O.M. Center Rd. with 5/17/18 Agenda attached.

**Disposition of Minutes:**              **April 19, 2018**  
Postponed until next meeting

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:02 P.M.**

No Public Input.

**Public Portion closed at 7:02 P.M**

1.) Loreto Venture Group X

Agent/Contractor: Loreto Iafelice

Chuck Szucs – Polaris Engineering & Surveying

2723 S.O.M. Center Rd. – New 2-Story Office Building

– PPN: 31-A-011-C -00-010-0

– PPN: 31-A-011-C -00-011-0

Plans received in Building Department 4/25/18

Plans reviewed by City Engineer 5/1/18

Present: Loreto Iafelice, Sr., Loreto Iafelice, Jr., Nick Bialillo (Contractor),  
Chuck Szucs (Polaris Engineering).

Owner/Representative Comments:

- Rendering and plans were shown of the existing site and depicting how this building will be different from the other buildings they have already built. Limestone placement shown.
- This is a small office building designed in keeping with the parks nearby and residences. Its focus is on professional tenants. They anticipate one major tenant on the 2nd floor and probably two tenants on the first floor.
- It will be conventional construction with a 2x6 wood frame, hip roof, Natural Granite Cobblestone veneer, limestone surrounds around the windows and the very decorative front entrance.
- The previous owner is staying until the end of the month. Then the old existing house and buildings will be removed after May 31<sup>st</sup>. Demo permits are in the works. Trees are coming down now. Start of construction is planned for mid-July.

City Engineer's Comments (DiFranco):

Most of my comments pertain to the site itself.

Board Comments:

(Smith) I like the changes you have made, especially to the front. It looks more ornate. The window design looks less commercial. What is the name of the masonry? *It is Natural Granite Cobblestone. The average size is 5x5x9 inches.* What will the color palette be? *It will probably be salt and pepper with clay mortar with a black roof [photos shown].* What is the trim around the windows? *We think it will be white...and limestone entrance surrounds header and sills,* Will that be natural limestone color?

(Pete) On all four sides? *On all four sides.*

(Shannon) How far out will the ornamentation grill extend out? *About 4-6 inches.* Is this triangle ornamental? *It is a limestone key. I also want mention one other thing that is important. I am not sure how the design above the main door with the keys will work out. We allow the tenant with the most space to have their name on it. We want to be sure we have at least a couple of feet. It will be similar to what was done at the other three buildings like this.*

(Shannon) Will there be a sign near the street? *There will be a sign in the parking lot. It is on the site plan and then we will have our sign on the building.* Do we know the dimensions yet? *It is per Code. We always come in with a separate submittal.* Do we know the composition of the sign? *It will be exactly like the other signs with a masonry base.*

**MOTION:** John Lillich moved for Preliminary Architectural Approval of Plans for the New 2-Story Office Building at 2723 S.O.M. Center Rd. as presented  
Seconded by Councilman Fiebig.  
Voice Vote: Ayes Unanimous.  
**Motion Passes: 5/0.**

## **PLANNING COMMISSION**

**Public Portion opened at 7:14 P.M.**

Cheryl Ota, 2960 Marcum Blvd.

I am concerned about elevation of this property. Next to it is a big dip and the Vet is down with a basement that is open. The house next door is up high. What will the elevation of this building be? Do you plan to take out a lot of dirt? Will there be a retaining wall?

Cheryl Ota, 2960 Marcum Blvd.

*We will take the elevation on the north which is the existing house and the elevation of the pit to the right. We will not go lower than that. I believe that the elevation on the site plan is the same as the house to the left of us. Our pad will match the neighbor to the left of us pretty close. No retaining wall is planned. We will cut that knob off and use it to fill the back where the parking will be. We do not want the building up high and we don't want the 'knuckle' of the parking lot up higher than the building.*

John Plecnik, 2890 Bishop Rd.

This is an example of the type of project we like to see in Willoughby Hills which I will use as a segue into the type of projects we do not like to see. I continue to have more and more of my neighbors come and express their severe concern about the Plasma Donation Center that has been proposed at Lohmanns. I know it is not on the Agenda for today but I would just like share that, not a day has gone by that, residents haven't approached me. One actually walked into my yard yesterday just to tell me that he wanted me to express yet again to just please do not allow this to Plasma Donation Center in our community. I understand there are some positives but I think the negatives outweigh them. I think it just bears repeating because it will be on the Agenda again at some point. And I just want to state that residents have not stopped raising their objections. But an office building with doctors and lawyers, that's something we can live with. A Plasma Donation Center, not a good fit for Willoughby Hills.

**Public Portion closed at 7:17 P.M.**

1.) Loreto Venture Group X

Agent/Contractor: Loreto Iafelice

Chuck Szucs – Polaris Engineering & Surveying

**2723 S.O.M. Center Rd. – New 2-Story Office Building**

– PPN: 31-A-011-C -00-010-0

– PPN: 31-A-011-C -00-011-0

Plans received in Building Department 4/25/18

Plans reviewed by City Engineer 5/1/18

Present: Loreto Iafelice, Sr., Loreto Iafelice, Jr., Nick Bialillo (Contractor)  
and Chuck Szucs (Polaris Engineering).

City Engineer's Comments (DiFranco):

- In addition to exceeding the allowable lot coverage and nonconforming to front, side and rear setback requirements in several locations, we have not seen a landscape plan, a lighting plan, a signage plan or current architectural plans or a trash enclosure yet. However, due to the small lot size, I would recommend Preliminary Approval using the Equivalency Provision, if the applicant

agrees to mitigate the coverage and setback deficiencies by exceeding the landscape buffering and complying with all other comments listed on my report.

- If Planning Commission disagrees or the applicant would rather apply for variances, then I consider this a Work Session, rather than Preliminary Approval.
- Brief review of comments in the report.
  - #2.0 - This will require a lot consolidation. There currently are two parcels.
  - There is a section of our Code that recommends or requires a cross-access easement for mix-use in the Mixed-Use District. It may or may not apply or be helpful but I wanted to mention it.
  - Outdoor lighting requirements
  - A Waste Receptacle is required.
  - #6.01 - A free-standing sign is shown on the site plan but no size or details have been provided.
  - #7.01 – They are complying with the parking requirements. They are actually exceeding the parking requirement. However, the Code does require apron radii to be 30-ft. The ones on the plan like about 5-ft.
  - Cast-in-place concrete curb is required. It may be planned but I do not see it called out.
  - There are seven landscape requirements listed in the report that the applicant can address on the landscape plan.
  - #10.1 through #10.3 - Stormwater management and erosion control are required. We have not received that report yet.

Owner/Representative Comments:

- Consolidation Plat will be ready for Final Approval.
- Cross-Access Easement: Applicant would prefer not to do that. He is careful about traffic on his properties.

(Fiebig) I do not think it is appropriate on that particular site, especially with a residential house on one side and an animal hospital on the other side that has no parking in the back.

(Lillich) It is not needed.

(Smith) I agree.

- Outdoor Lighting requirements: Once the site plan is complete. It is sent out to their electricians for the lighting design. They will do whatever the Code requires.

(Lillich) The new LED lighting is much more controllable.

Most of their sidewalk lighting has already been switched over to overhead LED lighting. Now they are concentrating on their existing poles.

- Trash Receptacle Enclosure requirement: They allow one trash hauler for all of their buildings who comes two days per week, rather than all of the tenants having their own. Everything is uniform and neat. The dumpsters match the buildings, rather than having enclosures that are hard to maintain and plow around. In this building, the tenants take the trash home for privacy reasons or we take care of it. This is the way we have been doing it for the past 20 years and it works. He states that he is more picky and more clean than most of the buildings around here. He asks Board to go look.

(Smith) It is in the Code because not everyone takes care of their buildings like Mr. Loreto Iafelice.

(DiFranco) As an alternate to providing an exterior trash enclosure, they have the option of keeping the trash inside the building. He is not planning an exterior trash receptacle. We could assume they will keep the trash inside the building. If it becomes an issue, the City can deal with it through Property Maintenance.

- Signage: When they have the tenant with their name, the sign application will come at the same time with a rendering from the sign company, along with their monument sign near them street.

Nick will build a beautiful base using the same materials used in the building. The monument sign will be set on top of it.

(DiFranco) Signage will not be part of this approval? *Correct. You mentioned the building sign? Same thing, when the tenant comes to me. Unless we can get that approved now?*

Can you put a generic sign on the plan without a tenant name so we know what it looks like? *Yes, I can put my name in. So that means that that sign is all set when the tenant moves into the building?*

(Fiebig) Until you want a monument out front. *I will come back for approval for the monument sign. You will need to include dimensions, size. We will get that information.*

- Apron Radii requirement: We can accommodate the larger turnouts. We did modify it on one plan but it comes past the property line but it is in the ROW. When it is developed, it will be the same.

(DiFranco) I cannot allow that. *Why can't you allow it? It crosses the property line. It is technically on your neighbor's property. The neighbor owns that property. A ROW is just a City easement. We will figure something out. If you leave 30 feet in tangent to the existing roadway, the only way to solve it is to shift the entrance. If you cannot meet the 30 feet, get as much as you can.*

- Cast-in-place concrete curb: Are you planning curbing around the parking lot? *Yes, as with all my buildings, we are doing the concrete roll curb with asphalt parking lots.*

- Landscaping: *On the main plan, the landscaping on the front of the building will match the landscaping on the back of building. Along the property lines, we will have arborvitae or pines where the residential area is. The area where the Vet hospital is, because it is narrow and we do not want to obstruct the view of the building as people are driving, we will have a row of flowering pear trees going down the property line to the right.*

(Lillich) What is the depth of the planting in the rear of the property adjacent to the neighbors? *We have 10 feet here and about 20 feet here [indicated on plan]. Do you plan on filling most of it up? Yes, I did not come with an elaborate landscape plan because I expected everyone to know how we have done it at our other buildings. We will have it landscaped better than anyone. It will be sprinkled and have flowers under every tree as we do every year. It is maintained well.*

(DiFranco) Do you plan to prepare another landscape plan? *I was not planning on it. I was hoping this would have been sufficient. Can Polaris put one together so we know how many trees? The Code is specific about the quantities and the sizes. I have it spelled out in my comments.*

(Shannon) There is a big difference between a pine tree and an arborvitae. A pine tree can really spread out.

(Lillich) That is why we are getting a plan. A plan will specify trees, types, numbers etc.

- Stormwater Management and Erosion and Sediment Control: That will be ready for Final Review.

#### Board Comments:

(Smith) Do you have any ground mounted mechanical equipment sitting outside the building, like air conditioning? *We are using equipment so low you cannot see it. The only thing you see around our buildings is our meter base.*

(Shannon) Do they make noise that would bother the neighbors? *Nothing more than this building air conditioner makes.*

(Smith) There is no other equipment or generators? *We have a pump station like a Generac which only run when the electricity is off.*

(Lillich) And once a week for 12 minutes.

(Smith) Would the fuel be natural gas or diesel? *Natural gas. We will get enough to do that and the elevator.*

(Fiebig) It looks good. I think the only issue would be perhaps the side setbacks and things like that, if you are saying that the Equivalency Provision will make up for that.

(DiFranco) My comment was that to make up for the side setbacks, they could put more landscaping in to compensate. *They will draw up the plans with the Code minimums, but they plan to layout the property with landscaping on the north side where the house is, once the building is set up. That will be easier than drawing it out. Then they will be better able to layout the landscaping. It will be nice and full.*

(Shannon) You said the windows would probably be white. Do you have an alternate plan? *They have a decorator to help them. They think with the black roof and salt and pepper, that a white door, white window frames and white soffits is the way to go.*

(Smith) That will look good with the black wrought iron.

(Shannon) It is a nice contrast.

(Cihula) There is an underground storm sewer that runs from Gayle's, under S.O.M. Center and under the east properties. I am not certain which of the properties that it is on. The applicant may want to determine where it is so they do not hit it while digging. Looking at highway drawings, the State may own the ROW. Your updated legal description would probably cover that. *Thank you.*

(Lillich) We ran into that at the car agencies down there. It was State owned. *Would that help out apron issue?* (DiFranco) No.

(Smith) Just a general comment: This is exactly the type of development we look for. We have lots of examples of various developments and the quality that he provides. It is a pleasure to approve this type of development.

**MOTION:** John Lillich moved to grant Preliminary Approval of Plans for the new 2-Story Office Building at 2723 S.O.M. Center Rd. based on Section 1111.15 Equivalency Provision. Seconded by James Shannon.

Additional Discussion:

(Shannon) I like the quality that I am hearing here and the track record speaks for itself.

Voice Vote: Ayes Unanimous.

**Motion Passes: 5/0.**

Further Discussion:

(Applicant) What is next for us?

(Smith) Normally, I would sign a piece of paper and hand it to you, but we do not have a clerk today.

(DiFranco) You have Preliminary Approval. You will come back for Final Approval. Once you have Final Approval, you can apply for permits.

**UNFINISHED BUSINESS**

Mr. Fiebig reported on the CSL Plasma Center and the Committee of Council. We had a meeting. We discussed what the Zoning code is with regard to what their application was. They came with three of their members that were here but they also brought their attorney to represent them and to speak on their behalf. Discussions with them went about 30-45 minutes.

The Committee of Council recommended that this body [PCABR] is the appropriate one to make the decision. It is not the Committee of Council that makes that decision. But also out of that meeting, given the nature of the request and the fact that they came with an attorney, I think it would be appropriate for this body to ask for legal representation. Since we do not have a Law Director at the moment, I think this body could make a motion and ask the Mayor to provide this body with legal representation as it pertains to the Zoning Code and this approval

**MOTION:** John Lillich moved to request that the Mayor provide legal representation for the PCABR, preferably somebody well versed in zoning code, specifically when dealing with the applicant for CSL Plasma,  
Seconded by David Fiebig.

Additional Discussion:

(Fiebig) It is a prudent measure and one that protects the interests of the City. It is appropriate in case they do come forward and we assume they have not lost interest and that they are going to continue to pursue this.

(Smith) I will remind the Board and anyone else who is here of the approval process that they would have to go through. They applied for Preliminary Approval. The Board postponed that. They have to come before us again to again request Preliminary Approval. If the Board grants Preliminary Approval, it will then go to a Public Hearing. That Public Hearing will be advertised. Anyone who wishes to attend may and voice their support or disapproval with the applicant. Then, on a separate meeting, The Board would hold Final Approval. In the past, this Board has voted for Preliminary Approval just to allow the public to voice their opinion. That is the order of approval.

Voice Vote: Ayes Unanimous.

**Motion Passes: 5/0.**

NEW BUSINESS

None

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT (Fiebig)

Report was given under Unfinished Business.

BUILDING COMMISSIONER'S REPORT (DiFranco)

No report

Mr. Lillich requested update information re: the applicant for the Flood Plain.

Mr. DiFranco said that his last contact was about a month ago. They did have concerns about cost. He is not sure it is proceeding.

CHAIRMAN'S REPORT (Smith)

1) Welcome to James Shannon! We appreciate it and look forward to working with you.

2) As we can all see, we do not have a clerk here today. I do not think it is very responsible for the Board to be holding meetings without a clerk. They are the ones who make sure we meet our legal requirements in recording and having the paperwork to sign for the applicants, like in the case of today. I will probably not approve another Planning Commission or ABR until we have a clerk to sit with us and serve the Board.

(Fiebig) I don't know why the Mayor does not have anybody here, but I can say that Council did appropriate the funds for someone to be here. So I am at a loss as to explain why. You would have to ask him. But he is not here. There will be a Special Council meeting coming up at 8:00 PM. I can bring it up in that meeting so the rest of Council is aware that that would effectively be like a strike if he is not providing someone that we have appropriated money for. I will bring that up with the rest of Council.

(Shannon) Is it possible that there is a discrepancy in how much money we are allotting versus what he is suggesting? This is simply a matter of information.

(Fiebig) I cannot imagine that would be an issue because it is pretty clear when we appropriate funds.

(Fiebig) Another thought is that any Commission can appoint one of their members as a clerk or secretary to take minutes and so forth. That is not what I am suggesting but it doesn't pre-empt the process because we don't have a paid person to be here.

**MOTION:** John Lillich moved to adjourn the meeting.  
Seconded by Councilman Fiebig.  
Voice Vote: Ayes Unanimous.  
**Motion Passes: 5/0**

Meeting Adjourned at 7:45 P.M.

Katherine Lloyd  
Clerk (from recording)

[Signature]  
Chairman  
6.7.18  
Date Approved