

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

MEETING MINUTES
May 21, 2020

CALL TO ORDER: 7:03 P.M.

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

ABSENT: Jonathan Irvine

Clerk: Katherine Lloyd, Clerk

Also Present: BZA Representative Frank Cihula, City Engineer Pietro DiFranco

Also Present in Zoom remote meeting: Representatives for each of the scheduled projects and other interested parties.

MOTION: James Shannon moved to excuse the absence of Jonathon Irvine.
Seconded by John Lillich.

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

Correspondence:

- Emails dated 1/23/20 to 5/4/20 with Asst. City Engineer Trepal and Tony Miller RE: 2857 Hayes Drive for the 5/21/20 PCABR Meeting.
- Email dated 2/26/20 from Asst. City Engineer Trepal RE: Conditional- 2857 Hayes Drive - Accessory Storage Structure in a Flood Plain (attached review sent for 3/5/20 PCABR Meeting).
- Email 5/9/20 Mayor Gardner RE: PCABR 5/7/20 Meeting Follow-up
- Email dated 5/11/20 from Asst. City Engineer Trepal RE: Preliminary Review for Major Addition to Single Family Home – 372000 Chardon Rd.- attached
- Email dated 5/12/20 with Chris Hallum RE: Zoom Setup for PCABR 5/21/20 meeting.
- Email dated 5/14/20 to News-Herald and Communications RE: PCABR 5/21/20 remote meeting - Zoom Access ID # 842 0400 6681
- Email dated 5/13/20 from Asst. City Engineer Trepal RE: New Signage- 27970 Chardon Rd - Papa Smokes

Disposition of the Minutes for the Meeting of May 7, 2020

MOTION: John Lillich moved to accept the Minutes of May 7, 2020 as presented.
Seconded by Jim Shannon.

VOTE: 6 AYES. Motion Passes.

Minutes of May 7, 2020 are approve.

ARCHITECTURAL BOARD OF REVIEW

City Engineer DiFranco made a correction to the Agenda. Item #1 under Planning Commission is a house addition for Parkview Land Development will be moved to Architectural Board of Review as Item #3.

Public Portion opened at 7:08 p.m.

No Public Comments

Public Portion was closed at 7:09 p.m.

1. Tony and Vicki Miller

Owner: Leah Anne Vincent

Agent/Contractor: Tony and Vicki Miller

Architect: N/A

Engineer: N/A

2857 Hayes Drive – Accessory Structure – PPN: 31-A-002-B-00-011-0

Plans received by City Engineer 2/26/20

Plans reviewed by City Engineer 2/26/20

Previously on 3/5/20 PCABR Agenda but no one present for review.

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

Present: Tony and Vicki Miller

City Engineer Comments:

We would recommend approval of this accessory structure based on a couple conditions.

- The existing two lots shall be consolidated.
- The accessory structure is flood-proofed by using flood resistance materials along the bottom 3 feet and sufficient vents are provided.

Board Comments:

(Elliott) I looked at the structure and wondered why you chose to construct that type of a structure?

(Miller) *That is the structure that I have had since a friend gave it to me in Wisconsin. I have put it up in each of the places that we have lived. In the past, I covered it with a tarp, but the first winter when we were here, there was three feet of snow that collapsed the roof. I reconstructed it and roofed it with galvanized steel and plastic tough glass on the top. I do apologize. I self-reported this building. I had no idea that it needed any kind of review or permissions. I never had it anywhere else.*

(Elliott) My concern is the appearance. It does not match anything on your lot or any of the surrounding lots. (Miller) *I understand that Willoughby Hills is where the 'Country meets the City. You can't get much more country than that building. We are out in a secluded neighborhood on a dead end drive, not much traffic. I have asked a couple of my neighbors, including the gentleman who will be building the new house next to us. They have no problems with that building being there. It is tucked back between the garage and the wooded area. You can hardly see it. It is not completed. If it were on the other side, it would stick out like a sore thumb.* (Elliott) I did see it when I drove by.

(Lillich) My concern is that we have set certain standards that we have asked people to comply with for over 40 years even on accessory buildings that are hidden behind their house. We have asked that the architecture, siding, shingles, colors, etc. all match the existing home. I am reticent about this one because it meets none of those standards that have been established for many, many years. I do not want to set a precedent.

(Shannon) I concur with what John said. When you drive down the street, there is a general uniformity of structure and style. It is nice he asked the neighbors but that is not the way we judge these things. I wonder if a structure could be built over that to match the architecture in the neighborhood.

(Taylor Draper) I agree. The home and garage and area are beautiful but the accessory building does stick out. It does not seem to meet or equal the standard of the home and the garage.

(Gardner) Is there a way to get the coloring and façade to match the garage more? I am trying to understand that from the owner's perspective.

(Miller) *I can try and cover it. The steel is preventing the structure from collapsing under snow again. If I take the steel off and put on vinyl siding like what is on the house, I do not believe the structure would support the snow load as well as the steel.*

(Gardner) I was thinking about over it or wrapping it, rather than replacing it.

(Miller) *What do I need to do to keep this building there?*

(Elliott) There are ways to veneer that exterior base with thinner wall screens like 1 ½ inch to 2-inch grain screen type façade that would match the house and still give it the structural integrity.

(Lewis) The minimum thing that can be done that would match the house is paint it. The minimum thing that can be done to make it more like the house is paint it. You would still have the striations. You would still need to trim it. (Miller) *The color?*

That is the first thing. What stands out is how bright it is because it is so shiny, no matter where you put it. It could also be screened with something. That would have to be researched. Overall, if you dressed it up to look like the house, I don't think we would have a problem with it. The cost could be relatively low.

Owner/Representative Comments:

(Miller) *I would appreciate any help. Honestly, I cannot move it anywhere else on the property because of the slopes, lay of the land and the wet areas.*

- *All materials from the ground to the between three and four feet off the ground are treated lumber, non-ground contact*
- *I have Vents that are rated for the side of the building, one to go on each end, either in the doors or in one of the sides. They have not been installed. I was told I could move forward at all because I did not have any approval.*
- *I put in 8 ground anchors, 40 inches down. You should have the pictures in the packets. That is 4 more anchors than I have ever put in it, even out in the open field in Wisconsin. Each of the poles or arms inside the ribs is connected to one of the ground anchors with a ratchet strap. There are 20 ratchet straps hooked to the eight anchors.*
- *I will do some research to figure out how to 'skin' it or cover it so it looks more like the house. I am not opposed to doing any of that. But can I move forward? Kevin told me not to move forward because I don't have permission from the Board or building permit.*

(Elliott) Before you move forward, we need to approve what the solution is.

(Lillich) Structural considerations are not the concern of this Board. They are the concerns of the Engineering Department. This Board is looking at the looks and architectural appeal. We have an opportunity here to either postpone this review to the future or we can deny this and you can come back with another whole new set of plans. It is your preference.

(Miller) I don't see going backwards and starting all over again. The packet is not going to change, except for the appearance on the outside of the building. I think it should be postponed to the future when I have a solution or when I do not have a solution and have to take it down.

MOTION: John Lillich moved that Board postpone the decision on this particular item at 2857 Hayes Drive pending Mr. Miller's research and he can come back with something more architecturally appropriate.
Seconded by Ron Lewis.
VOTE: 6 AYES (6-0). Motion Passes.

Additional Discussion:

Mayor Gardner asked Mr. DiFranco to set up time with Mr. Miller to provide some guidance. We want to work with him to see what the options are. Mr. DiFranco can reach out to any member of the Commission who have experience with this.

Mr. Miller asked about plastic wrap in colors that boats are wrapped in. Mr. DiFranco suggested the PVC type material that some of the salt domes are wrapped in. They can be made in the color of the house. They will set up a meeting for further discussion.

2. Papa Smokes

Owner: Richard Favazzo

Agent/Contractor: BNextDesign

Architect: BNextDesign

Engineer: N/A

27970 Chardon Rd_ New Signage- Papa Smokes Building_ PPN: 31-A-008-C-00-044-0

Plans received by City Engineer 5/12/20

Plans reviewed by City Engineer 5/13/20

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

Present: Dale Patel, owner.

City Engineer Comments:

The sign conforms to Code. However, there is an existing string of lights around the windows which do not conform to Code. We would like to bring the whole front of the store into Code. We would recommend approval of the sign as long as the string of lights is removed.

(Patel) That is not a problem. It will be gone in a few days.

Board Comments:

(Shannon) asked about the previous sign, 'Save of Cigs and Beer' and whether any 'ghost' markings from the previous sign attachments on the façade. If it does, can that be dealt with?

the new sign will be bigger than the existing sign. That should not be an issue but if anything shows up, we will paint it or do whatever needs to be done. I will not cut corners. I want the sign to look right.

(Elliott) confirmed that the sign will go in the same spot with a larger unit. *(Patel) Exactly.*

(Lillich) In the image of the sign, are the sign letters scaled? The sign looks like it is taller and also hangs below the existing façade. The first and second letters 'P' look very tall. Is that an accurate rendering?

(Patel) It is accurate. We want to emphasize the first word, 'Papa;

(Taylor Draper) asked what will be sold at this establishment.

(Patel) *We have smokes and cigarettes, chips and right now, beer and wine. I am taking the beer and wine out. That is why the name is changed. It will just be a smoke shop with items found in a smoke shop- loose tobacco, cartons of cigarettes at state minimum. It is an existing business. You are welcome to come in.*

(Shannon) This does not include vapors?

(Patel) *I will have pretty much everything you would sell in a smoke shop these days- vape, cigarettes. I am already there, so you all can come in and see what I have.*

(Taylor Draper) None of the medicinal marijuana, correct?

(Patel) *CBD is everywhere. I have CBD in my shop. It is not called medicinal marijuana. It is actually called CBD.*

(Gardner) The difference is that medicinal marijuana requires a prescription and can only be sold by state licensed dispensaries, which I don't think Papa Smokes is. CBD is a different product available in any retail establishment. Mr. Patel, you are moving the beer and wine over to the liquor store?

(Patel) *Correct. That is why I am changing the name. There will be no alcohol at Papa Smokes.*

MOTION: Mayor Gardner moved to approve the New Sign on the Papa Smokes store at 27970 Chardon Rd. as presented as long as he follows the guidelines in the document that he said he will remove the lights from around the windows. /

Seconded by John Lillich

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

The signed papers will be at City Hall tomorrow after 9:00 AM.

3. Parkview Land Development

Owner: same

Agent/Contractor: TBD

Architect: Joseph L. Myers Architects, Inc.

Engineer: The C. W. Courtney Company /

372000 Chardon Rd. – Preliminary Approval - Major Addition to Single Family Home

– PPN: 31-A-002-A-00-002-0

Plans received by City Engineer 5/4/20

Plans reviewed by City Engineer 5/11/20

Present: Joseph Myers, (Architect) and Mark Bellich and his wife.

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

Owner/Representative Comments:

The existing house is a little bungalow in pretty poor condition. It will be renovated. The exterior will be redone with the same materials as the intended addition so it will all present as once complete structure.

It will be a traditional farmhouse with white board and batten siding, charcoal shingles and black metal accents

(Lillich) Why is this for Preliminary Review and Approval?

(Myers) The construction drawings are not completed yet. They will go back to Mr. DiFranco once we are ready to go to the Building Department. There are many facets to this project. We want to make sure we get through the Architectural Review Board and know everything is good before completing the rest of the construction drawings.

That covers it. No further report.

Board Comments:

(Elliott) The existing structure does not have a basement?

(Myers) *It does have a basement. The new addition is on a slab.*

(Bellich) *The existing house has a basement. The new house is on a slab. If we could get Final from the Architectural Review Board, I would just as soon do that. The exterior is complete. We just haven't completed the details.*

(DiFranco) That is not possible because we have not received the final site plan yet. (Bellich) *Okay.*

(Lillich) This is a major enhancement.

MOTION: John Lillich moved for Preliminary Architectural Approval of the plans for the Major Addition to the Single Family Home at 372000 Chardon Rd.
Seconded by James Shannon

Additional Discussion:

(Lewis) On the existing house, will the foundation be Thorosealed?

(Myers) *Right now it is not brick to grade and so it is to cover the block between the siding and the house. We don't want to add synthetic stone only at the base. The Thoroseal will be tinted the same color as the stone. It will have a stucco look that ties it all together and you don't see the old block foundation.*

(Gardner) There is no living space above the far garages?

(Myers) *No, the door and the windows up there are just decorative. It is a false door and the windows bring light into the garage. There is no living space. It is at a different level from the rest of the second floor.*

(Shannon) You are saying there is access to the second floor? Like a crawl space?

(Myers) *The garage to the right? Yes. There is no staircase going up to it. But there is access to the garage attic roofline You cannot get into it from the second floor of the house.*

VOTE: 5 AYES and 1 Abstention (Gardner). **Motion Passes.**

The signed papers will be at City Hall tomorrow after 9:00 AM.

The Architectural Board of Review portion of this meeting was closed at 7:42 PM.

PLANNING COMMISSION

Public Portion opened at 7:43 p.m.

Frank Cihula, BZA Representative

The motion was for Preliminary Approval. Does that mean they have to come back for Final Approval?

(DiFranco) Yes.

Public Portion was closed at 7:44 p.m.

Unfinished Business:

Mr. Lillich had a follow up question on the tree cutting on Dodd Rd. He said someone mentioned that someone who spoke with Mark Grubiss had spoken with the landscaper who did the cutting. He said the owners requested the cutting so they could see the river. He was not sure where he had heard it. If that were the case, all the other arguments are moot.

New Business:

None.

Mayor's Report:

- I have begun looking at options for a Zoning Inspector. I have consulted with people inside the City and out. I am waiting for some feedback.
- We are also looking for a little more information on the economic effect of the Pandemic. A lot of what comes in now is from April. That was the month we were the most shut down. That will help guide us.

Council Representative's Report (Tanya Taylor Draper):

No report at this time.

Building Commissioner's Report (Pete DiFranco)

No Report

Chairman's Report:

I have been reviewing the Master Plan that was provided to me. I would like to start preliminary meetings and see if we can get a group together with the Mayor. It is a lot to digest.

(Gardner) You can take the lead on that. Whenever you call a meeting, we are happy to participate.

For the Good of the Order (Gardner):

- Major Gardner reported that Katie (Clerk) stopped at Mr. Irvine's house this week, to deliver his packet for tonight's meeting. Mr. Irvine said he thought the former chairman, Mr. Smith that he was resigning. Apparently, he never put anything in writing. We will send him a letter and try to call Mr. Irvine to check on his status. Hopefully, he will contact me soon after Katie's visit to let us know what his status is.
- I do have a Resolution honoring Mr. Smith for his hardworking service to the community. I would like to present it him at some time in the future if we can start meeting in person. It has already been delayed. At this point, we may try doing it electronically.

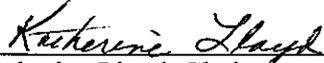
Adjournment

John Lillich moved for adjournment.

Seconded by Tanya Taylor Draper. Voice vote. All in favor. Motion Passes.

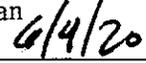
The meeting was adjourned at 7:48 p.m. by Chairman Tom Elliott.

Respectfully Submitted:



Katherine Lloyd, Clerk,



Chairman


Date Approved