

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

MEETING MINUTES
June 18, 2020
Remote Meeting via Zoom ID #867 0763 9738

CALL TO ORDER: 7:00 P.M.

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

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.

(Mayor Gardner) Mr. Irvine sent in his written resignation a couple days ago. I hope you will accept it with regrets. He is no longer a member of the Board. We can start a search for a new member when it is appropriate.

MOTION: James Shannon moved to accept the resignation of Jonathon Irvine.
Seconded by John Lillich
VOTE: 6 AYES (6-0). Motion Passes.

Correspondence:

- Email dated 5/21/20 from Council Representative Taylor Draper to the PCABR RE: The Vault - with attached photographs.
- Email dated 6/8/20 from Asst. City Engineer Trepal RE: 27505 Chardon Rd. - Marc's Signage.
- Email dated 6/10/20 from Asst. City Engineer Trepal RE: Conditional Approval – Accessory Structure in Floodplain - 2857 Hayes Dr.
- Email dated 6/11/20 from Asst. City Engineer Trepal RE: 28885 Chardon Rd.– New Single Family Home.
- Email dated 6/11/20 from Asst. City Engineer Trepal RE: 2613 River Rd - New 12 FT x 24 FT Shed.
- Email dated 6/11/20 from Asst. City Engineer Trepal RE: 2904 Cricket Lane – Detached Garage
- Email dated 6/11/20 from Asst. City Engineer Trepal & City Engineer DiFranco RE: 29483 Sayle Dr. - postpone approval - house addition
- Emails dated 6/11/20 with Chris Hallum RE: Zoom Setup for PCABR 6/18/20 meeting.
- Email dated 6/12/20 to News-Herald and Communications RE: PCABR 6/18/20 remote meeting -Zoom Access ID: 867 0763 9738
- Email dated 6/18/20 Mr. Joseph Terranova RE: Updated information about his Accessory Building – attached.

Disposition of Minutes **June 4, 2020**

MOTION: John Lillich moved to accept the Minutes of June 4, 2020 as presented.
 Seconded by Tanya Taylor Draper
 VOTE: 6 AYES. Motion Passes.
 Minutes of June 4, 2020 are approved.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:06 p.m.

Joe Terranova, 29483 Sayle Drive
He asked about procedure for applicants to speak. Procedure was reviewed.

Public Portion was closed at 7:08 p.m.

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1. Archer Sign Corp. (Dan Bertke)
 Owner: Bishop Checkmate LLC
 Agent/Contractor: Archer Sign Corp. (Dan Bertke)
 Architect: Archer Sign Corp.
 Engineer: N/A
 27505 Chardon Rd – Marc’s Signage – PPN: 31-A-008-0-00-030-0
 Plans received by City Engineer 5/28/20
 Plans reviewed by City Engineer 6/8/20

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

Present: Jerry Archer (Archer Signs) representing the new signs going up at the new Marc’s.

City Engineer Comments:

- This review of signage is just for the Marc’s store going into the Giant Eagle space. They are proposing signs on the front of the building and the side of the building using standard names of grocery items.
- It all conforms to Code. We have no issue.

Board Comments:

(Elliott) The signs are labelled, A, D, E and F. Will they all be illuminated? *They all illuminate.*
(Gardner) I saw the square footage for the east side. It indicates the allowable SF. On the south side, it just indicates that there will be 74.75 SF. It does not indicate what was allowable.
(DiFranco) Total Allowable on the primary frontage is 542 SF. The 140 SF is under the 271 SF Total Allowable for Secondary Frontage
(Elliott) That is listed on the front sheet of the review, Pete?
(DiFranco) Correct. The table on the top gives the Allowable Building Signage. The table underneath gives what is proposed.

(Shannon) The cursive writing on the sign is not on the actual wall? It is on the sign and is illuminated? *Are you referring to where it says 'Fresh Produce' – Yes. That is an actual channel unit. Nothing is painted on the building.*

(Lewis) Looks good.

MOTION: Mayor Gardner moved that Board approve the plans for Signage for the Marc's store at 27505 Chardon Rd.
Seconded by John Lillich.
VOTE: 6 AYES (6-0). Motion Passes.

The signed paperwork will be at City Hall tomorrow before 9:00 AM.

2. Leah Anne Vincent

Owner: Same

Agent/Contractor: Tony & Vicki Miller

Architect: N/A

Engineer: N/A

2857 Hayes Dr. – Accessory Structure > 200 SF in Floodplain – PPN: 31-A-002-B-00-011-0
and PPN: 31-A-002-B-00-012-0

Plans received & reviewed by City Engineer 2/26/20

Project tabled 3/5/20 and 5/21/20

Updated Plan received by City Engineer 6/10/20

Updated Plan reviewed by City Engineer 6/10/20

Present: Tony and Vicki Miller (daughter and son-in-law of Mrs. Leah Anne Vincent)

(Chairman Elliott) This is the project which was tabled. The second time it was presented, the Board sent it back for some revisions.

City Engineer Comments:

We looked at some options to improve the aesthetics. Tony will explain what he looked into and what he is proposing.

Owner/Representative Comments:

Options checked:

- Rhinoshield coating - They have a minimum of \$7,500.00
- Plastic Wraps aka 'Soap House'
 - A couple of businesses were contacted. Only one business responded.
 - Cost to cover just the 'half round' part, not including the front and the back, is \$1,700.00. But they are reluctant because of the sharp edges of the metal.

Tony proposes to etch the galvanized steel. Put on a bonding primer. Then put on a paint that is designed to adhere to that type of steel.

- That is his considered best option. He has not looked at prices but is probably less expensive than the other two options.
- Plan for the aesthetics of the existing accessory building:
 - Paint the body of the structure (all of the shiny steel) a similar tan color to what is painted on the house and the garage.

- o Paint the doors and anything to match the white trim on the house. The doors are already white so he does not plan to paint them over.

Board Comments:

(Shannon) The shade of tan was described as similar. It would be better if we could see the actual color and compare it to the house. *(Miller) I will take pieces of the siding and trim from the house to a store and have it color matched for something similar or close. It may not be exact but it will be very close. If you match it as close as you can, it would not be a problem. We just don't want two different shades. (Miller) It will be matched as close as I can.*

(Gardner) Just to confirm, you will hang those doors on the bar across the top. *(Miller) It will be like a sliding barn door. The doors are re-claimed, horizontal garage doors that have rollers on the ends so they can slide. Also, if he asks someone to commercially match the paint, it will be very close.*

(Elliott) That was our main concern from the original plans because the existing accessory structure did not match the existing house on that property or anything in the neighborhood. You need to bring it close. *Absolutely.*

(Gardner) The extra bar that you don't need for the sliding door, will that be cut off? *(Miller) The full length is necessary to slide the doors all the way in each direction so the opening is clear. It and the trim will be painted to match the 3-car garage that is next to it? All trim will be white. All of the trim on the house and the garage is white. The only color difference between the house and the garage are the dark garage doors.*

(Lillich) This is on the Agenda for Conditional Use. We are talking about architectural approval here. Are we considering both tonight? We have done both in the past. I would like to do that but I would like some type of a rendition or sketch of the front elevation so we know what it will look like. Right now it is only in everyone's imagination.

(Shannon) I agree with John. I need some sort of picture.

Elliott) Would you be able to do a sketch or picture of the outside façade so we could see it.

(Miller) The Board has pictures

(Lillich) We are concerned about the finished look, not what it is right now.

(Miller) I have no plans. It will be a very rough drawing.

(Elliott) We will need it. I understand that the building has followed you. It is pre-existing and has a certain look but it needs to conform to the guideline that we have to follow.

(Lillich) A color rendition is not necessary.

(Gardner) Color is not necessary. We need even just a sketch to show what the doors will look like, one with the doors open and one with the doors closed.

(Miller) I have a set of doors ready. If I could hang the doors and take a picture of the doors open and shut, would that satisfy you? Understand that there is still not steel on the building yet. It will be in color.

(Elliott) Yes, that would show the finished product and the background – as long as we seen the door.

(Miller) I will get a picture.

MOTION: John Lillich, moved that Board give Conditional Approval for the Accessory Structure > 200 SF in the Floodplain at 2857 Hayes Dr.
Seconded by Tanya Taylor Draper.

Additional Discussion:

(Miller) Does that mean I can request a Building Permit?

(Lillich) You have to have the signed Architectural Approval to get a Building Permit.

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

The signed paperwork will be at City Hall tomorrow before 9:00 AM.

3. A.J. Dinunzio

Owner: MAGAAS LLC

Agent/Contractor: MAGAAS LLC

Architect: Fischer & Associates.

Engineer: Polaris

28885 Chardon Rd – New Single Family Home – PPN: 31-A-008-H-00-014-0

Plans received by City Engineer 6/11/20

Plans reviewed by City Engineer 6/11/20

Present: Andrew Dinunzio, 2877 Rockefeller Rd.

City Engineer Comments:

This is construction of a new home on a vacant lot. It conforms to all of the Codes. He has obtained all county approval except to Building. We recommend approval.

Board Comments:

(Lillich) Looking at your plans, these computerized drawings do not always accurately reflect what you are going to do. The front is beautiful. On the left, right and rear elevations, the windows are not trimmed out with the 4-inch trim that we normally ask for. The garage doors look plain. Will they be panelized or will they have some sort of trim?

(Dinunzio) The doors will be panelized. They will not be as plain.

(Lillich) The computer does not do things. You also need trim out around the door and windows 3-4 inches. That does not include the trim that comes with the window. It needs to be on the drawing.

(Dinunzio) I understand/ You made me do that at my house. I will talk with the architect on the phone in this meeting.

(Fischer) Those are all easy things to take care of. We will work with Andrew on those.

(Elliott) Will that be adhered veneer stone on the exterior?

(Fischer) I can show an example. Andrew Dinunzio showed an actual size sample on his screen. It is a dry stack Stone Craft Ledgestone.

(Elliott) You have exposed foundation wall.

(Fischer) The stone carries 2 feet around the corners from the front elevation. The siding does not go all the way down so it is CMU exposed foundation once we get beyond the two feet of stone around the corners.

(Elliott) The Code requires the foundation to be covered masonry. You are not supposed to have any exposed CMU at all, all around the house.

(Lillich) You are not supposed to have any exposed foundation, period.

(Lewis) You can have brick to grade or adhered veneer which could be an issue. The Manufactured Veneer Association recommends that adhered veneer be 4 inches from finished grade. If exposed brick, it should match the stone.

(Dinunzio) This house is already sold. The owner picked everything out.

(Elliott) It still has to meet Codes.

(Fischer) Could we go with a poured basement wall with a brick appearance on it?

(Lillich) Yes, particularly if you paint or dye it.

(Fischer) Andrew, we can talk about that.

(Dinunzio) For sure.

(Lillich) It looks like it will be a very attractive home.

MOTION: John Lillich moved that Board approve the plans architecturally for the New Single Family Home at 28885 Chardon Road, with the notation that the doors and windows on the left, right and rear elevation be trimmed out 3-4 inches, the garage doors will be panelized, the exposed foundation will be covered with brick or possibly stamped poured concrete walls.

Additional Discussion:

(Fischer) We are definitely doing poured concrete walls.

(Dinunzio) Do you want trim on the front? It has shutters.

(Lillich) You have shutters. It looks beautiful.

(Shannon) Do we need to specify the height of the base?

(Lillich) That is an engineer consideration. We are just talking about architectural. There will be no exposed foundation above grade, so the height is taken care of.

Seconded by James Shannon.

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

The signed paperwork will be at City Hall tomorrow before 9:00 AM.

4. Kenneth & Susan Brooks

Owner: Same

Agent/Contractor: K & K Barn Sales

Architect: Old Hickory Buildings

Engineer: Old Hickory Buildings

2613 River Rd - 12 ft. x 24 ft. Shed - PPN: 31-A-011-F-00-004.0

Plans received by City Engineer 6/11/20

Plans reviewed by City Engineer 6/11/20

Present: Ken Brooks

Owner/Representative Comments:

We are taking out the old shed and replacing it with a new shed by Old Hickory.

What type of base do you need me to use for the shed? Stone? Concrete?

(DiFranco) That is a question for the Lake County Building Department.

City Engineer Comments:

It conforms to Code. We have no issues.

Board Comments:

(Gardner) Is this shed a little bigger than what we require approval for? Why are we doing it?

(DiFranco) Our threshold is 200 SF and this shed is slightly over that.

Gardner) We appreciate you coming through with it. Looks great to me.

Brooks) Do we need to pick up a permit then?

(Elliott) We have not voted on it yet.

MOTION: Tanya Taylor Draper moved to approve the new **12 ft. x 24 ft. Shed at 2613 River Rd,**

Seconded by James Shannon.
VOTE: 6 AYES (6-0). Motion Passes.

The signed paperwork will be at City Hall tomorrow before 9:00 AM.

5. Mike & Cindi Engbert

Owner: Same

Agent/Contractor: Shannonwood Homes

Architect: Shannonwood Homes

Engineer: Shannonwood Homes

2904 Cricket Lane – Detached Garage – PPN: 31-A-008-G-00-021-0

Plans received by City Engineer 6/11/20

Plans reviewed by City Engineer 6/11/20

Present: Duane Schreiner (Shannonwood Homes) representing Mike and Cindi Engbert

City Engineer Comments:

- They are building a detached garage. It conforms to Code. We do need one clarification.
- There was no rear setback shown on the site plans. It is a very deep lot. How close will it be to the house?

(Schreiner) The lot is 400 feet long. Garage will be about 20 feet off the house. [Location shown and calculations given]

(Lillich) You will be well within the setback.

(Gardner) As long as you can confirm that the drawing is to scale from the house to the garage, that will be good enough.

(Schreiner) Yes, that was to scale.

Board Comments:

(Lillich) The home is brick. The garage will have vinyl siding.

(Schreiner) This is not the color of the garage. [Front of garage was shown.] It will be 22 feet wide. They will use the Stockton long panel, glass, insulated door and carriage lighting.

The color of the siding will be Hampton red to match the brick. Hampton Red with brown foil and brown gutters to match the house. The garage door will be brown. Shingles will also match.

(Gardner) The setback on the side yard looks 15 feet? (Schreiner) Yes, 15 feet in the minimum. We are definitely keeping it at 15 feet.

(Lewis) Is that 15 feet to the structure or to any overhanging portion of the building? (Schreiner) There will be a 1-foot overhang around the whole house.

(Lewis) Is that 15 feet to the overhang or to the building? If is to the overhang, you to keep to 16 feet.

(Schreiner) We could do a 1-foot overhang on the front and 4-inch overhang on the sides. You don't consider gutter as part of an overhang? (Lillich) We consider gutter also.

(Lewis) You would have to be 16 feet. (Schreiner) 16-feet would be fine. A garage that size should have a 1-foot overhang. I will put it in for 16-feet.

(Lewis) On your section through the garage, there is an 8-inch buffer on the floor. Is that a curb?

(Schreiner) It is a curb. We are going 42-inch footers and an 8-inch ramp wall all the way around. It is all concrete.

MOTION: John Lillich moved to approve the Detached Garage at 2904 Cricket Lane noting that with the overhang, it will require a 16-foot offset from the foundation to the sideline.
Seconded by Ron Lewis.
VOTE: 6 AYES (6-0). Motion Passes.

The signed paperwork will be at City Hall tomorrow before 9:00 AM.

6. Joe Terranova

Owner: Same

Agent/Contractor: Pole Barns Direct

Architect: C.J. Heinz & Associates, LLC

Engineer: N/A

29483 Sayle Dr. – Addition to Single Family Home – PPN: 31-A-006-J-00-007-0

Plans received by City Engineer 5/13/20

Plans reviewed by City Engineer 6/11/20

Present: Joe Terranova

City Engineer Comments:

- My recommendation is to postpone. At the time of my report, there were still 9 of the 19 comments outstanding. The sketches were missing information or unclear. That makes it difficult for an inspector to enforce in the field if we can't read the drawing or when we do not know what the dimensions are or what the materials are.
- I will leave the Architectural Review to the Board. If it meets your standards, we can work with that.
- I am very concerned about the grading and drainage. It is a big addition, 68 feet long. The grading from the neighboring yards comes towards that addition.
- On the site plan, there are a few things I would like to see.
 - One is a swale along the east property line that will capture any drainage and convey it to the rear yard. The soil should be at least 1-foot deep with 3:1 side slopes.
 - The downspouts nearest the house on both sides of the addition connected to the house system so they are not splashing on the ground. If there are downspouts in the rear of the building, those could splash on the ground because they flow to the north away from any other houses.
 - There needs to be a silt fence or a straw waddle along the property line on the east side to prevent any sediment going on to the neighboring properties during construction.
 - There was some updated information sent today. I have not had a chance to look at that.

Board Comments:

(Elliott) Did everyone receive the updated information or do you feel that you have enough information based on what you are seeing?

(Taylor Draper) Is this the Zoning Permit Rebuttal Letter that Pete is referring to that he did not have a chance to look at?

(DiFranco) I was referring to the Rebuttal Letter, as well as revised drawings.

(Elliott) I have not had a chance to look at the revised drawings

(Taylor Draper) I have not either.

(Lillich) Nor I. There are too many outstanding issues. I would like to see a little more complete application before we consider.

Shannon) I agree with that. There are too many issues here. We need more clarity.

(Lillich) Actually, it seems to be an attractive looking addition.

(Lewis) It would be nice if we had pictures of the existing stuff. Existing pictures help a lot.

(Elliott) To Mr. Lewis' point, it is difficult without seeing the existing colors. I would have to review the drawings a little closer.

(Lillich) With your concurrence, I would like to postpone this to our next meeting to give a chance to get caught up on anything that is missing and give our City Engineer opportunity to review it more thoroughly because basically we are making a decision in the dark.

(Terranova) I could not disagree more with that. It is a pole barn. I am not trying to build a house. I totally understand that it is larger structure than many people do or whatever the case is. Pete did not have an issue with anything else that is being done. His issue was that he was unclear what the markings are on the drawings. I understand if the Code says you can't build higher than 30 feet and you want to build 35 feet. That is a legitimate concern.

- Thank you, Pete. I know it has been a long road. We started this three years ago. You and Kevin have been awfully helpful with a lot of my questions. The pole barn was about the fifth choice that I had.
- One of the reasons I went the route of the pole barn was the ease of building it and it does not have a lot of moving parts to be reviewed. There were things I have shown that were unclear or not spelled out and needed to be confirmed. That is no longer the case. It is white with a black roof that will match my existing house, which is white siding and an existing roof. There is not a whole lot to the structure.
- Addressing Pete's concerns, there will be straw waddles for the sediment control. Downspouts will run all the way to the back of the house, so there are no issues there. There is nothing more I can provide that I have not already provided. You may not have had time to look at all the updates. I understand that. But we are not dealing with some massive project.
- It is a very simplistic pole barn that is being attached to the house. Delaying longer than it already is does not make sense to me.

(Elliott) I appreciate that and I appreciate your comments. You need to understand that the paperwork we have here has a lot of red lines with information that is missing. Based on the information that we have received and the amount of time we have had to review it; I do not feel comfortable approving something without thoroughly looking at something I am approving. To get something at the last minute and not being able to look at it, that is not the way I feel comfortable doing things.

(Lillich) I will add that the City Engineer did make some comments. He was unsure of the grading. We have run into problems with grading not being correct and putting imposition on neighbors that caused expensive remedial work. To avoid those types of things, if I had to vote for it tonight, my vote would not have been affirmative.

(Lewis) Based on what you are saying, you gave us all the information, we just have not had an opportunity to look at it. Without knowing that the grade has been corrected, it is not a decision I feel ready to make either.

(Taylor Draper) Mr. Terranova, you and I have had a conversation. Do you understand exactly what is being asked of you and if you do, are saying that the information that you provided at the last minute satisfies those questions?

(Terranova) Yes, on both accounts. Everything that Pete needed or just a clearer view of to make sure that something says '32 feet' and he sees that it is 32 feet, or what the scale is to the rear elevation. All that stuff has been buttoned up. I do not know where the elevation concern is coming from. I understand what Pete is saying, in terms of once the building is up, where we will be pointing the water. Those have all been addressed.

- Pete knows this; you probably don't. I don't have any experience with building or engineering or any of that. Fortunately, I have a couple neighbors that are in the trade. I grabbed them when Pete first told me there was some drainage concerns, which I was already addressing with the builder. I asked the neighbors what they thought of that.
- The neighbors tell me that their water does not drain towards my house. It doesn't. It goes to the back of the house. One guy's house does not even butt up against where the addition will be. The other one that does, you clearly see that the water is not going anywhere near my house, forget about the addition. It goes directly to the woods. I am lower than those two anyway. Everything has been accounted for when it comes to the drainage issue.
- These were all questions you had before I sent the update. There is nothing you have asked for the City or the County that we are not doing. That is where my frustration lies.

(Gardner) We have an unfortunate timing here. I hope this could be first on the Agenda next time. Pete can review the last couple things. The applicant can get a photo of his house so we can see that it will match what is proposed. Pete can get him over the hump on the drainage things so everyone can have time to look at things and we can get Mr. Terranova moving in the next direction.

(Elliott) I think there was motion by Mr. Lillich to table this. /

(Lillich) I suggested, but I did not make it. I said with Mr. Terranova's consent, but we didn't have his consent. So I will issue the motion.

MOTION: John Lillich moved to postpone the review of the Addition to the Single Family Home at 29483 Sayle Dr. until the next meeting so all the members of this Board will be brought up to speed on the changes that were made to satisfy the City Engineer. If we get all the information, we will put it first on the Agenda.
Seconded by Tanya Taylor Draper.

Additional Discussion: /

(Terranova) This is outlandish. I have been dealing with this since May.

(Elliott) I am sorry, Mr. Terranova. We have a motion on the floor. Clerk, please take Roll Call.

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

More Discussion: /

(Elliott) Mr. Terranova, would you like to say something?

(Terranova) I would like to hear from Pete, what he has seen from May until now. I will understand if you haven't seen all the updates. Have you seen anything I have submitted to you? The only thing you said might not be up to scale is the rear elevation, when you said the building could be over 35 feet, which it is not, and it has been corrected. Outside of that one comment, is there anything that I have submitted to you, where you said 'that is not up to Code' where a variance would be needed. Is there anything that I have submitted or told you in emails that you had a problem with Code?

(DiFranco) The information has to be shown on the drawings. Just putting it on an email or a rebuttal isn't enough. I need to see the soil on the drawing

I need to see downspout connected to underground pipe and I need to see where they will discharge and how deep they will be. If your property is flat, your downspouts are connected to pipes that are typically 2

feet underground, there is nowhere you can discharge them. It does not work, engineering wise. That's the type of information I need to see on the drawings, so there is no question.

(Terranova) In regards to that, you would say that has to be connected to the underground system or I had the pipes shooting out all the way to the back of the house. Are you saying that that is no longer an option? (DiFranco) It is an option, but it has to be shown on the drawings what you are actually going to do.

(Elliott) Mr. Terranova, the purpose of this here that you are talking to tonight is to approve the drawings. We have to have all the information on the drawings so we can approve them. Without that, our hands are tied. We are willing to work with you. If you could please update the drawings that you submitted with the most current and the most relevant information, we will look at it first next meeting.

(Gardner) Mr. Terranova, my offer still stands. I am happy to meet you and Pete and Councilwoman Taylor Draper to make sure we can get you through the process. We can meet in person or by phone or email, whatever is easier for you, I am willing to help.

(Taylor Draper) Yes, we will make time for you.

(Terranova) There is nothing to meet with. As Pete will attest to, this is not the Taj Mahal.

(Elliott) We understand that.

(Terranova) Pete, if I understand what you said earlier, the Review Board is blessing the structure, then you as an engineer are blessing the drainage. They are two separate things, is that right.

(DiFranco) Correct.

(Terranova) So the drainage, fine if you need to see which route or if it needs to be clearer whether or not how the down spouts are going to connect to the underground system or shoot out the back, fine. That's not the same thing as getting a permit for the actual drawings so I can get a permit and continue this.

(Elliott) That is to that point and I appreciate your concerns. I do not feel that there is enough information on these drawings to approve them as they are. We need more information based on the red line letter that I got this afternoon saying that there was an additional drawing issued. We need time to review that drawing. The information you provided may be on that drawing. We need time to review it. Thank you for your time. If there is anything we can do to help, let us know.

The Architectural Board of Review portion of this meeting was closed at 8:08 PM.

PLANNING COMMISSION

Public Portion opened at 8:09 p.m.

Public Portion was closed at 8:09 p.m.

No Projects for the Planning Commission

Unfinished Business:

None.

New Business:

None.

Mayor's Report:

- **Mr. Irvine's Resignation and Replacement** - At the beginning, when there were two open positions on the Board, there was one application more than the positions were available. I will look for the

Board's guidance and recommendation, but January and February is still relatively fresh in governmental terms. I will let people know that we are accepting applications but the applicant seemed very qualified. If he is still interested, he will probably be at the top of the list. We expect to fill this vacancy quickly.

- Zoom Meeting- I apologize for the picture of City Hall rather than my own during this meeting. I am not sure what my technical difficulties are.
- Appreciations: I want to express my appreciation to everyone. I appreciate Ron and Tom jumping on. Tanya and I are new but I appreciate having Frank and John and Jim providing expert guidance. I looked at the Agenda and thought it could have taken four hours. I really appreciate you ladies and gentlemen cutting to the chase, trying to get through this and being balanced. It is something that I think reflects well on our City, to folks like Marc's that are making big investments and, even though some of these are tougher cases, reflects well that we can help the residents through it.
- Master Plan: I will remind you that Master Plan is out there.
- Zoning Inspector: I did meet with a candidate for a zoning inspector a week ago Saturday. I asked the candidate to submit. The candidate has a solid background working with cities and unfortunate events. I got a resume which I will get to you as soon as possible. From being in the private sector a long time where things move so quickly, it is quite the adjustment for me to wait weeks into months for things to happen.
- Tree and Building removal at corner of Dodd and Eagle: Mr. Lillich asked if there was follow up. Mayor Gardner reported that it has been referred to the Law Department. They will handle it to resolution.
- Pancake Breakfast on Sunday, 6/21/20 from 9-11:00 AM It is a Drive-Thru at the Community Center put on by the Lions Club. Happy Father's Day!

Council Representative's Report (Tanya Taylor Draper):

- Appreciations: I echo Mayor Gardner's sentiments. As new kid on the block, you guys are knowledgeable and well-equipped and I am learning a lot. I appreciate the fact that I am with such a challenging group of people that can help me assimilate into this position. I really appreciate it.
- Amazon Trucks: She received the message from Mr. DiFranco about the Amazon trucks. He read message for the record. He stated that there are two issues related to Amazon vans.
 - One is located at the former bank property on the south side of Chardon Rd. We sent several violation letters to the owner and met with him once. We have given him several extensions. I just sent him a final letter, giving him until the end of the month to remove the vans.
 - The other is located at the former Loehmans Plaza on the south side. Regarding the former Loehmans, we plan to meet with the property owner or his representative next week and try to resolve that.

Building Commissioner's Report (Pete DiFranco)

- Nothing to Report.
- I also want to thank you all. There were a couple tough-call projects on tonight. You handle them nicely.
- For my own clarification on the Tony Miller project, was that approved so he can get a permit or does he have to return. Was that postponed or was it approved?
 - Board is waiting for the pictures of the structure with the doors in place.
 - The applicant needs to return to this Board before we can issue a permit.

BZA Representative's Report (Frank Cihula):

The BZA will have its first meeting since the beginning of COVID-19 on July 14, 2020.

- There is one new appeal on Stark Drive that has been filed. It is the property formerly own by the previous BZA Clerk many years ago. She had a house and a vacant lot. That will be our first appeal.
- The next appeal will be the Soap place which has illegal signs. Those signs have been up. They have been enjoying the benefit of the signs all this time. The appellant still has a presentation to make for us.
- The third appeal will be the Lobster Pot. Their signs are illegal and have all been up. The Board had some questions about how the building face sign are was calculated. That sign is actually the side street sign. There is also concern about the sign on the wall of the area that they only get deliveries. The Lobster Pot also has that little sign by the driveway that needs to be considered.
- They were asked questions to which they need to respond.

The August 11, 2020 meeting, barring no new appeals, we will begin picking up the appeals we have not heard yet.

- The Educational Alternative signage. The Architectural Board did a nice job on their sign. Once again, they already have signs up right now.
- The Vault has signs approved by the Architectural Board that are the normal signs. They have asked for other signs which will be reviewed by the BZA. They are signs that few other businesses have.

Chairman's Report:

- Follow up on the strings light at the Smoke Shop on Rt. 6 (Chardon Rd)- have they been removed? Councilwoman Taylor Draper confirmed that they are gone.
- Thank You! – I also want to thank you for being patient with me and the new people. I am learning and I appreciate your patience.
- Master Plan – I have been studying and reviewing the paperwork I have, figuring out the next step that we do. Suggestions are welcome. How have we done Master Plan review in the past?
 - John Lillich
 - There are things in the Master Plan that have come to fruition since the plan was put forth. Those things can be removed.
 - Secondly, we need input about where there are problems like the old Loehmans Plaza area. Pete has really worked to make some businesses fit the Code. We need some vision of where the small strip will go in the future. It is apparent that retail will not be the major occupant of these places. We have some ideas from people who have come forward and want to go in there. There are other things that may find the small retail stores an opportunity for them, other than retail. The Master Plan really needs to address and focus on that area.
 - We need to look at the maps in the Master Plan to see if they are really current.
 - Mayor Gardner suggested a Work Session that starts with 'page turning. Things that do not can be identified.
 - (Lillich) There are not that many of us. We could meet in a Work Session or Sub-committee and still meet the current COVID-19 precautions and regulations for meetings. I prefer meetings in-person rather by video. Communication is both verbal and nonverbal.
 - (Elliott) Start small, establish game plan and then involve others.
 - Cihula) The Charter provides for a Zoning Code Review after the Master Plan. Also, it seems there is some need for one zoning commercial district that is only permitted in the adjacent district. It could be permitted conditionally. Wording could be worked out to that effect, especially in the area of signs. I have attended the Zoning Workshops for many years. Mentor

adopted a new Zoning Code. Mayor Weger advised that we wait until their Code has withstood challenges before we get into it. I have not heard of any. It seems to be a good ordinance. We need to adapt it to our community.

- (Lillich) Our first small group could consist of Tom Elliott, John Lillich, Frank Cihula and our clerk, Katie Lloyd.

Adjournment

Mr. Lewis moved for adjournment. Seconded by Councilwoman Tanya Taylor Draper.
Voice vote. All in favor. **Motion Passes.**

The meeting was adjourned at 8:31p.m. by Chairman Tom Elliott.

Respectfully Submitted:

Katherine D Lloyd
Katherine Lloyd, Clerk,

Tom Elliott
Chairman
7/2/20'
Date Approved