

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

MEETING MINUTES

June 4, 2020

Remote Meeting via Zoom ID # 830 2903 0796

CALL TO ORDER: 7:04 P.M.

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

ABSENT: Jonathan Irvine and James Shannon.

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: John Lillich moved to excuse the absence of Jonathon Irvine and James Shannon
Seconded by Tanya Taylor Draper.
VOTE: 5 AYES (5-0). Motion Passes.

Correspondence:

- Email dated 5/21/20 from Chagrin River Watershed Partners <chagrin@crwp.org> with attached 2019 Annual Report and link - https://crwp.org/files/2019_AnnualReport.pdf
- Email dated 5/27/20 from Asst. City Engineer Trepal RE: home addition- 38100 Pleasant Valley Rd.
- Emails dated with Chris Hallum RE: Zoom Setup for PCABR 6/4/20 meeting.
- Email dated 5/28/20 to News-Herald and Communications RE: PCABR 6/4/20 remote meeting -Zoom Access ID # 830 2903 0796
- Email dated 5/28/20 from Gloria Majeski RE: Updated City Roster 05/28/2020 – attached.

Disposition of Minutes **May 21, 2020**

MOTION: Tanya Taylor Draper moved to accept the Minutes of May 21, 2020 as presented.
Seconded by John Lillich.
VOTE: 5 AYES. Motion Passes.
Minutes of May 21, 2020 are approved.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:09 p.m.

Public Portion was closed at 7:10 p.m.

1. Gregory Danaher

Owner: same

Agent/Contractor: TBD

Architect: Fischer & Ass. Architects, Inc.

Engineer: N/A

38100 Pleasant Valley Rd. – Home Addition to Single Family Home – PPN: 31-A-009-G-00-010-0

Plans received by City Engineer 5/26/20

Plans reviewed by City Engineer 5/27/20

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

Present: Brian Feeley, (architect)
Gregory and Dawn Danaher (owners)

City Engineer Comments:

It is a simple two-car garage addition. It conforms to Code. No other comments.

Board Comments:

(Elliott) On the drawings labelled the east / left side elevation, you show exposed block to grade? *It will be covered with stone.* You will need to make that correction on your drawing because we do not allow exposed block around the foundation. *Okay.*

(Elliott) Also, if you look at your enlarged wall section elevation, you call out the top of the masonry where the window sill meets the bonding course, you have that at an elevation of 100 and you have the finished grade at 100. *The finished grade should be 100 ft. and the top of the block should be 2 ft. 8 inches. Thank you for finding that.*

(Lillich) Architecturally, it fits with what they have. It enhances the front elevation of the building.

(Lewis) It looks good.

(Elliott) It is a nice addition.

Owner/Representative Comments:

Our color selections were based on what we saw online but once we got our samples, they were not quite what we wanted them to be. We are looking to get something as close as possible to the existing colors on the house. How should we proceed with color revisions?

(DiFranco) You can update the colors on the drawing when you submit for permit. If you get approved tonight, you submit for permit tomorrow with the updated drawing.

Thank you. We will update as we go. We have some time before we have to decide on the roofing

Board Comments, continued:

(Taylor Draper) That is very nice.

(Gardner) It looks great. We apologize that you had to endure a little City Zoom meeting delay and banter.

(Feeley) That's okay. It was very entertaining.

(Lewis) This was the first one that I do not have a question on.

(Elliot) What type of stone do you plan to use? (Feeley) *It is Astor Ledge stone made by Stonecraft. We plan to replace the existing wainscoting on the house to match to update the whole house. There is brick from 1973*

(Elliot) Would you veneer the existing house with the new stone? You are taking off the brick, right? *Yes.*

(Lillich) That is a great idea. I like that ledge stone a whole lot.

MOTION: Mayor Gardner moved that Board approve the plans for the Garage Addition to the Single Family Home at 38100 Pleasant Valley Rd with the two corrections as noted.

Seconded by John Lillich.

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

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

Additional Discussion:

(Feeley) Would you like the updated drawing sent by email or would you like hard copies as well?

(DiFranco) Do both.

The Architectural Board of Review portion of this meeting was closed at 7:17 PM.

PLANNING COMMISSION

Public Portion opened at 7:17 p.m.

Public Portion was closed at 7:18 p.m.

No Projects for the Planning Commission

Unfinished Business:

1.) Councilwoman Taylor Draper noted that the new signage at Papa Smokes at 27970 Chardon Rd. was approved contingent on the owner removing the string of lights around the window in order to bring the store to Code. As of an hour ago, the lights around the window have not been taken down. Mr. Patel did say that removing the lights was not a problem. It has now been two weeks. I want to bring it to Pete's attention that it has not been done.

Mr. DiFranco stated that they would follow up with that.

2.) Councilwoman Taylor Draper asked for an update on the Amazon trucks, particularly the ones parked behind the old PNC bank.

Mr. DiFranco stated that he has been working with the Law Department. He and the attorney met with the property owner a few weeks ago and gave them an extension to address the concerns. Last week, they responded with a letter. Mr. DiFranco is reviewing the letter with the Law Department. It is still pending.

3.) Mr. Lewis was thinking about what Mr. Miller on Hayes Drive could do with the existing carport. The skin and the structure will not hold much of a snow load. He can't really build anything on it. About the only thing he can do is to cover it with something. It looks so much different than the house at this point.

- Mr. Elliott asked if the Board had offered him any suggestions other than what was discussed last week at the meeting.

- Mr. DiFranco said that they have been looking into some options. They have looked into a PVC or EPGM flexible covering and a textile. We also suggested just painting it a color similar to the house, adding white trim board and add a façade on the front, possibly of vinyl siding to match the house. Mr. DiFranco asked whether that would be suitable or if the Board had any other recommendation.
- Mr. Lillich stated that he needs to see drawings to see what could be done with the existing carport to have it be even close to what the Board requires.

New Business:

None.

Mayor's Report:

1.) If there is a continued lull in the PCABR Agenda, I encourage The Board to allocate sections of the Master Plan to start the discussion. Unfortunately, the availability of funds for professional consultation with the Master Plan are pretty unlikely due to the Covid-19 pandemic. The Master Plan is something I specifically spoke about when I was running for Mayor. I really want to do it but would rather keep our people working and have the money for that. So look through it. If we need to look at other volunteer resources in order to find the solution, we will.

- Mr. Lillich stated that he and Mr. Elliott had a brief discussion about the Master Plan. We have discussed advertising for input from some residents in the City. The Mayor stated that we do have enough to do some advertising. He also encourages the Board to take advantage of social media and the City website.
- Mr. Jarmuskiewicz is in the meeting by telephone. Councilwoman Taylor Draper and I are here. We are all struggling to communicate with our residents more than we are currently able to. It is forbidden right now. As we are trying to communicate, we will include the Master Plan.

2.) Last week, I spoke with Mr. Irvine personally. He has indicated that he is resigning and will send us something in writing or via email. To date, I have not received anything. Gloria and I will help him facilitate his paperwork that so we can advertise that he spoke on the PCABR Board is open.

3.) This week I hope to meet with another City about their openness to start putting together a proposal to share a Zoning Inspector. It is coming together and moving forward. I will report back.

Council Representative's Report (Tanya Taylor Draper):

The Stratford residents met with Mr. Patel, the owner of The Vault, last night. A lot of the Stratford concerns were addressed. He seemed open to soothe some of those concerns. I wanted to follow up to my discussion last meeting about the concerns for about The Vault.

Building Commissioner's Report (Pete DiFranco)

No Report

Chairman's Report:

1.) Master Plan - John Lillich and I spoke briefly earlier today about the Master Plan. It is definitely on our radar. We will keep you apprised as we move forward with that.

2.) In-Person PCABR Meeting – What is the thought about when we might be able to meet in person? Mayor Gardner reported that the Health Department tells him that they have weekly calls with the State Health Department and the State Health Department Counsel. Last week they thought that the 10-person maximum in a meeting might go up. It has not happened yet. They continue to hope that we will start having larger gatherings. In the meantime, a wedding reception or a religious ceremony, the magic number continues to be a maximum of 10 people.

3.) Who do we have right now that enforces our Building Codes? If we see something that is against Code or against the Charter or a car parked in a yard without a license or a building going up without a permit, how do we handle that? Who do we notify? How are we handling that as a City, right now?

- Mr. DiFranco replied.
 - Notify the WH Building Department, either Denise, myself (Pete DiFranco) or Mark Grubiss. We handle the Zoning issues or anything outside the building like unlicensed vehicles.
 - If it is a Building Code related item, the Lake County Building Department gets notified. That would include anything like plumbing, electrical, roofing, etc.
- Mr. Lillich asked whether we contact you as a department. The last time we had something like that the City came back to me and asked if I was asking them to call out the County Building Department. I said yes. So if I did not do it, someone at City Hall did it.
- Mr. DiFranco replied that it is a little of both. The Building Department has been contacted and then we contact the County. But they seem to move quicker if a resident contacts them

Adjournment

John Lillich moved for adjournment.

Seconded by Ron Lewis. Voice vote. All in favor. **Motion Passes.** /

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

Respectfully Submitted:

Katherine Lloyd
Katherine Lloyd, Clerk,

[Signature]
Chairman

June 18 2020
Date Approved