

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

MEETING MINUTES
July 16, 2020

Remote Meeting via Zoom ID: 864 0482 4016

CALL TO ORDER: 7:00 P.M.

PRESENT: Chairman Tom Elliott, Vice Chairman John Lillich,
Mayor Andy Gardner (arrived 7:01 P.M), Council Representative Tanya Taylor Draper
and James Shannon.

ABSENT: Ron Lewis, Jr.

Clerk: Katherine Lloyd, Clerk

MOTION: James Shannon moved that Board excuse the absence of Mayor Gardner and Ron Lewis
tonight.
Seconded by John Lillich.

Mayor Andy Gardner (arrived 7:01 P.M)

Motion withdrawn by Mr. Shannon and Mr. Lillich.

MOTION Restated:

James Shannon moved that Board excuse the absence of Ron Lewis tonight.
Seconded by John Lillich.

VOTE: 5 AYES

(5-0). Motion Passes.

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.

Correspondence:

- Email dated 6/18/20 from Asst. City Engineer Trepal RE: 2466 River Rd. – 20 ft. x 14 ft. Shed.
- Email dated 6/19/20 from City Engineer DiFranco RE: 27700 Chardon Rd – Conditional Approval of
Commercial Building Addition – The Vault.
- Email dated 6/29/20 from Asst. City Engineer Trepal RE: 27401 Chardon Rd. – Lot Split.
- Email dated 7/1/20 from City Engineer DiFranco RE: 2539 Maple Hill Rd. – In-Ground Pool.
- Email dated 7/7/20 from City Engineer DiFranco RE: 2823 Stark Dr. – New Single Family Home.
- Emails dated 7/8/20 from Asst. City Engineer Trepal RE: 35851 Maplegrove Rd. – detached garage.
- Emails dated 7/9/20 & 7/10/20 to Chris Hallum RE: Zoom Setup for PCABR 7/16/20 meeting.
- Email dated 7/12/20 to News-Herald and Communications RE: PCABR 7/16/20 remote meeting Zoom
Access ID: 817 9647 2633.

Disposition of Minutes **July 2, 2020**

Mr. Lillich noted that on page 5, Project 2 under Board comments, Mr. Manfroni had actually said the fence was 48 inches high, not 24 inches high. It has been corrected.

MOTION: John Lillich moved to accept the Minutes of July 2, 2020 as corrected.
 Seconded by Jim Shannon.
 VOTE: 5 AYES. Motion Passes.

Minutes of July 2, 2020 are approved as noted, with the correction on the 48-inch high fence as opposed to the 24-inch fence.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:08 p.m.

Jenna Bing, 36951 Beech Hills Drive.

- Some of the minutes have not been posted. The June Minutes have not been posted.
- I am supportive of the Vault coming in.

Frank Cihula, BZA Representative

I was not at the work session for the Master Plan held on July 13th because I did not get notification. I did receive the email asking about availability. I confirmed I was available on Monday but did not receive notice it was to be held then.

*Chairman Elliott apologized that he did not see Mr. Cihula's return email.
Future meetings will be discussed later in the meeting.*

Erich Rivchun confirmed the meeting venue.

Public Portion was closed at 7:11 p.m.

1. Raymond Russ
 Owner: Same
 Agent/Contractor: N/A
 Architect: N/A
 Engineer: N/A
2466 River Rd. – 14 FT x 20 FT Shed – PPN: 31-A-012-E-00-022-0
 Plans received by City Engineer 6/16/20
 Plans reviewed by City Engineer 6/18/20
 Tabled 6/18/20. Re-scheduled for 7/2/20 PCABR Meeting.

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

Present: Mr. Russ was present in the meeting but could not hear.
He gave 'thumbs up' to information that he will be recalled after getting re-logged on.
Board went to the next project

2. The Vault

Owner: Mili Patel

Agent/Contractor:

Architect: Warren C. Richardson (Urban Designs)

Engineer: N/A

27700 Chardon Rd. – Conditional Approval of Commercial Building Addition

– PPN: 31-A-008-C-00-059-0

Plans received by City Engineer 6/19/20

Plans reviewed by City Engineer 7/7/20

Present: Warren C. Richardson

Owner/Representative Comments:

- He was commissioned by Mr. Patel to design an addition onto The Vault building. They plan to maintain the building materials and features on the addition so it does not look like the building has been added on to. A presentation board was shown.
 - At the top left at the east elevation is the image that will be seen going down Stratford Way.
 - The next image showed the architectural motifs and tabature and columns. The window system will be copied.
 - The next image shows the view seen when going past the O'Reilly's Auto Parts store. We will add the access door for the storage area in the rear of the building.
 - Looking from rear of building, we have copied the same column and tabature including the center of the façade and put windows on either side of that.
 - The next few images show the sample for the bricks placed against the existing façade for matching and what the building will look like from the back.
 - There is an aerial view, proposed, of the new addition. There will be a few additional parking spaces right behind the addition. Grass and curbs will be added to the existing landscaping.
- The addition is a little more than 2600 SF.

Board Comments:

(Taylor Draper) Is the area for the trash disposal still behind the addition? It is on the side of the addition adjacent to the O'Reilly's. As shown on the site plan, the trash enclosure is just below midway of the building on the left side. We are continuing the brick on that side with a gate screen view from the rear.

(Elliott) The trash enclosure will be brick with a CMU back up? *Yes, it will.* It looks nice. I like how the coins match the coins on the existing building.

(Elliott) Question about the movement joint where the two buildings meet? *We will have a control joint there. Putting a new building next to an existing building there will be some settling. Talking with the construction engineer, we are trying to keep it at ½ inch expansion joint.* Especially with brick, it is recommended that the expansion joint starts out at a minimum of a ½ inch. Brick by nature expands; clay shrinks. Architecturally, it looks gorgeous.

(Lillich) You made a great effort to match same features 360 degrees. *We did. We wanted to keep those same features going all the way around.*

(Taylor Draper) Are the color photos of your presentation available? *Yes, they are.* You can email them to me. The Clerk will contact you with the email address.

(Lillich) Pete, have all of your concerns been satisfied?

City Engineer Comments:

- We have been working with Mr. Richardson to replace an existing ATM area which is also under roof.
- They are reducing the amount of impervious surface by adding a couple of landscaped islands.

- The original plans submitted did not have any windows on the side. Our Code does require some type of architectural feature so there would not be a wall more than 6 feet long of just brick. They addressed that comment and added windows as the architectural feature.
- We recommend approval.

MOTION: John Lillich moved that Board give Conditional Approval of Commercial Building Addition at 27700 Chardon Rd. as presented
Seconded by Councilwoman Taylor Draper.
VOTE: 5 AYES. Motion Passes.

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.
It will be open until 11:30 AM.

1. Raymond Russ

Owner: Same

Agent/Contractor: N/A

Architect: N/A

Engineer: N/A

2466 River Rd. – 14 FT x 20 FT Shed– PPN: 31-A-012-E-00-022-0

Plans received by City Engineer 6/16/20

Plans reviewed by City Engineer 6/18/20

Tabled 6/18/20. Re-scheduled for 7/2/20 PCABR Meeting.

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

Present: Ray Russ (owner)

Owner/Representative Comments:

(Elliot) You are proposing a 14 FT x 20 Ft shed with clay vinyl siding.

(Russ) Yes.

City Engineer Comments:

It is a simple shed that will be placed on the existing concrete pad. It conforms to Code.

Therefore, we have no comment.

(Gardner) Are we good on the side yard setbacks? It looks like they are 17 feet.

(DiFranco) The requirement is 15 feet.

Board Comments:

(Elliott) How do the colors match the existing house? *I am going for the same colors.*

(Taylor) What color is that? *Beige/cream color*

(Gardner) Is it a pre-build shed or will they put it up on site? *I will build it myself.*

(Elliott) Will it be attached to the concrete pad or is it sitting loose? *I will anchor the 4x6s around and then build the shed on top of that.*

(Shannon) Will there be any electronics or lighting? *No, I am putting in a garage door. It is basically to store my tractor that I plow snow with.*

(Elliott) It looks simple. The height is good or any restrictions?

(DiFranco) We have a note on there that it must be less than 18 feet. *I will do 8 foot walls and a 4:12 pitch for the roof. It will be about 11 feet high.*

MOTION: Councilwoman Taylor Draper moved that Board approve the 14 FT x 20 FT Shed at 2466 River Rd.
Seconded by Mayor Gardner.
VOTE: 5 AYES (5-0). Motion Passes.

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.
It will be open until 11:30 AM.

3. Mark & June Brody

Owner: Same

Agent/Contractor: McCaskey Landscape & Design

Architect: N/A

Engineer: RM Kote & Assoc.

2539 Maple Hill Rd. – In-Ground Pool – PPN: 31-A-012-H-00-011-0

Plans received by City Engineer 7/1/20

Plans reviewed by City Engineer 7/7/20

Present: Mr. McCaskey, contractor for the in-ground pool

Owner/Representative Comments:

Mark build the house about a year ago. We will put in a one-piece, fiberglass pool in the backyard. It fits right in with his existing landscaping

City Engineer Comments:

- It conforms to Code. They will install a 4-foot high, ornamental, black aluminum fence around the perimeter with a safety gate.
- The neighbor on the west side expressed concern about the location of the pool equipment.
- We spoke with Mr. Brody and Mr. McCaskey and requested that they locate the pool equipment on the east side of the house where there is no neighbor. I believe they are agreeing to do that. That will be a condition of the approval, that the pool equipment be located on the east side of the house.

(Lillich) They are on septic systems? What about the duplication area?

(DiFranco) They are on septic. They are avoiding the septic system. They will not be disturbing it. They are also outside of the duplication area.

Board Comments:

(Lillich) I think it will be very attractive, particularly with the new landscaping.

MOTION: John Lillich moved that Board approve the plans for the In-Ground Pool at 2539 Maple Hill Rd. as drawn with the amendment that the pool equipment be moved to the east side of the pool.
Seconded by James Shannon.
VOTE: 5 AYES (5-0). Motion Passes.

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.
It will be open until 11:30 AM.

4. Linda S. Cover

Owner: Same

Agent/Contractor: TBD

Architect: The Drafthouse

Engineer: Polaris

2823 Stark Dr. – New Single Family Home – PPN: 31-A-006-E-00-006-0

Plans received by City Engineer 7/1/20

Plans reviewed by City Engineer 7/7/20

Present: Linda Cover, 2978 Rockefeller Rd.

Owner/Representative Comments:

I am putting up a new ranch, handicapped- accessible home for my retirement years.

(Cihula) The BZA did advise her to tuck the air conditioning equipment behind the house, not on the side of the house in the side setback line.

(Gardner) Did the BZA meet and approve the variance on Tuesday, July 14th?

(Cihula) Yes, we did.

City Engineer Comments:

Everything on the plans conforms to Code.

We recommend approval contingent on the variance that is being granted for the side yard setback.

(Cihula) They were granted.

Board Comments:

(Elliott) It is a slab construction so the walls sit directly on the slab floor. *(Cover) Correct.*

Is there a curb or is the sill plate raised above the floor? Or is it sitting flush on the floor? *(Cover) There will be an area that will be all the way around because we have to for the brick facing. On the side it will be like stucco so the block does not show.*

(Elliott) Is the sill plate sitting directly on the concrete. *Where else would it sit?*

(DiFranco) It is a poured concrete foundation. There is a pocket for the floor to sit in. The wall, the stud will sit on the poured concrete wall.

(Elliott) So the wall is hunched out for the concrete to sit in. Thank you, Pete.

(DiFranco) The poured concrete foundation will have a textured finish on it. *(Cover) Right.*

(Lillich) On the drawings, the front looks nice with the shutters. We ask you to trim out the rest of the windows and doors. all around the house with 4-inch trim. *(Cover) I will. I planned on it.*

(Gardner) I think it looks great, a great addition to the neighborhood.

MOTION: John Lillich moved that Board approve the New Single Family Home at 2823 Stark Dr. as drawn providing the windows and doors will be trimmed out with 4-inch trim, excluding the windows that have shutters.

Seconded by Councilwoman Taylor Draper

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

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.
It will be open until 11:30 AM.

5. Charles Macarine

Owner: Same

Agent/Contractor: N/A

Architect: N/A

Engineer: N/A

35851 Maplegrove Rd – 24 FT x 36 FT Detached Garage – PPN: 31-A-017-A-00-021-0

Plans received by City Engineer 7/7/20

Plans reviewed by City Engineer 7/8/20

Present: Chuck Macarine.

Owner/Representative Comments:

This is a 24 FT x 36 FT Detached Garage. Kevin had me update some of the plans. The roof pitch got changed from 4:12 to 8:12 so it would match the house and peak better. The house has a 12:12 pitch. I don't know if you have the updated drawing. There are no other changes.

City Engineer Comments:

We also want to increase the side yard setback from 15 feet to 16 feet to account for the roof overhang.

(Macarine) The downspouts will be connected to the storm drains. It goes directly to the woods.

(Elliott) Is there anything else from the City standpoint.

(DiFranco) No, that's it.

Board Comments:

(Gardner) We have the drawings with 4:12 pitch. *(Macarine) It will be an 8:12 pitch.*

(Elliott) It will have white siding and black shingles to match the house? *(Macarine) Correct. It will have vertical siding on the front of the garage and black siding on the front and the rear just like the house.*

Shannon) That is a window? *It will be a black window to match the house windows. Does it have trim? I have the trim above it but I can do the same trim to match the house.* That will need to be a condition in the motion.

(Elliott) Please describe the 16 FT by 18 FT garage door. *(Macarine) It is an insulated, stock carriage door. It will match the house.*

MOTION: John Lillich moved to approve the 24 FT x 36 FT Detached Garage at 35851 Maplegrove Rd. with the notation that the side yard setback will be 16 feet, the main garage door will be carriage doors and the garage will be trimmed out to match the house.

Seconded by Mayor Gardner.

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

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.

It will be open until 11:30 AM.

Architectural Board of Review closed at 7:46 p.m.

PLANNING COMMISSION

Public Portion opened at 7:46 p.m.

Public Portion was closed at 7:47 p.m.

1. Bishop Checkmate

Owner: Same

Agent/Contractor: N/A

Architect: N/A

Surveyor: McSteen

27401 Chardon Rd. – Lot Split – PPN: 31-A-008-0-00-019-0

Plans received by City Engineer 6/29/20

Plans reviewed by City Engineer 7/1/20

Present: Erich Rivchun on behalf of J. Scott Scheel

City Engineer Comments:

- This is splitting the property currently occupied by National Tire and Battery (NTB) and the Willoughby Hills Police Substation into two single lots. Everything conforms to Code. We recommend approval upon recording the plat and legal descriptions.
- If this is approved, sometime after the meeting, the plat and legal descriptions will be signed by the owner and delivered to the City so we can apply the City signatures.

Owner/Representative Comments:

- (Rivchun) He is partner with Mr. Scheel and has been since the beginning.
- This is about protecting the integrity of all the property there and the values as they grow. It is healthy for the property to be split wherever it is appropriate. In this instance, NTB wanted to be a separate lot. It is better with the leases

Board Comments:

(Lillich) These are the same owners. That is not changing.

(Taylor) What is the purpose of the split?

(Elliott) Commercially, there is nothing against the size of the lot that would impact against the split.

(DiFranco) *No, it conforms to the minimum lot size and the building and parking setbacks.*

Gardner) Each lot has sufficient parking. (DiFranco) *Yes.*

(Gardner) Is there anything changing with the City's role as one of the tenants of the property? (DiFranco) *Nothing I am aware of and nothing I can foresee.*

(Rivchun) We are extremely happy with our relationship with the City

(Gardner) *I just wanted to be sure there was not conflict of interest that would affect me or Tanya to abstain from voting.*

(Rivchun) We are partners in progress together.

(Lillich) There are no outstanding issues.

MOTION: John Lillich moved to approve the lot split
Seconded by James Shannon
VOTE: 5 AYES (5-0). Motion Passes.

The signed paperwork will be at the City Building Department tomorrow before 9:00 AM.
It will be open until 11:30 AM.

Planning Commission closed at 8:12 p.m.

Unfinished Business:

None.

New Business:

Mr. Lillich commented on some of the drawings we have been receiving. He asked the Engineer if anything can be done to get them to supply is with renders are more accurate, at least the elevations, particularly since we are working on Zoom.

Mr. DiFranco agreed. They are hoping to put together a set of guidelines with some minimum standards, minimal paper sizes, text sizes, minimum information that needs to be shown. Hopefully that will help the situation.

Mayor's Report:

- **Board Vacancy:** As of Monday, we did not have any applications for the vacancy here. An application from Jim Walsh came in on Tuesday. Mr. Walsh is also currently board member for the Recreation Commission. His application will be referred to the Chairman and Vice Chairman.
- **Zoning Inspector:** The potential applicant has withdrawn.
- **Master Plan:** The Lake County Planning Commission will send information about their services. Each year they allocate 12 hours of planning services to each of their communities. They recently provided a block of services to Painesville township at the end of last year and the beginning of this year. Willoughby Hills could get 24 hours of consulting for the Master Plan. As soon as they come in, Mayor will forward the materials to be reviewed by the Planning and Zoning Commission.

Council Representative's Report (Tanya Taylor Draper):

No report at this time.

Building Commissioner's Report (Pete DiFranco)

No Report at this time.

Chairman's Report:

- **Master Plan** – Chairman and Vice Chairman had a work session meeting on Monday, 7/13/20. Unfortunately, Mr. Cihula, the BZA Representative was not there due to a scheduling miscommunication. Purpose of the meeting was to review current Master Plan, get information on past plans, learn how it works and learn from their expertise and knowledge. Thanks to the meeting, I have a better understanding how this works. We looked at a few areas that may be in questions.
 - We look forward to working with Lake County Planning
 - Volunteers for the planning committee:
 - We will look to the members of the Board for people interested in the project. If we do not have volunteers, people will be appointed. Send emails to the Chairman. Then we will start meetings. Eventually, we will reach out to include the residents.
 - Time estimated for the research, work and responsibilities – volunteers will be reviewing the existing Master Plan, where changes are indicated, how to utilize the current plan or a different one and identify areas of the city that might need to change or we can make a different usage out of.

- Time commitment – initially, meet every 2-3 weeks. See how things come together and what input we can get from Lake County and other resources. The first meeting or two, everyone on the Board should be there. We need to get everyone’s input to determine when everyone is available, generally in the evenings. We can meet in a quiet but space public space or meet in the Zoom format. It is easier to look at the materials in person together.

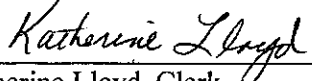
Adjournment

John Lillich moved adjourn. Seconded by Chairman Elliott.
Voice vote. All in favor. **Motion Passes.**


Consensus: Have a good weekend! Be well! Thank you!


The meeting was adjourned at 8:04 p.m. by Chairman Tom Elliott.

Respectfully Submitted:



Katherine Lloyd, Clerk,



Chairman


Date Approved