

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

August 2, 2018

CALL TO ORDER 7:00 P.M

PRESENT: Vice Chairman John Lillich, Mayor Robert Weger,  
Councilman David Fiebig, Michael Kline and James Shannon.

ABSENT: Chairman Christopher Smith and Jonathan Irvine.

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

CLERK: Katherine Lloyd

**MOTION:** Councilman Fiebig moved to excuse the absence of Chairman Christopher Smith and Jonathan Irvine from tonight's meeting.  
Seconded by James Shannon.  
Voice Vote: Ayes Unanimous.  
**Motion Passes: 5/0.**

**Nomination of Vice Chairman *pro tem***

**MOTION:** Mayor Weger moved to nominate Michael Kline as Vice Chairman *pro tem* for tonight's meeting.  
Seconded by Councilman Fiebig.  
Voice Vote: Ayes Unanimous.  
**Motion Passes: 5/0.**

**Correspondence:**

- Email dated 7/19/18 from City Engineer DiFranco RE: PCABR Submittal Guidelines - Willoughby Hills with attachment of Procedures for Building Projects prepared in 2007.
- Email dated 7/24/18 from Asst. City Engineer Trepal RE: New Home Addition at 3002 S.O.M. Center Rd.
- Email dated 7/26/18 from Asst. City Engineer Trepal RE: In-Ground Pool at 2333 Rivers Edge Dr.
- Email dated 7/24/18 from Asst. City Engineer Trepal RE: New Single Family Home at 2479 Maple Hill Rd.

**Disposition of Minutes Meeting of July 19, 2018**

**MOTION:** Councilman Fiebig moved to accept the Minutes of July 19, 2018.  
Seconded by Michael Kline.  
Voice Vote: 4 Ayes and 1 Abstention (Weger).  
**Motion Passes: 4/0.**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:04 P.M.**

No Public Input.

**Public Portion closed at 7:04 P.M**

1.) Lawrence Santagata

Agent/Contractor: TBD

**2333 Rivers Edge – In-Ground Pool - PPN: 31-A-017-C-00-027-0**

Plans received by City Engineer 7/20/18

Plans reviewed by City Engineer 7/26/18

Present: Lawrence Santagata.

Owner/Representative Comments:

- Applicant is planning an In-Ground Pool in his backyard. Setbacks will be greater than 15 feet off the property lines. Looking at the site plan, he explained placement of the covered patio with the existing 22' x 26' patio off of it and the 18' x 40' pool off of that. Pool will done by Signature Pools.
- Fence information and picture from website given. The drawing shows that the fence encloses the pool and the upper half of the back yard. There will be more trees.
- Pool equipment nook location shown with pictures on his cell phone [passed around]. Location demonstrated on plans. He will landscape around it once it is done.
- He hopes to start digging in September. He has permission from the owner of the empty lot next door to move equipment through.

City Engineer's Comments (DiFranco):

The fence will surround the pool for safety. It meets all the setbacks. Approval recommended.

Board Comments:

(Shannon) Is the fencing the same as those on the street? *Yes, it is aluminum anodized. The gate is self-locking.*

(Fiebig) Where is the location of the pool equipment? *Applicant indicated where the two trees would come out, where the landscape would sit and that landscaping will be placed around. It will tuck up next to the house. Yes, you won't see it. Where you took this picture, are you about at the middle of the pool? No, the pool starts there.*

(Shannon) How does the property drain? *The pool is an inch or two above the patio. It will drain into the French drain just off the patio and then into the flower beds*

(DiFranco) The rest of the property drains toward the back. *Yes, everything slopes.*

**MOTION:** Councilman Fiebig moved to approve the plans for the In-Ground Pool at 2333 Rivers Edge.

Seconded by Mayor Weger.

Voice Vote: Ayes Unanimous.

Motion Passes: 5/0.

Additional Discussion:

(Fiebig) Will there be lighting in the pool? *Yes, there will be three lights in the pool.*

2.) Leslie DiVincenzo

Agent/Contractor: TBD

Architect: H. David Howe, derekh@howearch.com.

**3002 S.O.M. Center Rd. – New Home Addition - PPN: 31-A-005-B-00-007-0**

Plans received by City Engineer 7/20/18

Plans reviewed by City Engineer 7/24/18

Present: Dave Howe, Architect, representing Leslie DiVincenzo who is out of town.

Owner/Representative Comments:

- The applicant has almost an acre. The site plan, existing house, location of the proposed addition and garage and the floor plan were shown
- The addition to the house is for the applicant's parents who will be moving in. It will still be a single family house with one kitchen.
- Photographs of the existing house were shown. Last photo showed where the new entrance will be coming in off Parkview. It will be more central to the whole house.
- The elevations show that the direction of the roof has been changed around so it will look better from the street. The gable is reversed. The ridge is at 90 degrees to the existing ridge.
- Elevation of the rear of the house shows the patio with a stair leading from the house down. The entire house will be on one level even though the grade drops.
- The side elevation to the south does not show the front because that we are not doing anything.

City Engineer's Comments (DiFranco):

It conforms to Code. There is no issue.

Board Comments:

(Lillich) These steps lead to the new entrance? *Yes.* Will you be able to match the materials to the existing house? *Yes. The white vinyl siding will be washed and a sample will be taken to Alside or someone like that so it can be well matched. The roofer will clean the roof. He said he could match the 3-tab shingles. The color is available.*

(Lillich) Garage doors will match up? *It will match. They will do what you want.* Built in the 1950's, it is a concrete block foundation? *We are trying to match the existing concrete block that is painted black.* We want you to match what is there.

(Lillich) I like how the windows are trimmed out all around. The drawings do not show it but I hope you will trim out the rear door and garage the same as windows. *Yes, we can do that.* That is quite a project. It will enhance that house quite a bit.

(Fiebig) The shutters on the front windows will face S.O.M. Center. Will you match the shutters on the side facing Parkview? *Two of those are garage doors. There are kitchen windows.*

(Lillich) They would not look right.

(Fiebig) The 3-tab shingles, I don't see how he can get them. *The roofer said he can get them.* Will it match? *The roof will need to be cleaned. He can take care of that. He said he can match the color and the type.* As long as the siding and the roofing match and it like it was built for this. *We try to do this as much as we can. We want it to look as consistent with the original as possible.*

**MOTION:** James Shannon moved to approve the New Home Addition at 3002 S.O.M. Center Rd. with the expectation that the doors will be trimmed to match the windows, the siding and roof will be cleaned, the shingles and vinyl siding will match the existing and, if there are shutters, that they will match

Seconded by Councilman Fiebig.

Voice Vote: Ayes Unanimous.

**Motion Passes: 5/0.**

Additional Discussion:

(Fiebig) What is the total square footage of the addition? *It is about 2500 sq. ft.* What is the square footage of the existing house? *It is about 1500 sq. ft.*

(Lillich) Thank you for a very complete presentation.

(Shannon) I really liked the floor plan.

3.) Joe Grcar

Agent/Contractor: TBD

Architect: Handcrafted Homes Inc.

**2479 Maple Hill Rd. – New Single Family Home - PPN: 31A-012-H-00-004-0**

Plans received by City Engineer 7/23/18

Plans reviewed by City Engineer 7/24/18

Present: Joe Grcar.

Owner/Representative Comments:

Applicant is building a new 4-bedroom, 3 ½ bath spec home with a full basement and a 3-car garage. The style is Modern Farmhouse Transitional. The poured foundation will have a 4-inch ledge and brick above grade. Sample of Natchez Trace was shown. It will be painted white. The roof will have black-gray shingles. There are some shed roofs on the front details incorporating metal roofing and cedar brackets with shake and board-and batten mixed in.

City Engineer's Comments (DiFranco):

All comments have been addressed. Approval is recommended.

Board Comments:

(Lillich) You have shutters on the windows. They are trimmed out about 6 inches. *All the windows will have it. They are Jeldwen windows that have a 5-inch flat board extruded with a j-channel behind it.* What about the garage doors? They will be a standard white, raised panel.

(Shannon) You have built this model before? *I have built variations of it.*

**MOTION:** Mayor Weger moved to approve the plans for the New Single Family Home at 2479 **Maple Hill Rd.** as presented.

Seconded by Councilman Fiebig.

Voice Vote: Ayes Unanimous.

**Motion Passes: 5/0.**

**PLANNING COMMISSION**

**Public Portion opened at 7:27 P.M.**

No Public Input.

**Public Portion closed at 7:27 P.M.**

**No Pending Business**

## UNFINISHED BUSINESS

### **“Continuation of the consideration for removing approval of residential improvements from ABR.”**

(Lillich) We will continue the conversation about removing approval of residential improvements and giving more authority to the Building Inspector with set requirements to work from. The Chairman asked that we be prepared to talk about at our next meeting on August 16, 2018. We can state sharing thoughts and comments this evening. City Engineer Pete DiFranco was very timely. He sent a copy of the Residential and Commercial Procedures for Building Projects in the City of Willoughby Hills prepared by the former Chairperson Charlotte Schryer in September 2007 to the Board on 8/3/18. There are some notables that the Board has been doing that could be added to the Board’s section on Architectural Requirements.

(Shannon) As stated at the last meeting, the Board will want to ensure there is a provision that we, the Board, have not relinquished final oversight on projects. That is a very important provision.

Mr. Fiebig shared some thoughts, comments and notes he made while going through the Residential and Commercial Procedures for Building Projects in the City of Willoughby Hills booklet. Board discussion of those points as they were presented is included.

- ‘Commercial’ and ‘Residential’ could be two chapters or two booklets so the applicant just gets what they need.
  - County has some jurisdiction for ‘Residential’.
  - Would cut down on printing.
- ‘Lot Split and Consolidation’: They could have separate handouts.
- ‘Minor Subdivisions’ and ‘Major Subdivisions’: They each differ so much.
  - Everything starts with the meeting with the Building Commissioner.
  - Getting information and requirements to the developers early in their planning and drawing up of plans is suggested and preferred. That helps the process and communication.
  - Board should review their presentation. They should be required to come to Planning Commission. That may be a state law.
  - The booklet includes the ‘Work Session’ for Residential and Commercial.
- Page 1: Fees and Deposits – are these current?
  - Do we still keep a \$30 bookkeeping fee if the balance is returned? - Yes.
  - Six Month Period of Inactivity – still current?
    - “Booklet addresses projects in all districts” “District’ refers to zoning districts. The word ‘zoning’ needs to be added.
  - “Some of the information refers to both types of projects” – it should say Residential and Commercial.
  - Still valid for 6 months? – Yes.
  - 1, 2 and 3-family dwellings – still have multi-family
  - Storage Shed Guidelines? – Changes have been made. Need to be added.
- Page 2: Project Types – Residential (R-1)
  - Sample Time Line – it is just bullet points, not a time line. It could be redone into a type of vertical time line.
- Page 3: Procedural Process – Residential (R-1)

- “Pre-applicant meeting with Building Commissioner is required” – designate the appropriate person and where, ex. Still working with Lake County.
- Are 4 sets of construction drawings accurate? – No
- “7 copies returned to the Building Department” - ???
- Page 4: Site Plan Requirements – Residential (R-1)
  - Note section at bottom of page – these are some of the points discussed – Should be emphasized.
- Page 5: Elevations Exterior – Residential (R-1)
  - Drawing Requirements – Exterior Building Elevations
    - Ridge vents, etc. should be fleshed out
    - Note section at bottom of page re: brick above grade– should be fleshed out
  - They are Policies of this Board for Architectural Design.
    - There should be a section on Architectural Policy.
    - Master Plan has some language that talks about Western Reserve, gables, etc. It should be included in this section.
- Page 6 [~~Not 96~~]: Floor Plans – Residential (R-1)
- Page 9: Commercial Districts Introduction
  - Email to the Commercial Building Inspector - Make introduction clearer.
  - Sample Time Line – it is just bullet points, not a time line.
  - Commercial Districts start in Planning, not Architectural
- Page 10: Development Procedural Process – Commercial Districts: R2, SCRD. M, M-1, B-1, B-2, B-3. E-1
  - Is Community Cable channel pertinent?
  - Review procedure points
  - Double check deadline
- Page 12: Commercial Procedural Process – Commercial Districts: R2, SCRD. M, M-1, B-1, B-2, B-3. E-1
  - Final Plans – update procedure points
- Pages 13 through 20: Not discussed
- Last Page (21): Contacts and Info -
  - Important Contacts and Important Facts – Update
  - Board of Zoning Appeals
    - Require automatic PCABR review of any project that will need any type of variance.
    - If they get their variance, PCABR should review it.
    - Even if it is denied, they may change architecture enough that PCABR should review.
    - If the project has to go before the Appeals Board, upon their decisions, it is still reviewed by PCABR.

Discussion will be continued at the next meeting on 8/16/18.

Original Word file will be located. That would facilitate updating.

