

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

September 15, 2016

CALL TO ORDER 7:00 P.M

PRESENT: Chairman Christopher Smith, Mayor Robert Weger, Councilman Christopher Hallum, Jonathan Irvine and Michael Tyler

ABSENT: Vice Chairman John Lillich,

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Rep Frank Cihula and Clerk Katherine Lloyd

City Engineer Pietro DiFranco had the night off.

MOTION: Michael Tyler moved to excuse John Lillich for tonight's meeting.  
Seconded by Jonathan Irvine  
Voice Vote: 5 Ayes  
Motion Passes: 5/0

**Correspondence:**

None

**Disposition of Minutes for September 1, 2016**

MOTION: Michael Tyler moved to approve the September 1, 2016.  
Seconded by Mayor Weger  
Voice Vote: 3 Ayes and 2 Abstentions (Hallum, Irvine)  
**Motion Carries: 3 Ayes + 2 Abstentions**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:03 P.M.

No Public Input

Public Portion closed at 7:03 P.M.

1.) Cara McClosky

Agent/Contractor: Duane Schreiner

**35406 Eddy Rd. – Build 24x24 Detached Garage – PPN: 31-A-011-A-03-005-0**

Plans received in Building Department 9/12/16

Plans stamped reviewed by Building Department 9/12/16

Present: Mike Gerson, Shannonwood Homes

**Owner/Representative Comments:**

- We are taking down the existing 24x24 foot old garage. We will build a similar 24x24 ft. detached garage in the same spot. It will have 8-ft walls, 16-inch on center, 2x4 trusses, 7/16<sup>th</sup> OSB board on the wall with Georgia Pacific Vinyl siding; color is flint. Roof is ½ inch OSB with 'H' clips, 15-lb. felt and lifetime GAF shingles; color is charcoal which matches the house siding. It will have a side service door with a complete electrical packet. No running water is planned.

- Picture of the existing house was viewed on the internet. They do intend to match the garage to the house. Shingles match the house. Re-siding of the house is not planned.

City Engineer's Comments (DiFranco):

None

Building Commissioner's Comments (Wyss):

Garage elevation is quite a bit lower than the house. There is an exposed basement area on that side of the house. The charcoal color will blend in with the ground colors.

Board Comments:

(Hallum) Is a slab there now? *Yes, but we are tearing that out and will replace it with a new slab with 12-inch footers, 4 inches of concrete, proper fill below and a curb.* Is there new electric or existing electric? *No, we will run a new electric line underground. Lighting plans described.*

(Smith) I do not see the house or drive on the site plan. It is very small.

[GIS aerial on internet shown by Councilman Hallum] *The existing garage and driveway were visible and identified by Mr. Artino.*

(Smith) It would be impossible to see this [new garage] from the street.

(Wyss) She is using the lot split that was proposed and never got passed. I need to contact her. Have you [Artino] notified her that the site plan she is using is not an active site plan because it never happened. *I have not.* She needs to be notified about that and contact the Building Department before a permit. *I will make her aware of that.* That is why only the garage and not the house is on there. The property changed hands prior to Dan Brown bringing the lot split to the Planning Commission. *I will have her contact Mr. Weiss.*

MOTION: Michael Tyler moved to approve the plans for the 24x24 Detached Garage at 35406 Eddy Rd. as presented with the condition that the site plan is revised and approved by the Building Commissioner.  
Seconded by Christopher Hallum  
Voice Vote: Ayes Unanimous  
**Motion Passes: 5/0**

2.) Jim Kunstel

Agent/Contractor: Ed Polo (CCS Construction Component Service)

**2962 Worrell Rd. – Room Addition – PPN: 31-A-001-C-01-030-0**

Plans stamped received in Building Department 9/12/16

Plans stamped reviewed by Building Department 9/12/16

Present: No one is present

Case postponed.

3.) Najeh Salti

Agent/Contractor: American Construction

**2930 Gatsby Lane – Pool, Concrete and Fence – PPN: 31-A-005-H-00-015-0**

Plans stamped received in Building Department 9/12/16

Plans stamped reviewed by Building Department 9/12/16

Present: Dennis Artino on behalf of American Construction Group

Owner/Representative Comments:

The contractor will build an in-ground swimming pool with steel walls, vinyl liner, concrete surround and a perimeter fence

City Engineer's Comments (DiFranco):

None

Board Comments

(Smith) There is an existing desk and it steps down? *Correct. It will step down onto the concrete surface.* Do they have steps there now? *I'm not sure. I will check.* Where will the pump equipment go? *The revised drawing illustrates that. It will be tucked in behind the existing waterfall.*

(Smith) Is the concrete deck all around the pool? *Yes.* Is it stamped? *It is stamped. The owner will choose design from the [samples shown]. The aluminum fence is will be either black or Quaker bronze. It will have an automatic pool cover. [Brochure on pool circulated]* The estimated cost for the project for the project is not on the application. *I can call that in.*

(Wyss) It needs to go on the application for the permit.

(Hallum) Will any tree removal be necessary? *Yes, we will take that wood line back a little bit. I'm sure how far back.* [GIS map viewed by the Board on computer] It looks like there are two gates? *There are 2 self-closing, self-latching gates. The fencing is to Code.*

(Tyler) I see 3 gates, 2 on the right side and 1 on the left. Will this clear the septic system? *There is no septic. They are on sewers.*

(Wyss) It is not a protected area or a Hillside issue.

MOTION: Jonathan Irvine moved to approve the plans for the Pool, Concrete and Fence at 2930 Gatsby Lane as presented with the condition that the estimated cost is submitted to the Building Commissioner.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous  
**Motion Passes: 5/0**

PLANNING COMMISSION

Public Portion opened at 7:21 P.M.

No Public Input

Public Portion closed at 7:21 P.M.

1.) Lucy & Mike Gomillion

Agent/Contractor: Handcrafted Homes, Inc.

**2346 Pine Valley Dr. – Retroactive Administrative Review of Lot Split – PPN: 31-A-017-D-00-026-0**

Plans stamped received in Building Department 5/15/07

Plans stamped reviewed by Building Department 5/16/07

Presented by: Fred Wyss, Building Commissioner

Building Commissioner's Comments:

This was a house that was developed back in 2007. The Osbornes split off a small portion of Block A from the subdivision detention area and ravine area. It was never brought to the Planning Commission. It came to the attention of the Building Department when there was a tax issue in 2012. Letters are in the Board's packets. The Title Company discovered the irregularity during refinancing. It has been satisfied. The tax situation has been repaired. The Auditor verified with the tax map that the lot split

was received and recorded. But GIS never had the lot split updated on the website because it was never officially taken care of.

This is brought to the Board as a matter of 'cleaning house' and to get the Board's recommendation. Question was posed where this should be approved retroactively or whether the Board needs to take any action. Discussion included the following points:

- This was done to fit the proposed house plan with the side setback. It was done 'in house' by the Osbornes.
- Concern was expressed that there might be a 'cloud' on the property because it was never formally reviewed and approved by the Planning Commission.
- Site plan shows the Gomillion house with it just being extended with the larger portion of land.
- Map in the Board packets was done by Stan [Aztec] so that the land transferred to the Gomillions could be recorded.
- Harry Jones did the site plan with the new lot configuration.
- PCABR records in 2007 do not show that it [lot split] was ever mentioned.
- WH City Engineer never reviewed it.
- It has been satisfied with the County Engineer during review before going to Tax Map.
- The Auditor told the Building Commissioner that this has been satisfied as far as he is concerned. The lot is properly configured. It has already been recorded by Lake County.
- It was resolved in 2012 by the Title Company. They have apparently paid their taxes.
- GIS is a separate entity. County should have sent the information to GIS.

Decision: There is no new event to review. No action will be taken retroactively.

The Building Commissioner plans to contact the Title Company to be certain it is resolved.

## UNFINISHED BUSINESS

### 1.) Master Plan Review

Every five years the Master Plan must be reviewed according to City Charter. It is a living document. Things change over time. When the last review was started in 2008 and then completed in 2011, it was discussed in the context of a depressed economy. Now in 2016, we will be looking at it through a different lens. We will be thinking about the 'big picture' for the City, setting a vision and deciding what can realistically be accomplished.

Master Plan will be reviewed section by section. Changes would be noted. If there are no changes, move to next section. The 2<sup>nd</sup> meeting of every month will be dedicated for review until the process completed, unless there is a time-sensitive business item for the Architectural Board or the Planning Commission.

For the Oct. 20<sup>th</sup> meeting: Chapters 1, 2 and 3 will be reviewed by the Board with recommendations prepared for discussion at the meeting. Public Notice will be sent out. Time will be set aside for public comment. Notice to Board will include a link to the WH Comprehensive Master Plan 2011 under Planning Commission

After the Master Plan has been reviewed, there will be Action Items. Those could be zoning changes or introduction to legislation that would give the Master Plan 'teeth'.

## NEW BUSINESS

The 28<sup>th</sup> Annual APA Planning and Zoning Workshop is on Friday, Nov. 4<sup>th</sup> at the Hilton Garden Inn, Mayfield Village. Notices were sent to members by mail yesterday. Copies will be provided for the Board. Cost is \$110 for non-members. Registration must be done by Sept. 30<sup>th</sup>. To get it covered by PO, everyone must be registered at the same time. Those interested who are able to go should notify the Mayor and Frank Cihula. Mr. Cihula will handle registration.

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

The Planning and Zoning Committee of Council is planned for Monday, Sept. 26 at 6:00 PM to discuss the Vacant Property Ordinance that was drafted. It mistakenly went before Council. It needs more discussion before it can be voted upon.

BUILDING COMMISSIONER'S REPORT (Wyss)

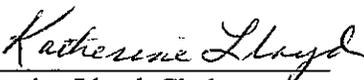
There was a meeting of Pine Valley residents on Tuesday night regarding the detention area problem and the HOA. They have elected new officers for the HOA. They are getting estimates for getting the detention area fixed.

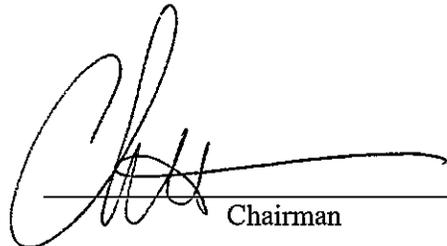
CHAIRMAN'S REPORT

Christopher Smith and Michael Tyler will not be at the next meeting on Oct. 6<sup>th</sup>. Quorum will be important.

MOTION: Meeting adjourned by Chairman Smith  
Voice Vote: Ayes Unanimous  
Motion Passes 5/0

Meeting Adjourned at 7:45 P.M.

  
Katherine Lloyd, Clerk

  
Chairman

Date Approved 4 Oct 2016