

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

MEETING MINUTES
September 3, 2020

Remote Meeting via Zoom ID: 844-2815-0343

CALL TO ORDER: 7:00 P.M.

PRESENT: Chairman Tom Elliott, Vice Chairman John Lillich,
Mayor Andy Gardner, Councilwoman Tanya Taylor Draper,
James Shannon, Ron Lewis, Jr. and Daniel N. Biondolillo

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.

*Technical Note: Mr. Lillich and the Clerk were on the call but had audio problems.
Roll Call was done by the City Engineer Pietro DiFranco*

Correspondence:

- Email dated 8/19/20 from Asst. City Engineer Trepal RE: 2283 Rivers Edge Dr. – In-Ground Pool.
- Email dated 8/25/20 from Asst. City Engineer Trepal RE: 2285 River Rd. - House Addition.
- Email dated 8/28/20 to News-Herald and Communications RE: PCABR 9/3/20 remote meeting - Zoom Access ID: 844-2815-0343

Disposition of Minutes August 6, 2020

Corrections made to Master Plan section on the last page

MOTION: James Shannon moved to accept the Minutes of August 6, 2020 as corrected.
Seconded by Councilwoman Taylor Draper.
VOTE: 6 AYES. Motion Passes.
Minutes of August 6, 2020 are approved.

Technical Note: Roll Call was done again by the City Engineer Pietro DiFranco

ARCHITECTURAL BOARD OF REVIEW

1. Nick DeBaltzo Jr
Owner: Same
Agent/Contractor: TBD
Architect: TBD
Engineer: Barrington Engineering
2283 Rivers Edge Dr. – In-Ground Pool – 31-A-017-C-00-020-0
Plans received by City Engineer 8/19/20
Plans reviewed by City Engineer 8/19/20

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

Present: Nick DeBaltzo Jr.

City Engineer Comments:

This is a construction of a new 20' x 40' in ground pool with surrounding concrete deck and alumi-guard black decorative fence. Pool will be located behind the house. Installation of the Pool and Patio shall maintain current drainage patterns. It will avoid the septic system. Pool equipment will be on the side of the house at the rear with landscape screen. Setbacks conform to Code. Approval is recommended.

Owner/Representative Comments:

No Comments.

[OLYMPUS Audio recording starts now at 0.09]
[Audio 0.09 - 2.50 of 18.10]

Board Comments:

(Biondolillo) I walked over to the property yesterday. The house is still under construction. From what Pete says, everything does conform. It does from what I can see also. It looks good. It's a nice pool and fence. I have the same fence. It is a good quality fence.

(Shannon) I looked at this very carefully. I don't see any objections.

MOTION: Dan Biondolillo moved that Board approve the In-Ground Pool at 2283 Rivers Edge Dr. as presented.

Seconded by James Shannon

VOTE: 7 AYES (Elliott, Lillich, Gardner, Taylor Draper, Shannon, Lewis, Biondolillo).

Motion Passes.

Technical Note: Roll Call was done again by the City Engineer Pietro DiFranco

Chairman Elliott reminded the applicants that approval of a project tonight is just one of the many steps necessary to get a building permit. The signed papers from the PCABR meeting tonight will be at the Building Department tomorrow or Monday at your convenience. You then take it to the next step.

[Audio recording now at 3.00]

2. Valerie Breaux

Owner: same

Agent/Contractor: TBD

Architect: Terry Valencic, Residential Design Group

Engineer: TBD

2285 River Rd. – 16 FT x 22 FT Single Story House Addition - PPN: 31-A-016-C-00-006-0

Plans received by City Engineer 8/25/20

Plans reviewed by City Engineer 8/25/20

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

Present: Valerie Breaux, 2285 River Rd. + second person.

Technical Note: Mr. Lillich was able to re-join the meeting with video and audio by changing laptops. Then there is only a hum on the recording until the City Engineer report is underway.

Owner/Representative Comments:

No Comments

City Engineer Comments:

They propose a 16 FT x 22 FT Single Story addition to an existing house. It conforms to the setback. They will be matching the exterior materials and colors. The addition will replace an existing screened-in porch. We recommend approval.

Board Comments:

The only thing I have is the block to grade.

(Elliott) On the existing house, is it exposed CMU or is it brick? *It is gray block.*

(Lillich) Generally, we try to match what is there. *I do not think you will see much of it anyway. The grading on the existing house is pretty high.*

(Elliott) Will there be any kind of sealant or foundation coating on CMU? At grade or will it be exposed? *It looks like there is something on below the soil. Like a waterproofing membrane but not necessarily a coating on the exposed surface. There would not be anything on the exposed. It could be painted.* If you put a coat on the addition, you might want to apply it to the existing block as well.

(Elliott) Are the house and the addition on slab? *The addition will be a crawl space but the existing house has a basement.*

(Lewis) You probably want to seal that block because if you have insulation behind the block in the basement, masonry likes to suck water in and transfer it. *There will be waterproofing below the grade.*

(Elliott) I would agree with Mr. Lewis. CMU/concrete is a very porous material. Concrete by nature shrinks in the winter. If it takes on damp, you could have other issues. You might seriously consider putting a Thoroseal or some type of a foundation coating on the CMU.

(Lewis) They make clear stuff that is not that noticeable. I am concerned you might get moisture in your insulation and then mold. The existing house probably does not have it but I would recommend doing it.

(Shannon) Will there be a basement floor in the crawl space or will it be raw? *There will be concrete in the crawl space.* Putting a light in there is a suggestion.

(Mayor) We don't have any sort of window treatment on the outside on the existing house. We don't require anything on the addition?

(Lillich) Generally, that is what we do.

MOTION: John Lillich moved that Board approve the plans for the 16 FT x 22 FT Single Story House Addition at 2285 River Rd. as presented
Seconded by Ron Lewis.
VOTE: 7 AYES. Motion Passes.

*Technical Note: The Clerk still cannot speak in the system. She does have video and auditory.
Roll Call was done again by the City Engineer Pietro DiFranco*

The signed paperwork for this part of the permit will be at the City Building Department tomorrow.
Or you can pick it up Monday morning.

Applicant asked about faxing information. Mr. DiFranco clarified that she will see Denise in the City Building Department for the paperwork and fees. Once she gets the fees, she can email the paperwork to Lake County.

[Audio recording now at 13.00]

With all the technical difficulties, we will have Public Portion now.
Public Portion for Architectural Board of Review opened at 7:24 p.m.

No Public Comments.

Public Portion was closed at 7:25 p.m.

Architectural Board of Review closed at 7:25 p.m.

PLANNING COMMISSION

Public Portion opened at 7:25 p.m.

No Public Comments.

Public Portion was closed at 7:26 p.m.

No New Projects for Planning Commission.

Planning Commission closed at 7:26 p.m.

Unfinished Business:

None.

New Business:

None

Mayor's Report:

No formal report. Thank you for the hard work both last night and tonight.

Council Representative's Report (Tanya Taylor Draper):

No formal report.

Good job tonight. Technology was not our friend.

Building Commissioner's Report (Pete DiFranco)

No formal report.

BZA Representatives Report (Frank Cihula)

No report.

Chairman's Report:

Master Plan: Thank you again for the hard work on the Master Plan. We are making progress and I look forward to the rest of the process.

Have a great Labor Day weekend and a good holiday!

Thank you for your patience with our technical difficulties.

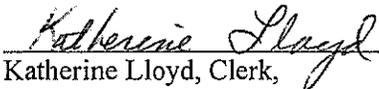
We will ask the Mayor about the possibility of resuming Live In-Person meetings.

Adjournment

The meeting was adjourned at 7:29 p.m. by Chairman Tom Elliott.

[Audio recording now at 18.10]

Respectfully Submitted:


Katherine Lloyd, Clerk,


Chairman

10/15/20
Date Approved