

MINUTES

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

September 6, 2018

CALL TO ORDER 7:00 P.M

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

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

CLERK: Katherine Lloyd

Correspondence:

- Email dated 8/15/18 from Asst. City Engineer Trepal RE: Single story home addition at 2752 Oak St.
- Email dated 8/16/18 from Asst. City Engineer Trepal RE: Sun Room Addition at 31713 White Rd.
- Email dated 8/30/18 from Asst. City Engineer Trepal RE: Signs for Salvation Army at 27625 Chardon Rd.
- Email dated 8/24/18 from Asst. City Engineer Trepal RE: Pole Barn (912 SF) at 2808 Stark Dr.
- Email dated 8/29/18 from City Engineer DiFranco RE: Replace 3 Existing Signs: Sun Plum / Produce Place at 2730 S.O.M. Center Rd.

Disposition of Minutes Meeting of August 2, 2018

Grammatical corrections discussed.

MOTION: Councilman Fiebig moved to accept the Minutes of August 2, 2018 as corrected.
Seconded by John Lillich
Voice Vote: 6 Ayes and 1 Abstention (Irvine).
Motion Passes: 6/0.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:04 P.M.

Frank Cihula, BZA Representative

The site plan supplied for Project #2 at 31713 White Rd. has a few inaccuracies, for example, the property width is 130 ft. I have surveyor drawings which would be an accurate site plan. I also built the deck at that location.

Public Portion closed at 7:05 P.M

1.) Steven S. & Fanny Bathurst

Agent/Contractor: Andrew Waldren

2752 Oak St. – Single-story home addition - PPN: 31-A-006-C-00-006-0

Plans received by City Engineer 8/13/18

Plans reviewed by City Engineer 8/14/18

Present: Andrew Waldren, Agent & General Contractor.

Owner/Representative Comments:

- He is adding a guest bedroom and bathroom to the existing single story home. Kitchen will be expanded and a deck will be added out the back.
- He will match the siding to the best of his ability. Windows will be trimmed in the same color. Roof shingles will match.

City Engineer's Comments (DiFranco):

No Comments.

Board Comments:

No Comments.

MOTION: John Lillich moved to approve the plans for the Single-story home addition at 2752 Oak St.
Seconded by Councilman Fiebig.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0.

2.) Nancy Schneider

Agent/Contractor: Champion Windows

31713 White Rd. – Sun Room Addition - PPN: 31-A-005-G-00-010-0

Plans received by City Engineer 8/15/18

Plans reviewed by City Engineer 8/16/18

Present: Ryan Bell with Champion Windows. He is the homeowner's agent & general contractor

(Smith) We have the revised site plan from Frank Cihula, BZA Representative

Owner/Representative Comments:

- The addition is an All-Season with a gable sun roof built on a poly engineered insulated deck.
- The homeowner is removing half of the lumber deck to make room for the addition and new poly deck.

City Engineer's Comments (DiFranco):

No Comments.

Board Comments:

(Shannon) Is this built on the deck? *No, the deck is being removed. The poly deck will be installed. The sunroom will be built on it.* It is above the ground? *Yes, it will be about 18 inches above grade.*

(Cihula) It will be in the same location as the existing deck? *The homeowner is taking off half of the existing deck right behind the patio door and the entrance to the back of the house. Half of the existing deck will remain as a walk-out for now.*

(Fiebig) What was the change in the plan?

(Smith) The site plan drawing we had showed 128 ft. for the rear width. Frank's drawing shows 130 ft. for the rear width. *(Bell) I went off the County Auditor's site, the GIS.*

(Fiebig) Okay, it is a 2 ft. difference. There are plenty of setbacks on all side.

MOTION: Councilman Fiebig moved to approve the plans for the Sun Room Addition at 31713 White Rd.
Seconded by John Lillich.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0.

3.) Bishop Checkmate LLC

Agent/Contractor: Wagner Electric Sign Co.

Architect: Schill Architecture LLC

27625 Chardon Rd. – 3 New Building Signs: Salvation Army – PPN: 31-A-008-0-00-017-0

Plans received by City Engineer 8/24/18

Plans reviewed by City Engineer 8/30/18

The representative for Project # 3 is not here yet. Postponement until the end of Agenda suggested. Mr. Shannon asked about specifications for the size of the toggle bolts. The plan says “length to be determined”. Is that something we should be concerned about?

(DiFranco) It is not something the Board reviews. It is up to their structural designer.

(Smith) The Lake County Building Dept. would review that.

(Fiebig) They would need to be at the site to do that.

MOTION: Councilman Fiebig moved to postpone review of the plans for the 3 New Building Signs: Salvation Army at 27625 Chardon Rd until the end of the Agenda.

Seconded by John Lillich.

Voice Vote: Ayes Unanimous.

4.) James A. Ferra

Agent/Contractor: Spangler Buildings LLC

Architect: Carter Lumber

2808 Stark Dr. - Pole Barn (912 SF) - PPN: 31-A-006-E-00-026-0

Plans received by City Engineer 8/24/18

Plans reviewed by City Engineer 8/24/18

Present: Jim Ferra.

Owner/Representative Comments:

- He has lived here for 28 years since 1990. Five years ago he bought property in the back wooded area from Loreto. It was just to expand the property. He knows he cannot build anything on it.
- He needs the pole barn for storage. Currently he only has a 1-car attached garage with an attic.
- He talked with Fred Wyss in the past about a 24' x 40' barn but learned it was over the limit so he cut the size back to a 24' x 38' pole barn
- He showed pictures of the house. The vinyl siding on the barn will match the granite gray on the house. Shingles on the barn will be the same type as the house.

City Engineer's Comments (DiFranco):

No Comments.

Board Comments:

(Lillich) Will you trim out the windows and doors the same as the house? It doesn't show on the plans. *They will be the same vinyl windows and a basic white door.*

(Shannon) Shutters would be a nice touch. *The building will be a substantial distance away from the street and house in the wooded area. We can consider it.*

(Lillich) Because of the distance from the house and the woods, I would suggest you think about whether you want windows on the ground level for security. *The garage doors themselves do not have windows. The entrance doors are solid. The two windows in the back face the woods. The others face the house.*

(Shannon) You might want to think about an alarm system. *Right.*

(Fiebig) What is the purpose of the windows? *So I am able to see out.* Do you have a driveway? *Maybe I will in the future.* There will just be grass going up to it. *Yes.* Will you pour a concrete pad? *Eventually.* Will you get a concrete truck back there? *People have suggested the buckets.* It is more expensive.

MOTION: Councilman Fiebig moved to approve the plans for the Pole Barn (912 SF) at 2808 Stark Dr. as submitted.
Seconded by James Shannon.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0.

5.) Gales Garden

Agent/Contractor: Chuck Zingale

Architect: N/A

**2730 S.O.M. Center Rd - Replace 3 Existing Building Signs: Sun Plum to Produce Place
- PPN: 31-A-006-B-00-020-0**

Plans received by City Engineer 8/27/18

Plans reviewed by City Engineer 8/29/18

Present: Chuck Zingale representing Produce Place, and extension of Gale's Garden.

Owner/Representative Comments:

We will supply 3 sets of 18-inch high form plastic letters that will read 'Produce Place'. It will be in green Plexiglas and formed plastic style. [Samples shown]. They will be in the exact same position as the existing signage for the Sun Plum Market.

City Engineer's Comments (DiFranco):

No Comments.

Board Comments:

(Smith) Is it a rebranding? *It is a rebranding. They actually have a logo as well.* The letter font seems to be changed from something like Times New Roman to something 'bubbly'. *It is a good visible letter to use. It is good contrast against the walls.*

(Lillich) I agree but the new letters are easier to read. The spacing is a little wider.

(Shannon) When the other letters are removed, will there still be 'ghost letters'? Do you have a plan to prevent that? *We will pressure wash the fascia and treat it in the best way to restore it.*

(Smith) When companies put lettering up there is usually a certain reason for using certain lettering and branding. The 'Produce Place' lettering below is different than the one above. *These letters are more cost effective. These letters fill up and balance the existing spaces.*

(Fiebig) It says that the existing letters will be removed and scrapped? You mean that you will not re-use the letters? *Correct.* Ghost letters seem to be the critical thing. *It is critical and we are paying attention to it.* Is the finish just a stained wood? *It is a varnished wood.* If you power wash it, will you re-stain if necessary to prevent ghost letters? *We are doing that.*

(Shannon) We would be comfortable with re-staining with your final correction.

(Fiebig) We could approve contingent on not seeing the previous letters from the street with the naked eye. *I would support that.*

(DiFranco) It would need to be conditioned on the approval so we can enforce it.

(Irvine) Regarding branding, is there any other signage on the property? *There is not. There are two separate buildings, one is Gale's and the other is Produce Place.*

If they ever thought to put up a sign by the road, we would be less apt to approve their branded font if they go with this font on the building because then you would have a 'disconnect'. It would look inconsistent.

(Lillich) It is a good point but the building is very close to the road. They would not need another sign.

MOTION: John Lillich moved to approve the plans for the Replace 3 Existing Building Signs changing Sun Plum to Produce Place at 2730 S.O.M. Center Rd with the condition that if the letters are removed and there are 'ghost letters' and you cannot remove them, that you will power wash, stain and refinish the surface.
Seconded by Mayor Weger.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0.

(Smith) This is Project # 3 that was postponed to the end of the Agenda

3.) Bishop Checkmate LLC

Agent/Contractor: Wagner Electric Sign Co.

Architect: Schill Architecture LLC

27625 Chardon Rd. – 3 New Building Signs: Salvation Army – PPN: 31-A-008-0-00-017-0

Plans received by City Engineer 8/24/18

Plans reviewed by City Engineer 8/30/18

Present: Dan Beman, Wagner Electric Sign Co.

Owner/Representative Comments:

- This is a new Family Store for the Salvation Army. It is going in the plaza on Chardon Rd.
- The project consists of a wall sign that has a face-lit shield, the Salvation Army shield and then the words 'Family Store Donations' in halo-lit channel letters.

City Engineer's Comments (DiFranco):

No Comments.

Board Comments:

(Smith) I like the halo-lit letters. Your letters are true to your brand. *Yes, it follows the Salvation Army specifications,*

(Shannon) Are we making any effort to coordinate the styles or colors of the signs along the row of stores? Has it ever been a plan or is it something we would consider?

(Lillich) At the time that plaza was built we had a policy about that. Then there were legal problems with different entities wanting their sign to be distinctive and consistent across the country.

(Fiebig) Different stores use different colors and logos.

(Cihula) Will there be any sales out of the store or just accepting donations? *No, it's actually a store where they will do retail on it. You will also be selling? Yes, that is correct. That's the branded 'Family Store Donations'. That is what they do, probably across the country. We handle a lot of their stores in the region. This is the first one I have seen. Is there anything else locally? Down toward Cleveland there are quite a few.*

(Lillich) It looks like it just fits on that sign.

MOTION: John Lillich moved to approve the plans for the 3 New Building Signs: Salvation Army at 27625 Chardon Rd.
Seconded by Council Fiebig.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0.

PLANNING COMMISSION

Public Portion opened at 7:35 P.M.

Frank Cihula, BZA Representative

I met Michael Tyler. He said he misses you guys.

Public Portion closed at 7:35 P.M.

No Pending Business

UNFINISHED BUSINESS

“Consideration of removing approval of Residential Improvements from ABR.”

(Smith) We have discussed this at several meetings. We talked about taking Residential Improvements off of our Agenda and allow our City Engineer to approve those administratively. He would always have the option to refer them to the Board if something was questionable. I would like to revisit that now. If we decide it is a good idea, then have a motion and a vote.

Today’s Agenda is a good example. Signage is important in our City. It is a good role for an Architectural Board of Review. The appearance of a shed or even most new homes could be administratively approved. Pete especially has been with us long enough to know what we look for. He knows our criteria for new homes. He has the Architectural Standards document that he can administratively enforce.

(Lillich) We had some discussion at the last meeting about breaking this into two separate pieces. It also occurred to me, if we did this, how we would measure that it is working as we would expect. I suggest we revisit it in a year and assess whether it is working the way we would expect it to work.

There are things going on in the City right now. There is abuse of zoning code on my street. Who do we report to? When we do have someone, I will have a list. I think some people are aware that there is no enforcement right now and they are taking advantage of it.

(Smith) We do see people who are building without permits. That is a different issue than where it gets its approval from. I agree with review in a year. Pete could still prepare that spreadsheet and distribute it once a month.

(Shannon) One of the provisions we insisted upon was that the Board reserves right of review and withholding approval until it fits. We should still be able to review the cases ourselves.

(Smith) It would help our residents not have to submit so many sets of drawings. They are expensive. But, if something doesn’t fit and it is under construction, what do we do?

(DiFranco) I will post it on line as I already do so anyone can review and download it. That way if there is something questionable, it will not necessarily delay or stop the applicant. It would allow us to change it for the future.

(DiFranco) The spreadsheet has not been distributed recently because once we lost the Clerk in the Building Department we assumed the responsibility of tracking permits, contractor registrations, etc. It has been a bit overwhelming. I am trying to come up with a system to track everything at once. Eventually, the spreadsheet will be back.

(Fiebig) The amount of drawings could be reduced to one set for the Board.

(DiFranco) I would do what I am doing now: a review letter with the drawing attached to it. The entire package would be posted online

(Fiebig) So the Board would not need to meet to approve the designated projects?

(Smith) ABR would still maintain its schedule. If there is nothing on the Agenda, we would not meet.

Commercial structure would still come before the Board for ABR. It does not take anything off the Planning Commission dockets. Only residential improvements, accessory buildings like garages and sheds, etc. When we are meeting regularly, it is a great time to discuss any issues that may come up.

(Smith) I would not want to double the process. I would not want to approve something that has already been approved administratively.

(Fiebig) Example: Stark Rd. project- the drawings were prepared, submitted and approved using the checklists that we use. The Board would have knowledge of it. Project information would be in the packets for that meeting. If the Board found a problem with it, what would the Board do?

(DiFranco) Board could not do anything with that specific project, but the problem would be added to a checklist so it does not happen in the future. We would continue refining the process. It could be present to project owner as a suggestion in a voluntary process.

(Smith) This suggestion also falls in line with many other cities. Very few cities have an ABR that reviews any residential structures. Willoughby does not review new home, new garages architecturally, but Planning Commission, yes.

(Lillich) Today we have the County doing inspections.

(Smith) If anything at all questionable came up, Pete has the ability to refer it to ABR, which takes the responsibility off of him. If he does not feel comfortable or they push back, they can appeal and come to the Board.

(Lillich) Review should be at regular meetings, not just once a year. That allows for modification as we go.

PLAN: Per discussion, we will do the motion next meeting. Every person can write up a draft motion for group discussion then.

(Mayor) John mentioned things that are getting built on weekends, roofs getting done, etc. In the past we were not able to completely stop that. But if you know of some, give the information to Pete (City Engineer). Right now he is the Zoning Administrator. He will investigate. That does not mean giving the grass cutting to him.

(Lillich) As an example, there is a contractor who first had 1 truck & trailer. He now has 5 trucks & trailer in his yard. His 5-6 employees come in the morning, park in front of his house and roar out home in their trucks. Some are on the street. A woman who does office work for him parks on the street. His girlfriend parks on the street. Sometimes there is fabricating in the yard. The neighbors are complaining. It obstructs the street during the day. Our Home Employment has specific rules.

There is a person who lives right on the river. They had the septic redone. He does not think a permit was issued for that. John will send information to Pete by email. There is someone with a camping trailer in the back. Someone seems to be living in it.

(DiFranco) We have sent violation letters for property maintenance, home occupations, signage, etc. Information by email would include that address and what the problem is. The problem is that we (engineers) are not here full time. We can't drive around but if you let us know about it, we will try to address it.

(Fiebig) As the last meeting, I had comments on the existing booklet. Should we revise that? People were going to look for the word document file. Once located, it could be updated. Those guidelines could be handed to people. It could also undergo ongoing updating.

(Lillich) There are definitely things missing and/or need updating.

Plan: Several members plan to look for the word file for Residential and Commercial Procedures for Building Projects in the City of Willoughby Hills prepared by the former Chairperson Charlotte Schryer in September 2007

NEW BUSINESS

None

MAYOR'S REPORT

No Report.

COUNCIL REPRESENTATIVE'S REPORT (Fiebig)

The APA Cleveland's Planning & Zoning Workshop is at the Hilton Garden Inn in Mayfield Village on Friday, Nov. 2, 2018. I would like to go.

(Mayor) Who is paying for this? Our budget is cut.

(Cihula) Right now the membership is not being paid. Each attendee would have pay full price.

(Fiebig) We will talk about it.

BUILDING COMMISSIONER'S REPORT (DiFranco)

Next meeting the School of Innovation will probably be here to present on the Stream Restoration Project and give us an update. Because it is along a stream, the Planning Commission would have to give them a Protected Area Permit.

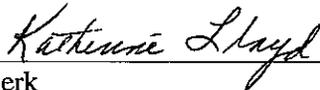
(Lillich) The sign for the School of Innovation is difficult to read.

CHAIRMAN'S REPORT (Smith)

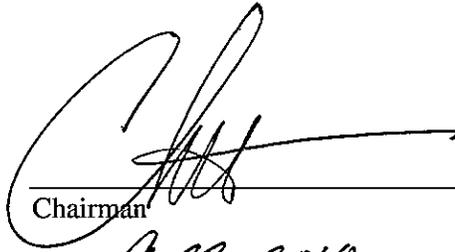
No Report.

MOTION: John Lillich moved to adjourn the meeting.
Seconded by Councilman Fiebig.
Voice Vote: Ayes Unanimous.
Motion Passes: 7/0

Meeting Adjourned at 7:58 P.M.



Clerk



Chairman

9-23-2018

Date Approved