

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

**November 21, 2013**

**CALL TO ORDER:** 7:04 P.M.

**PRESENT:** Vice Chairman John Lillich, Mayor Robert Weger, Council Representative David Fiebig and Joe Zawatski

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

**ABSENT:** Chairman Charlotte Schryer, Madeleine Smith and John Davis

**MOTION:** Joe Zawatski moved to excuse the absence of Chairman Schryer, Madeleine Smith and John Davis for tonight's meeting.  
Seconded by Mayor Weger  
Roll call: Ayes Unanimous  
**Motion Passes 4/0**

City Engineer Pietro DiFranco will not be here this evening.

**Correspondence**

None received

**Disposition of Minutes** Meeting of October 3 2013  
Meeting of November 7, 2013

**MOTION:** David Fiebig moved to approve the Minutes of October 3, 2013 and the Minutes of November 7, 2013 as presented.  
Seconded by Joe Zawatski  
Roll call: Ayes Unanimous  
**Motion Passes 4/0**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:07 P.M.

No public input.

Public Portion closed at 7:07 P.M.

1. K & D Properties

Contractor: Fast Signs

**27400 Chardon Road – New Business Sign for Willoughby Hills Towers - 31-A-008-C-00-048-0**

Plans stamped received by Building Department 11-7-13

Plans reviewed by Building Department 11-15-13

Present: Chuck Steven (Fast Signs)

(Vice Chairman Lillich) There seems to be a discrepancy about who the owner of the property is. The property owner is listed as K & D Properties on the application. The Lake County Auditor's site lists it as Winchester Apts., Ltd. Can you help us clarify this? *(Steven) I thought K & D were the owners.*

The problem here is that the application needs to be made by the owner.

(Wyss) I instructed the clerk to correct the application to the owner of record on the Auditor's website. K&D Properties is the manager. They would have contacted the sign company.

(Vice Chairman Lillich) So the application will be corrected to Winchester Apts., Ltd.

**Owner/Representative Comments:**

- We will replace the two existing signs with one sign made of manufactured styrofoam. An electronic messaging panel will be an integral part of the sign.
- It will be located on the east side of the driveway, five feet from the Right of Way (ROW). There is a landscaped area where it will be located.
- The existing sign on the west side will be removed.
- The sign board will be tri-color which is red, green and amber. It can produce various colors by combining those three.
- There will be one or two lines depending on their message. They have completed control of the speed, color, font and message.

**Board Comments**

(C. Smith) The base area where the sign sits is Styrofoam? *It is high density styrofoam that is computer cut and shaped. The finishing coat is a very tough material with a finish similar to stucco. They are very durable. [Sample shown]. There are two posts concreted into the ground. The panel is set over the posts. Then the top unit is fastened over it. That top unit can be removed for maintenance access.*

(Weger) Is it two-sided? *Yes, and it will be perpendicular Chardon Road.*

(Fiebig) How far back does the current sign sit? Will the new sign be closer to the street? *That is 8 feet. The new one will be 10 feet. It will be a minimum of five feet from the ROW. We plan to keep it in the existing landscape area.*

(Cihula) Will there be a minimum eight seconds on LED display?

(Wyss) The motion should include the minimum of eight seconds specification. The Planning Commission established that as a standard when we had the last sign. It is becoming a code standard.

(Fiebig) The Building Commissioner's notes state 'no scroll, no flash, no move'?

(Wyss) Yes, that is in our Code. The only thing not in the Code is the 8-Second Rule. I would like the Planning Commission to reiterate that for each sign reviewed. *We did talk about the 8-Second situation.*

(Fiebig) And the 'no scroll, no flash, no move'?

(Wyss) It is in the Ordinance.

**MOTION:** David Fiebig moved to approve the plans for the New Business Sign at 27400 Chardon Road as submitted following the 8-Second Rule.

Seconded by Mayor Weger

Voice Vote: Ayes Unanimous

**Motion Passes 4/0**

**PLANNING COMMISSION**

**Public Portion**

Opened at 7:19 P.M.  
No public input.  
Closed at 7:19 P.M.

No Pending Business

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**MAYOR'S REPORT**

Tonight there is a St. Augustine's Charity Event across the street. We put a flyer in brochure for Madeleine Smith. She was very surprised and appreciative. She is awed by the donation in her name.

**COUNCIL REPRESENTATIVE'S REPORT**

Council President David Reichelt retired effective November 30, 2013. He is currently on vacation. He turned over the presidency to Nancy Fellows for the remainder of the month. He served us very, very well for 10 years. He was an outstanding representative and is a great citizen of Willoughby Hills. He will be missed.

**BUILDING COMMISSIONER'S REPORT**

- Mr. Wyss learned today that Dunkin Donuts plans to move forward. The traffic study was completed. The owner has agreed to accept a Right-In and Right-Out only access.
- The owner of the bridal shop at the far end of the strip center just before Borally's is looking to purchase a property and build her own 6000 square foot building. The property she is considering is two over from Dunkin Donuts. It is a very narrow lot.
- Mr. Wyss had a meeting with Steve Roszczyk, the Economic Director today. The Planning Commission needs to provide direction that we [the City] would like a contiguous shopping center or plaza in that area. The plaza could be named with a sign at the corner of Eddy Road for advertising.
  - There is a curb cut on Eddy Road at the far back end of the commercial area. It could be the back entrance of the plaza. We have asked Dunkin Donuts to develop their layout so there is off road drive space along Bishop and that their entrance would be a main entrance.
  - There are a number of separate properties but not all owned by same person. Some of the parcels are vacant. The Sears building stands alone with its own entrances and parking lot.
  - Because of the traffic pattern on Bishop, it is important that we limit left turns.
  - We would like to avoid haphazard development. We could end up with individual lots with no left turn available.
  - The City Law Director, Tom Lobe will be consulted about signage.

**MEMBERS'S REPORT**

None

**CHAIRMAN'S REPORT**

None

**MOTION:** Joe Zawatski moved to adjourn.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous  
**Motion Passes 4/0**

**Adjourned at 7:29 P.M.**

Katherine Lloyd  
Clerk

Charlotte Schyer  
Chairman

Date Approved Feb 6, 2014