

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

**October 15, 2015**

**CALL TO ORDER 7:00 P.M**

**PRESENT:** Chairman Christopher Smith, Vice Chairman John Lillich,  
Council Representative David Fiebig, Jonathon Irvine and Michael Tyler

**ABSENT:** Mayor Robert Weger and Joseph Zawatski

**ALSO PRESENT:** Building Commissioner Fred Wyss, City Engineer Pietro DiFranco,  
BZA Rep Frank Cihula and Clerk Katherine Lloyd

**MOTION:** John Lillich moved to excuse the absence of Mayor Weger and Joseph Zawatski.  
Seconded by Michael Tyler  
Roll call: Ayes Unanimous  
**Motion passes 5/0.**

**Correspondence:**

- Memo dated 10/6/15 from Asst. City Engineer Kevin Trepal to David Novak, P.S., Barrington & Stacy Johnson, ProBuilt Homes RE: 2514 Maple Hill Road (PPN 31-A-012-H-00-017-0)
- Email dated 10/9/15 from Kevin Trepal to PCABR RE: 2514 Maple Hill Road-New House Site Plan Review2-Approved
- Memo dated 10/7/15 from Asst. City Engineer Kevin Trepal to David Novak, P.S., Barrington & Stacy Johnson, ProBuilt Homes RE: 2491 Maple Hill Road (PPN 31-A-012-H-00-006-0)
- Email dated 10/9/15 from Kevin Trepal to PCABR RE: 2491 Maple Hill Road-New House Site Plan Review2-Approved
- Memo dated 10/6/15 from Asst. City Engineer Kevin Trepal to David Novak, P.S., Barrington & Stacy Johnson, ProBuilt Homes RE: 2483 Maple Hill Road (PPN 31-A-012-H-00-005-0)
- Email dated 10/9/15 from Kevin Trepal to PCABR RE: Maple Hill Road-New House Site Plan Review2-Approved
- Notice of Violation dated 10/12/15 from City Building Commissioner Frederic D. Wyss Jr. to Martin Graham of The Firehouse Grille & Pub RE: Property under his management at: 2768 Stark Drive, Willoughby Hills, Ohio 44094
- Email dated 10/9/15 from Pietro DiFranco to [luketid@ccf.org](mailto:luketid@ccf.org) RE: Protected Area-Pond-2366 Rivers Edge-Luketic
- Letter dated 10/12/15 from Christina Znidarsic, Chagrin River Watershed Coordinator to Building Commissioner Fred Wyss RE: Protected Area & Pond at 2366 Rivers Edge
- Email dated 10/2/15 from Pietro DiFranco to the PCABR RE: Protected Area Regulations-Deposits & Resources

**Disposition of Minutes**

**Meeting of October 1, 2015**

**MOTION:** David Fiebig moved to approve the Minutes of October 1, 2015 as presented.  
Seconded by John Lillich  
Roll call: 4 Ayes and 1 Abstention (Irvine)  
**Motion passes 4/0.**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:02 P.M.**

No Public input

**Public Portion closed at 7:02 P.M.**

1.) Robert Dodge & Lesley Carr

Contractor: Joseph Marra-M.J. Builders, Inc.

**35859 Euclid Chardon Road – New Custom Home– PPN 31A-011-A-02-033**

Plans stamped received in Building Department 9/29/2015

Plans reviewed by Building Department 10/6/2015

Present: Robert Dodge (owner) and Joseph Marra, Jr.

**Owner/Representative Comments:**

- It is a new construction home situated fairly well back on a flag lot. It will have a lot of gables and a lot of stone in front and shake and a beautiful roof line
- Samples of the shake, the lap siding, the Pennsylvania weathered ledge Dutch-quality stone and the driftwood, Landmark Certaineed asphalt shingles were shown. Trim will be white.

**Building Commission's Comments (Wyss):**

**Equivalency**

- Regarding the approved site plan, this is a flag lot, next to another flag lot. Prior to the 40-foot flag requirement, flag lots were required to have a shared driveway. They would have an easement attached to them and the driveway would go down the middle of the two flags. In this case, the driveway for the extreme back lot is on its own flag.
- Originally, the builder proposed to blend this driveway with that of the far back lot and have a zero clearance on the driveway. The owner in the back prefers to maintain the position of his own driveway ROW. In order to meet the Code, they set a 3-foot setback for the driveway. If the Board exercised an Equivalency Provision, they could still blend the two driveways together.  
*(Dodge) The owner in the back is willing to blend driveways.*
- To address the concern of the BZA representative regarding whether an Equivalency can be done on a residential development, a portion of the beginning of the Code was read. "In reviewing the application, the PCABR may find that the final development plan either adheres or is equivalent to the requirements of the Planning and Zoning Code." This is to take care of small numbers that are in the Code that can be addressed by the Board.
- It is my opinion that moving the applicant's driveway three feet would cause it to start pushing over the hillside sooner. Substantial grading will be necessary. A few more trees would be cut down. Blending the driveways would minimize loss of trees.
- The other Equivalency Provision presented for Board discussion is the necessity for the front setback variance in Mr. DiFranco's review. It is an opinion held down by the City Law Director Lobe that measurement be measured from the rear property line to the front property line of the flag in the direction of the R.O.W. Section 1127.02(d) of the General Guidelines for Grading of the Code reads, "Building envelopes should be limited to the flatter portions of the sites." The engineer has done this rather than moving it back 75 feet where it would be down the hillside where it would encroach on the duplication and septic area. Mr. Wyss suggested that the Board consider an Equivalency so the applicant does not need to go for a variance for the 75 feet. The house is well behind the house in the front. There is a pond and structure on the front lot more than

75 feet from the house in the front. The 75 feet is met because the lot is so far back. It is the opinion of the Law Director that we have a 75-foot front setback measured from some place.

**City Engineer's Comments (DiFranco):**

I have nothing else to add to the Building Commissioner's comments.

**Board Comments**

(Smith) Mr. Wyss is suggesting that if we adopt a letter of equivalency, it would be included it in the motion. That would keep the application from needing to go to the BZA.

(Lillich) I like the idea of blending the driveway. When driveways have been situated a few feet from each other, it is a landscaping and maintenance nightmare. I would strongly suggest that we approve the equivalency. The planned setback of the house is at the premier location. Any other position would create more problems.

(Fiebig) There are piles of dirt on the right side. Is that to build up the driveway? *Yes.* None of that will be disturbed? *No* Is there any agreement between the two homeowners about maintenance?

*We have a verbal agreement. Maintenance will be shared.* Having a written agreement would be helpful in future with new owners. The pond is not on your property? *No, it is on the front property.*

Things you do on your property may have an impact on the pond. If we approve this Equivalency, you cannot move the driveway.

(Wyss) The Engineer has approved this site plan with it moved three feet. The builder knows he would need to go back to the original plan and resubmit it. Then the Engineer would review it and approve that plan for the records.

(DiFranco) That is correct.

(Fiebig) Equivalency makes sense to me so we do not take down more trees or encroach on the pond.

**Architectural Review**

(Smith) The colors and materials are great. You are doing mullions on the windows all the way around.

(Lillich) The drawing do not show trim on the windows all the way around. *I think we will end up doing that.* It would add value in the future and enhance the building. Also, you have very nice stone on the front of the building. We ask that you wrap the stone around the corners 18-24 inches.

(Fiebig) What color are the shutters? *We are looking in the darker earth tones, maybe darker brown or black.* That will look nice with the white trim.

(Lillich) In the back, you have the flue-less fireplace that comes down about 18 inches above the ground. Is it possible to enclose that somehow? That would be helpful when doing yard maintenance. *We will look into that.*

**MOTION:** David Fiebig moved to approve the plans for the New Custom Home at 35859 Euclid Chardon Road as presented using Section 1115 Equivalency Provision for the zero-clearance driveway and the setback with the requirements that the stone will be wrapped 18-24 inches around the corners and windows will have 4-inch trim all around the house and pending approval of the revised site plan by the City Engineer.

Seconded by Michael Tyler

Voice Vote: Ayes Unanimous

Motion Passes 5/0

2.) ProBuilt Homes

Contractor: ProBuilt Homes

**2514 Maple Hill Drive – Single Family Home- PPN 31-A-012-H-00-016-0**

Plans stamped received in Building Department 10/5/2015

Plans reviewed by Building Department 10/6/2015

Present: ProBuilt Homes

**Owner/Representative Comments:**

- This will be our model home. The original model home is across the street (photo shown).
- Samples shown for the drift color vinyl siding, the cypress fieldstone, the brown shingles and the cream colored garage door (style shown).

**City Engineer's Comments (DiFranco):**

We did confirm that the street trees will be put in on the site plan? *Yes.*

**Board Comments:**

(Smith) Are the elevations drawn here exactly what will be built? *Yes.* The updated garage door and the fieldstone instead of the modular stone on the front of the house. In the center portion of house, the stone is on the upper and not the lower portion. *Would you like it in both spots?* I think it would look better than having a heavy element in the upper without being supported.

(Lillich) The dutch hip roof design looks nice. It takes away from the massiveness above. *Thanks.*

(Smith) It is nicely done. What color is the trim around the windows? *White.* Nice job on the mullions all around the house. Are you wrapping the stone? *Yes.*

(ProBuilt) We just need to adjust the plans and get them back to you?

(Wyss) Just the front elevations.

**MOTION:** John Lillich moved to approve the Single Family Home at 2514 Maple Hill Drive as submitted with the addition of carrying the stone in the center of house all the way down to the ground and contingent on the amended elevations being submitted to the Building Commissioner.

Seconded by Michael Tyler

**Additional Discussion:**

(Fiebig) With regard to the trees, are these trees readily available? *They were difficult to get.*

Voice Vote: Ayes Unanimous

**Motion Passes 5/0**

3.) Ed & Heather Nobbe

Contractor: ProBuilt Homes

**2491 Maple Hill Drive – Single Family Home- PPN 31-A-012-H-00-006-0**

Plans stamped received in Building Department 10/5/2015

Plans reviewed by Building Department 10/6/2015

Present: Heather & Ed Nobbe (owners) and Chris Brown (ProBuilt Homes)

**Owner/Representative Comments:**

- We are building a 3600 sq. ft. home with a first floor master bedroom. New construction.
- Samples shown: Tuscan clay Dutch lap vinyl siding, Tuscan clay colored shake siding on two of the gables, Dutch Quality ledgestone and charcoal gray, 30-year dimensional shingles.

- Trim and wrap for the windows and the garage door will be white. Garage door is same style as house.

**City Engineer's Comments (DiFranco):**

None

**Board Comments**

(Smith) The stone in the center portion of the house has the heavy stone 'floating' above the light siding. Would you consider putting stone all the way down so it looks like it is built from the bottom up? *Okay.*

(Lillich) Looks like a nice house.

(Smith) Good choice of colors and materials. You are wrapping the stone and trimming the windows.

(Fiebig) There is a pillar to the immediate right of the door. Does that porch extend across the whole front? *Yes.* When you say pull the stone down, do you mean across the entire front?

(Wyss) The pillar supports the porch in front of the stone. The stone will stop to the right of the front door.

(Lillich) Bringing the stone straight down will be fine. It is your decision whether the stone comes straight down or goes across the whole porch.

(ProBuilt) If we want to continue the stone across the whole porch, that would be okay. *Yes.*

**MOTION:** John Lillich moved to approve the Single Family Home at 2491 Maple Hill Drive as presented with the addition of bringing the stone down to the ground from the second floor gable.

Seconded by David Fiebig

Voice Vote: Ayes Unanimous

Motion Passes 5/0

4.) Steve & Beth Roth

Contractor: ProBuilt Homes

**2483 Maple Hill Drive – Single Family Home- PPN 31-A-012-H-00-005-0**

Plans stamped received in Building Department 10/5/2015

Plans reviewed by Building Department 10/6/2015

Present: Steven & Beth Roth and ProBuilt Homes

**Owner/Representative Comments:**

- It is a 3563 sq. ft. home. We have not extended the stone down to the ground in the front but we will discuss it. *(Smith) You could always put the stone on the bottom and lighten the top with vinyl siding.*
- Samples shown: Platinum gray 4-inch vinyl siding, charcoal gray shingles and Prestige Weathered Edge stone.
- Trim, window wraps and garage doors are white. Style of garage door shown on the prints. Picture of house with white window trim was shown.

**City Engineer's Comments (DiFranco):**

None

**Board Comments**

(Tyler) Beautiful design.

(Smith) Thank you for wrapping the stone and trimming the windows

(Wyss) The porch does not go across the whole front. You would still have the look of the stone coming all the way down.

(Fiebig) It looks like there is vinyl all around the door and the stone goes up the left side. *Yes, it is not a full porch.*

**MOTION:** David Fiebig moved to approve the Single Family Home at 2483 Maple Hill Drive. as submitted with the addition that the stone will continue to the ground or lighten up the top.  
Seconded by Jonathon Irvine  
Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

5.) Norma O'Connor

Contractor: Paul Jonke @ Jonke Construction

**2989 Lynn Drive – 3 Season Room- PPN 31-A-007-F-00-004-0**

Plans stamped received in Building Department 10/8/2015

Plans reviewed by Building Department 10/9/2015

Present: Chuck Sutton

**Owner/Representative Comments:**

- I am filling in for Paul Jonke. I just found out.
- The 3 Season will match everything on the outside of the existing house: siding and tying into the roof. There will be Azek trim on outside.
- Siding will white wood grain vinyl. In near future, the rest of the house will be changed from aluminum to white vinyl.
- No pictures of the existing house.

**City Engineer's Comments (DiFranco):**

None

**Board Comments**

(Smith) Is the intent to match all the materials on the siding, roof, shingles? *Yes, and the inside trim will match the existing trim in the house.*

(Fiebig) I made a site visit. The back of the house is quite plain without much architectural design. The location of the proposed porch is wide open. The goal will be to match so it looks like part of the house. *Windows are plain, double hung style.* The owner intends to wrap the entire house in white vinyl? *Yes, in the near future, perhaps spring.*

(Lillich) Do you know what she means by near future? *No.* We would need to stipulate a timeframe for the vinyl replacement. The gable roof means we do not need to make a shed roof.

(Fiebig) If we put a stipulated time in the motion, situations sometimes change. What would be our recourse if the house does not get re-sided to match the color of the 3 season room?

(Lillich) Placing it in the motion puts it in the owner's mind. Enforcement would be difficult.

(Irvine) It would only be a recommendation?

(Fiebig) They want it to look good. Vinyl would not match the existing aluminum.

(Lillich) We would encourage her to re-side the house as soon as possible.

(Wyss) She could also phase it in as part of the project. She could do the back wall all the way to the corners. That would simplify transitions in the back. We could strongly recommend that she re-does the back of the house at the same time as the addition.

(Fiebig) Then the back would look solid.

(Lillich) It would not be a hardship.

(Smith) Construction wise, it would be easier to do the whole back at one time.

**MOTION:** John Lillich moved to approve the 3 Season Room Addition at 2989 Lynn Drive as drawn with the specification that the aluminum siding across the back of the house be replaced with vinyl siding and the recommendation that the owner completely re-side the whole house with vinyl siding as soon as possible.  
Seconded by David Fiebig  
Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

6.) Seth J. Cronin

Contractor: Alpine Structure

**28342 Evergreen Drive – Shed - PPN 31-A-008-C-00-015-0**

Plans stamped received in Building Department 10/6/2015

Plans reviewed by Building Department 10/6/2015

Present: Seth Cronin

**Owner/Representative Comments:**

16'x24' shed with shingle roof

**City Engineer's Comments (DiFranco):**

None

**Board Comments**

(Smith) Do you have any pictures? (picture of the proposed shed shown). *It is pre-fabricated and assembled on site.*

(Fiebig) The picture shows a porch? *The picture is generic. The purpose is to show the uphill anchors. The shed has a porch option but we are not going with the porch.*

(Lillich) You are not getting the stairs in the back? *Correct.*

(Wyss) Regarding the sketch of the site plan, his father came in yesterday and requested a review of the back property line. He was told that it cannot be further back than 15 feet from the back line.

(Lillich) What will the floor be? *It will be plywood.*

(Fiebig) What will be under the plywood floor? *Gravel. It is not finished inside? Correct.* You plan to use it for storage? *Yes.*

(Wyss) It is pressure treated plywood, correct? *Yes.*

(Smith) Will it be painted? *The exterior will be painted.*

(Fiebig) Color of the doors? *The barn doors will be white to match the exterior.*

**MOTION:** John Lillich moved to approve the Shed at 28342 Evergreen Drive. as presented.  
Seconded by David Fiebig  
Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

7.) Andrew Jindra

Contractor: Skode Construction Inc.

**2968 Rockefeller Road – New Home- PPN 31-A-005-A-00-032-0**

Plans stamped received in Building Department 9/22/2015

Plans reviewed by Building Department

Present: No one is present

**Owner/Representative Comments:**

None

**Building Commissioner's Comments (Wyss):**

- The site plan was not approved by the City Engineer. Therefore, he has recommended that we postpone the project.
- The builder was told that Mr. Beck needs to redraw the plans, especially the elevations.
- I have a concern about the 2<sup>nd</sup> floor windows being too close to the sidewall of the house. The brace wall panel requirement in the Code specifies a minimum of 2 feet unless there is an engineered design. He has had a structural engineer provide the portal frame with hold-down design for the 2<sup>nd</sup> floor windows. He will also need to do that on the left side for the clerestory windows.
- My main objection is that the elevations have two different details with trim underneath the rakes on the front gable. On the side gable there was no detail. Mr. Beck said that he was not going to do it. They have specified vinyl siding so we can interpolate that there will be vinyl siding. The lack of detail in the plans detracted from the Board's ability to see what the house will look like. Since then, Mr. Beck says that his clients do want the trim all the way around the house.
- As long as we are postponing because of the site plan, we have asked that the elevations be redrawn.
- Because of the structural elements, the door with the sidelights will be eliminated. There is no detail for any of the doors.
- In the future, I will send plans back for the needed details before they are submitted to the Board.

**City Engineer's Comments (DiFranco):**

- We have reviewed the site plan three times and provided them with comments. They have still failed to address all of our comments.
- We were unable to do a full review on the latest site plan because of its condition.
- The project is complicated because it involves a lot split done a few years ago to create three lots. There will be a shared driveway for the three houses.
- The sanitary sewer is complicated. They were showing one sewer for all three houses which is not permitted.
- There are also easement issues.
- It is not ready to approve.

**Board Comments**

(Smith) I agree with holding the standards. We need to be consistent with everyone.

(Tyler) We do not want to discourage people from building here but we do have to maintain a standard.

**MOTION:** Michael Tyler moved to postpone review of the New Home at 2968 Rockefeller Road with the direction that it meets the Building Commissioner's specifications as well as the specifications of the City Engineer.

Seconded by John Lillich

Voice Vote: Ayes Unanimous

**Motion Passes 5/0**

**PLANNING COMMISSION**

**Public Portion opened at 8:12 P.M.**

None

**Public Portion closed at 8:12 P.M.**

No Pending Business

**UNFINISHED BUSINESS**

Further discussion of development plans and the Equivalency Provision.

**NEW BUSINESS**

None

**MAYOR'S REPORT**

None

**COUNCIL REPRESENTATIVE'S REPORT (Fiebig)**

None

**BUILDING COMMISSIONER'S REPORT**

I would like to get Mr. DiFranco's comment on this. Regarding the last review on Rockefeller, it was the responsibility of the original engineer to bring forward the plat along with the site plan? It is right on GIS.

(DiFranco) That is correct.

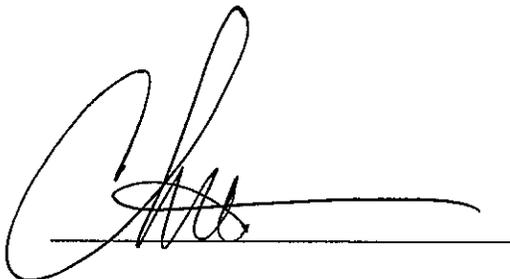
**CHAIRMAN'S REPORT**

None

**MOTION:** David Fiebig moved to adjourn  
Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

**Meeting Adjourned at 8:20 P.M.**

  
Katherine Lloyd, Clerk for  
Theresa Baptie, Clerk *pro tem*

  
Chairman

Date Approved 11-19-2015