

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

December 6, 2012

CALL TO ORDER: 7:00 pm

PRESENT: Chairman Charlotte Schryer; Vice Chairman John Lillich;
Mayor Robert Weger, Council Representative Frank Germano;
Madeleine Smith, John Davis

ABSENT: James Michalski (excused)

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Representative Frank Cihula,
City Architect William Gallagher and Clerk Katherine Lloyd

Mr. Frank Germano is representing Council tonight for Mr. David Fiebig

Correspondence

None.

Disposition of Minutes – Meeting of Nov. 1, 2012

MOTION: Madeleine Smith moved to approve the minutes of the November 1, 2012 meeting as submitted.
Seconded by John Lillich
Roll call: 5Ayes and 1 Abstention (Germano)
Motion Passes: 5-0

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:03 pm

None

Public Portion closed 7:03 pm.

1. Steve DiVincenzo

Contractor: N/A

2942 S.O.M. Center – House Addition -PPN: 31-A-005-G-00-030-0

Plans stamped received by Building Department 10-18-12

Plans stamped reviewed by Building Department 10-23-12

Additional Plans stamped received by Building Department 11-7-12

Additional Plans reviewed by Building Department 12-3-12

Present: David Howe, architect

(Schryer) This project is back tonight with updates.

Owner/Representative Comments:

- Photos of existing house were distributed.
- The door assembly on the north elevation has been centered on the ridge.

- The louver in the peak has been replaced with a triangular detail which has been painted the same color to match the front door and the shutters on the side and the front
- The large upper window in the front dormer has been replaced with three windows.
- Ridge vents were added to the new roofs.

City Architect's Comments:

We appreciate you listening to our comments. You have done more than we asked by introducing color, features and detail. It really pulls the house together.

Board Comments:

(Lillich) He has done what we asked and more. It is a great improvement.

(Smith) Would you consider putting shutters on the small window set into the stone on the front? *We could but I really like the stone. The shutters would cover up the stone.*

(Weger) Thank you for helping with resolution of the sewer issue.

(Wyss) The shutters on the side will be removed when they do the addition. Those shutters could be used in the front

MOTION: John Lillich moved to approve the House Addition at 2942 S.O.M. Center as submitted.
Seconded by Madeleine Smith
Roll call: Ayes Unanimous
Motion Passes 6/0.

2. Bruce Morrison (representative of management group) – Justin Sell (owner of business)
Contractor: Ruff Neon
2749 S.O.M. Center – Wall & Ground Sign -PPN: 31-A-004-0-00-022-0
Plans received by Building Department 11-28-12
Plans reviewed by Building Department 12-3-12

Present: Justin Sell (new owner of business) and Jessica Ruff (Ruff Neon)

Owner/Representative Comments:

- Graphic depictions of the proposed signs were included in packets for the Board.
- The front sign will have internally illuminated channel letters with an aluminum return. There will be clear faces over the exposed neon.
- There will be a banner on the side and the rear entry. There will be temporary banners for now.
- An internally illuminated ground sign will be installed in the future. In the meantime, a temporary 3x5 feet temporary banner is planned. The banner is a new durable design to withstand the weather. It is constructed of canvas flexible material with vinyl letters set in an aluminum frame and anchored with a steel rod.

(Weger) Banners do not usually hold up too well. It looks like it is attached to the frame with grommets. How long do you plan to leave the temporary signs up? *(Sell) Three to six months.*

(Gallagher) I am concerned about the canvas sign. *The structure around it is aluminum. The applied vinyl letters will be on both sides of the sign.*

(Lillich) Where will it be located? *It will replace existing pole sign*

City Architect's Comments:

No additional comments so far.

Board Comments:

(Germano) I am concerned about an undetermined length of time for a temporary sign. We need to set a time limit for how long sign can stay up. If it blew away in a good storm, there could be safety concerns.

(Lillich) How long does a permit allow a temporary sign to stay up?

(Wyss) Time period under the Code is very limited. What ever time limit the Board specifies will probably be longer than the Code allows. Cost is a consideration. The applicant just learned about taking down the pole sign when we spoke last week. That particular pole sign went up just before the Code was adopted. The seven-year grace period for pre-existing signs ends on January 1, 2013. The sign has to come down.

(Lillich) With this plan, there will be a banner in the back where there is no sign at all now.

(Wyss) When Spectator's came before the Board, Mr. Reichelt requested that they put a sign on the back door. Code specifies that three sides of a building are allowed to have signs.

(Schryer) What will be in the back when the temporary sign comes down? *We have not determined that yet.*

(Lillich) How long do you need for the signs? *If we are not ready to purchase the street sign, we can just take down the temporary and have nothing in the front.* Whatever we specify will apply to all of the temporary signs. *Okay.*

MOTION: John Lillich moved to approve both the permanent and temporary proposed wall & ground signs at 2749 S.O.M. Center with a 4-month time limit on the temporary signs from January 1, 2013 until May 1, 2013.
Seconded by Madeleine Smith

Discussion:

(Weger) When do you plan to open? *We want it open before Christmas.*

(Ruff) Are you approving the permanent signage also? *Yes*

(Lillich) We would like you to re-present the drawings for the other permanent signs to the Board when you are ready to put them up.

(Davis) We should require maintenance of the proper condition and appearance of the temporary signs.

(Schryer) There is a maintenance code for businesses.

Roll call: Ayes Unanimous
Motion Passes 6/0.

PLANNING COMMISSION

Public Portion opened at 7:26 pm

No comments

Public Portion closed at 7:26 pm

1. Ivan Sosic

Contractor: Ivan Sosic.

**36165 & 36141 Chardon Rd – Minor Lot Split – PPN: 31-A-011-0-02-039-0, and
31-A-011-0-02-040-0, and
31-A-011-0-02-041-0**

Plans stamped received by Building Department 11-20-12

Present: Ivan Sosic (owner) and Bob Smoltz (surveyor)

(Schryer) This property was split in 2007. Everyone has an old and new copy of the plans. This is a Work Session so there will be no vote. Tonight we need to discuss suggestions, opinions and feasibility because there is no Preliminary Review for a Lot Split. When they come back, it will be for Final Approval

Owner/Representative Comments:

- The old set of plans shows the lot split in 2007.
- We are now looking to re-configure the three parcels. There will still be three parcels.
- The new set of plans shows the existing parcels outlined in one color and the proposed new boundaries of the re-configured three parcels outlined in a second color. The back two parcels come off a 20-foot access to Chardon Road.
- Parcel A is the site of the proposed two-bedroom house.
- Parcel B will have the proposed three-bedroom house.
- Parcel C will have the existing house with septic system. That system will not encroach on the other lots. The house will remain.

City Architect's Comments:

No comments.

Board Comments:

Lillich) When this was reviewed in 2007, was there a lake or pond? *Yes.* Does it still exist? *Yes,* the new house will be behind it. The pond will be mostly contained on the new configured parcel.

(Schryer) The pond needs to be clearly drawn and labeled with the proper terminology, i.e. retention basin, dry pond. People buying these lots know what is there.

(Wyss) I met with Law Director, Tom Lobe. He wants the Deed restriction to specify that there will be no future lot splits, changes or re-configurations without city approval. I would suggest that we require preliminary septic approval for these lots before they come back for Final Approval. The duplication area that is part of Mr. Sosic's house should be part of that preliminary septic approval. Also, the numbers on the lots are not adding up.

(Lillich) The information on the plot plan needs to be brought up to date and the numbers need to add up.

(Madeleine) I am curious why you are building a two bedroom house when the other houses are so big. *(Sosic) I plan to live in the small one once the big one is sold.*

(Germano) It looks good. Just fine tune it.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

- O'Reilly Auto Parts: Construction will start in 2013 once construction is completed on the O'Reilly Auto Parts Store on Rt. 615 in Mentor.
- Mary Rose Estates: Construction is on schedule and nearing completion. They expect to start occupying the building early next year.
- Eaton building: The building is up for sale. Eaton will be moving to their new headquarters in the first or second quarter. Prospective buyers have been touring the building.
- Shoppes of Willoughby Hills: The Economic Director Steve Roszczyk is working to get the area active again.

- VW [Volkswagen] did purchase the building next door. The deal went through last week.

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER'S REPORT

The Laundromat is re-opening. Zoning and Building permits have been issued. It will have all new equipment.

CHAIRMAN'S REPORT

None

MEMBER'S REPORT:

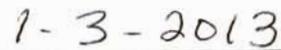
None

MOTION: John Lillich moved to adjourn.
Seconded by Mayor Weger
Voice Vote: Ayes Unanimous
Motion Passes 6/0.

Adjourned at 7:43 pm.


Clerk


Chairman



Date