

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

January 21, 2016

CALL TO ORDER 7:00 P.M

PRESENT: Chairman Christopher Smith, Vice Chairman John Lillich, Mayor Robert Weger, Council Representative Christopher Hallum, Joseph Zawatski and Michael Tyler

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

MOTION: John Lillich moved to excuse the absence of Jonathon Irvine for tonight's meeting.
Seconded by Mayor Weger
Roll call: Ayes Unanimous
Motion passes 6/0.

Council Representative Christopher Hallum was welcomed to the PCABR

Chairman Smith asked for a motion to amend the Agenda to insert the Organization Session into the Agenda before the Disposition of Minutes.

MOTION: John Lillich moved to amend the Agenda to input the Organization Session before the Disposition of Minutes.
Seconded by Joseph Zawatski
Roll call: Ayes Unanimous
Motion passes 6/0.

Correspondence:

- Memo dated 1/11/16 from Gloria Majeski RE: Audubon Society Grant – LC Commissioners Resolution with attachment.
- Email dated 1/20/16 from Council President Nancy Fellows to PCABR & Council RE: City Zoning Code(s)

2015 PCABR ORGANIZATION

Nominations opened for Chairman.

Joseph Zawatski nominated Christopher Smith for Chairman.
Seconded by John Lillich. Christopher Smith accepted.
Chairman Smith asked three times for additional nominations.
Nominations were closed.
Voice Vote: Ayes Unanimous

2016 Chairman: Christopher Smith

Nominations opened for Vice Chairman

Joseph Zawatski nominated John Lillich for Vice Chairman.
Seconded by Mayor Weger. John Lillich accepted.
Chairman Smith asked three times for additional nominations.
Nominations were closed.
Voice Vote: Ayes Unanimous

2016 Vice Chairman: John Lillich

Appointment of PCABR Clerk

MOTION: John Lillich moved to approve the appointment of Katherine Lloyd as clerk.
Seconded by Joseph Zawatski.
Roll call: Ayes unanimous
Motion passes 6/0.

2016 Clerk: Katherine Lloyd

Disposition of Minutes: Meeting of December 17, 2015

Mr. Tyler corrected the last sentence on page 2 under Board Comments, Tyler to read “We have to have a fire break ...”

MOTION: John Lillich moved to approve the Minutes of December 17, 2015 as corrected.
Seconded by Michael Tyler
Roll call: Ayes Unanimous
Motion passes: 4 Ayes and 2 Abstentions (Smith and Hallum)

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:07 P.M.

No Public input

Public Portion closed at 7:07 P.M.

1.) Emad Mikhail

Contractor: Susan Kozan

2770 SOM Center Road – Building Signage -PPN 31-A-006-F-00-018-0

Plans stamped received in Building Department 1/18/16

Plans reviewed by Building Department 1/18/16

Present: Business Owners- Susan Kozan and Joan Southard (Executive Director}

Owner/Representative Comments:

- We want to open an adult day center for geriatric and aging adults in the building owned by Emad Mikhail. Lake County is predicted to have a very large growth in the geriatric and senior population. They have long experience in health care. This center will provide dignity and respect for seniors.
- Dimensions of the signage are on last page of presentation booklet: 14 feet across and 8 feet high.
- Colors of the signage for ‘Avalon Adult Day Center’ will be a soft, calm green. The sign will go on the peak area in the front.
- The plastic sign itself will not be illuminated. We will not be open in the evening hours.

Zoning Inspector’s Comments (Wvss):

No variances are required for the sign. The frontage of the building is 53 feet. The combined signage is about 45 square feet which is approved by the zoning code.

Board Comments

(Smith) The sign scales nicely with the building. The colors are pleasant. It contrasts well against the red brick.

(Lillich) It is very attractive and appropriate for the building. *We want the sign to represent life and the different seasons of life.*

MOTION: John Lillich moved to approve the plans for the building signage at 2770 SOM Center Road as submitted.
Seconded by Joseph Zawatski
Voice Vote: Ayes Unanimous
Motion Passes: 6/0

PLANNING COMMISSION

Public Portion opened at 7:14 P.M.

None

Public Portion closed at 7:14 P.M.

1.) Emad Mikhail

Contractor: Susan Kozan

2770 SOM Center Road – New Adult Daycare -PPN 31-A-006-F-00-018-0

Plans stamped received in Building Department 1/18/16

Plans reviewed by Building Department 1/18/16

Present: Business Owners- Susan Kozan and Joan Southard (Executive Director)

Owner/Representative Comments:

- Most of our population does not drive. Most will be dropped off by caregivers. We are on a LakeTran door-to-door line.
- The maximum capacity for that part of the building is about 50, but I do not want to exceed more than 30 the first year

City Engineer's Comments (DiFranco):

None

Zoning Inspector's Comments (Wyss):

- The Fire Chief reviewed and approved the plans today. The plans were sent to the Lake County Building Department for review. It is a permitted use for the B-2 District and a good addition to the corner.
- There are no exterior improvements. There is no site plan; so there is no need for review.
- Striping for handicapped parking and a dedicated bus drop off area is recommended.

Board Comments

(Tyler) I saw that you have 95 parking spaces. *This is not residential. We mostly have drop off and pick up. We have more parking than we need and there is more in the rear*

(Lillich) How many people do you expect to employ? *We anticipate 4-5 employees by the end of the first year.*

(Smith) What are your hours? *We will operate 8:00 A.M. to about 5:30 P.M.*

(Tyler) Are there any laws like daycare where certain percentage, like one person per six children? *The State of Ohio does not mandate that for this typed of facility. However, through Passport for a Medicaid waiver, you need a 6 to 1 ratio. I am basing my staffing on that so we could be eligible in the future.*

(Hallum) Do you have any concerns about early darkness and the sign during the winter? *No, there is lighting at the top to light the sign.*

MOTION: Michael Tyler moved to approve the plans for the 2770 SOM Center Road at 2770 SOM Center Road as submitted.
Seconded by Mayor Weger
Voice Vote: Ayes Unanimous
Motion Passes 6/0

UNFINISHED BUSINESS

Review of the Zoning Code- There was correspondence on this subject. The Board did a review in 2014. The review is done every 5 years. Chairman Smith asked that the 2014 review be officially entered in the record by vote as satisfying the required review. If enacted, the next review would be in 2019.

MOTION: Joseph Zawatski moved to accept the Zoning Review done in 2014 as the official 5-year zoning update.
Seconded by John Lillich

Additional Discussion:

(Lillich) The review is every 5 years but by the time the Planning Commission reviews it, passes it along to Council, then Council considers it and any changes are made, it can be longer than 5 years. Does the 5-year 'clock' start when Council approves it or when the review starts?

(Cihula) It starts when the review is approved.

(Lillich) The 5-year review can end up being 7 or 8 years.

Voice Vote: Ayes Unanimous

Motion Passes 6/0

Review of the Master Plan in 2016: Board members were asked to review the current pdf copy of the Master Plan on the City Website in preparation for subcommittee(s) to be formed in February or March. If it is a large committee, the PCABR can meet in advance of its regular meeting. Hard copies were available to members who might prefer to use a paper copy.

Robert's Rules: There was a brief discussion about Board motions which are always in the affirmative and voting by the Board.

NEW BUSINESS

Email dated 1/20/16 was sent from Council President Nancy Fellows to PCABR & Council regarding Review of the City Zoning Code(s): Mr. Zawatski questioned the reason that it was sent to certain members of PCABR and not others. In the email, Mrs. Fellows question whether PCABR had done required zoning reviews and whether it was done correctly. PCABR did do its job. Mr. Zawatski asked that people reflect on why this email came out. Everyone on this Board works very hard to do what is right for the City.

Mr. Wyss added that he looked up the Ordinances that were passed by Council as a result of actions taken by the PCABR. One of the ordinances stated that it was recommended by the PCABR. Council President does not remember actions taken by her own Council in 2014.

Mr. Zawatski took issue with the statement that PCABR has time to do these things but cancels meetings a lot. Mr. Wyss stated that Willoughby Hills PCABR meets the 1st and 3rd Thursday of each month if there are projects to review. He noted that the PCABR in most other cities met once a month.

Christopher Hallum was officially recognized as the Council Representative to the PCABR.

MAYOR'S REPORT

The Mayor thanked everyone for diligently coming to meetings, especially in August when Council takes off. This Board met twice in August in the past three years.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

There is an Ordinance from about 1973 that talks about what the City charges per rental unit for multi-unit properties. The ordinance has not been addressed since the 70's. The City's costs have gone up. We need to determine how the cost was derived back then. He also suggested that there be a residential rental registration policy and a vacant property registration process.

(Weger) It is a Council matter but the PCABR can make recommendations to Council
Mr. Smith asked Mr. Hallum about a review of surrounding cities and what their process is.

BUILDING COMMISSIONER'S REPORT

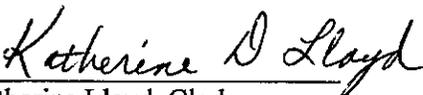
None

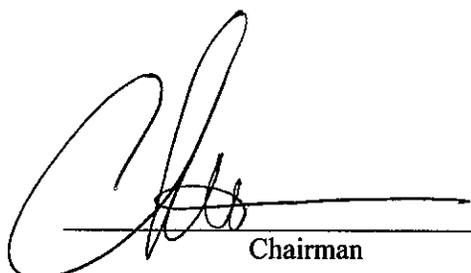
CHAIRMAN'S REPORT

We will be reviewing the Master Plan in this New Year.

MOTION: John Lillich moved to adjourn
Seconded by Michael Tyler
Voice Vote: Ayes Unanimous
Motion Passes 6/0

Meeting Adjourned at 7:35 P.M.


Katherine Lloyd, Clerk


Chairman

Date Approved 2/4/16