

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

**June 18, 2015**

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

**PRESENT:** Chairman Christopher Smith, Vice Chairman John Lillich,  
Mayor Robert Weger, Council Representative David Fiebig,  
Joseph Zawatski and Jonathon Irvine.

**ABSENT:** Michael Tyler

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

**MOTION:** John Lillich moved to excuse Michael Tyler from tonight's meeting.  
Seconded by David Fiebig  
Roll call: Ayes Unanimous  
**Motion passes 6/0.**

**Chairman requested a motion to amend the agenda for tonight so that an application can be reviewed in Planning Commission and the project can be reviewed in Architectural Board of Review.**

**MOTION:** David Fiebig moved to amend tonight's agenda to move Planning Commission ahead of the Architectural Board of Review bringing forth Charles Booth and Donna Lang for their review and also in Architectural Board of Review to put them first in order.  
Seconded by Joseph Zawatski  
Roll call: Ayes Unanimous  
**Motion passes 6/0.**

**Correspondence:**

- Letter dated 4/17/15 from BZA to Charles Booth & Donna K. Lang RE: Case 2015-1.
- Memo dated 6/4/15 from City Engineer DiFranco to PCABR RE: 37601 Eagle Rd -- Home Addition.
- Email dated 5/27/15 from Gloria Majeski to PCABR RE: Updated Rosters 5/27/15 with Rosters attached.

**Disposition of Minutes**

**Meeting of May 21, 2015**

**MOTION:** David Fiebig moved to approve the Minutes of May 21, 2015 as submitted.  
Seconded by Mayor Weger  
Roll call: Ayes Unanimous  
**Motion passes 6/0.**

**PLANNING COMMISSION**

**Public Portion opened at 7:04 P.M.**

No Public input

**Public Portion closed at 7:04 P.M.**

1.) Charles J. Booth & Donna K. Lang

Contractor: Unknown

**37601 Eagle Rd. – Protected Area 1167 Review– PPN 31-A-010-C-02-040-0**

Plans stamped received in Building Department 4/17/2015

Plans reviewed by Building Department 5/26/2015

Plans reviewed by City Engineer 6/4/2015

Present: Charles J. Booth

**Owner/Representative Comments:**

- The applicants would like to add an addition of just over 500 square feet to the existing house. It will have a full 13-course foundation beneath it.
- They will also add a front porch that is more in keeping with the farmhouse colonial style of the house than the existing porch.

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

- The letter, the plans and the photos submitted by the applicant have been reviewed.
- I recommend waiver of the additional requirements in Code 1167.05.
- I would also recommend approval of the Protected Area permit for 1167.08
- The reasons for waiver and approval include:
  - Home is located 24-26 feet above the normal water elevation of the Chagrin River.
  - The area of the addition is located in an existing developed area
  - The applicant will take measures to protect against erosion during construction. Examples of those measures were given.

**Board Comments**

(Lillich) The engineer has covered all the concerns we would have.

(Fiebig) I agree. It seems reasonable.

**MOTION:** John Lillich moved to waive the requirements of the Protected Area 1167 at 37601 Eagle Rd.as noted by the City Engineer  
Seconded by Joseph Zawatski  
Voice Vote: Ayes Unanimous  
**Motion Passes 6/0**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:08 P.M.**

None

**Public Portion closed at 7:08 P.M.**

1.) Charles J. Booth & Donna K. Lang

Contractor: Unknown

**37601 Eagle Rd. – Family Room Addition & Front Porch– PPN 31-A-010-C-02-040-0**

Plans stamped received in Building Department 4/17/2015

Plans reviewed by Building Department 5/26/2015

Plans reviewed by City Engineer 6/4/2015

Present: Charles J. Booth

**Owner/Representative Comments:**

- The façade will have white vinyl siding to match the existing house. The roof on the porch and the addition will match the existing.
- The original porch facing east will be demolished. It has a brick apron but no actual foundation.
- The new structure will be about the same width but will extend another 12 feet. It will be more attractive and more permanent.

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

None

**Board Comments**

(Lillich) It will be a handsome addition.

(Fiebig) Which porch are you tearing down? *It is the one with the shed roof. It was a porch converted into an all-season room. It will be replaced by a family room.*

(Smith) The retention system is well done.

(Fiebig) How old is the house? *It was built circa 1928.*

**MOTION:** John Lillich moved to approve the Family Room Addition & Front Porch at 37601 Eagle Rd. as presented.  
Seconded by David Fiebig  
Voice Vote: Ayes Unanimous  
**Motion Passes 6/0**

2.) Andy & Annette Celestina

Agent: Joe Calderwood, CM Consulting Group

**2542 Maple Hill Rd. – New Single Family Home – PPN 31-A-006-H-00-018-0**

Plans stamped received in Building Department 6/1/2015

Plans stamped reviewed by Building Department 6/11/2015

Plans reviewed by City Engineer 6/11/2015

Present: Joe Calderwood (architect) representing Andy & Annette Celestina

**Owner/Representative Comments:**

The house will have a light brown stone veneer and Heather Stone shake front with stone to grade on all four sides. It will have a rear porch and a small porch on the front. Siding is clay colored. All trim including the front and garage door will be white. A list of materials and color selections was provided for the Board. Samples were shown.

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

None

**Board Comments**

(Smith) I like how you used the stonework and mullion treatment all around the house.

(Lillich) The plans are beautiful.

**MOTION:** David Fiebig moved to approve the New Single Family Home at 2542 Maple Hill Rd. as submitted.  
Seconded by Joseph Zawatski  
Voice Vote: Ayes Unanimous  
**Motion Passes 6/0**

3.) Sam & Valerie Clyde  
Contractor: Sam Clyde

**29285 Willow Ln. – Residential Construction – PPN 31-A-005-F-00-020-0**  
Plans stamped received in Building Department 6/9/2015  
Plans stamped reviewed by Building Department 6/11/2015

Present: Sam Clyde

**Owner/Representative Comments:**

- We bought the lot last year. We are currently residents of Willoughby Hills. I am a project manager for Ryan Homes.
- It is a Ryan home. It will have light gray stone and double Dutch lap siding with white trim, black shutters and front door and a white garage door. The 3-dimensional shingles will be dark gray.

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

On the site plan, we made a note that the front ditch needs to be regraded. The drive culvert pipe should only be under the apron and not the full length of the ditch. *We may want to put in a catch basin in the future.* We typically do not allow the front ditch to be filled in because it is intended to store water and convey it. A pipe reduces the conveyance capacity. It is only allowed for safety reasons. *Grading into the ditch to promote flow would be okay? Yes. We plan to clean out the entire ditch.*

**Board Comments:**

(Lillich) Thank you for bringing the updated plans tonight. It helped out with the originals. It is still difficult to see details on the side elevations. We would like to see the windows and doors trimmed out all the way around the house the way they are in front.

(Smith) It will be a very nice looking house.

(Fiebig) I agree. It will be a nice addition to the neighborhood. The house numbering was odd. *It was once part of a subdivision.* I agree that the details on the plans are a little lacking. *We were trying to save trees by putting all the options on the same page. When you do not look at these things every day, it can be a little confusing.* You are not putting shutters on the sides and rear? *We will wrap and trim windows just like in the front.*

**MOTION:** David Fiebig moved to approve the Residential Construction at 29285 Willow Ln. as submitted with the comment to trim the windows all the way around the house similar to the front and to abide by the City Engineer's comment to regrade the front ditch and drive the culvert pipe only under the apron.

Seconded by Mayor Weger

Voice Vote: Ayes Unanimous

**Motion Passes 6/0**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**MAYOR'S REPORT**

Dunkin Donuts should be completed in August.

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

None

**BUILDING COMMISSIONER'S REPORT**

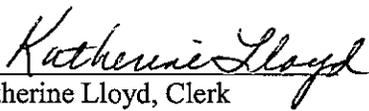
Mr. Wyss distributed the article, "Will Chappaqua be a casualty in HUD's War on Suburbs?" to the members of the Board as 'food for thought'.

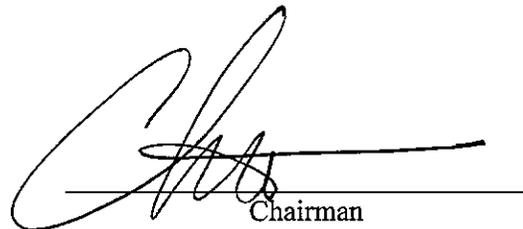
**CHAIRMAN'S REPORT**

None

**MOTION:** Joseph Zawatski moved to adjourn  
Seconded by John Lillich  
Voice Vote: Ayes Unanimous  
**Motion Passes 6/0**

**Meeting Adjourned at 7:30 P.M.**

  
Katherine Lloyd, Clerk

  
Chairman

Date Approved 7/16/15