

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

**October 3, 2013**

**CALL TO ORDER:** 7:01 pm

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman John Lillich, Mayor Robert Weger, Council Representative David Fiebig, Madeleine Smith, John Davis, and Joe Zawatski

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

City Engineer Pietro DiFranco was given the night off.

**Disposition of Minutes** Meeting of September 19, 2013

**MOTION:** John Lillich moved to approve the Minutes of September 19, 2013 as corrected.  
Seconded by Joe Zawatski  
Roll call: 6 Ayes and 1 Abstention (Madeleine Smith)  
**Motion Passes 6/0**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:06 pm

No public input.

Public Portion closed at 7:06 pm.

1. Anthony and Sandra A. Fatica

Contractor: N/A

**30930 Diane Court – Addition - 31-A-013-D-00-014-0**

Plans stamped received by Building Department 9-26-13

Plans reviewed by Building Department 9-30-13

**Present: Anthony Fatica**

**Owner/Representative Comments:**

- We bought this house in September. We want to build an addition off the back with a family room, bedroom, walk-in closet, laundry room and a private bathroom.
- Photographs of the existing house were provided.
- The kitchen will be updated.

**Board Comments**

(Lillich) The drawings show siding but the photographs show brick. *The siding will match the light color in the brick. The dark brown 30-year dimensional shingles on the roof will match the dark color in the brick.*

(Schryer) Will the two roofs match? *We will do the whole roof so everything matches. Will the windows be the same? The windows in the addition, the gutters and downspouts will be white. I will try to change the other windows in near future. You were able to locate siding to match the brick? Yes, it matches the light color in the brick.*

(C. Smith) How much distance is there between the deck that comes off the side to the west of the family room and the 'wall below'? *It is a car port, very close to the neighbor's line.* Would it be easier to bring the deck to the edge of the house? That would make it easier for landscaping. It is your choice. *The corner was extended four feet out by the previous owner for a ramp. Now it covered up with aluminum siding. I can put stones in the space. I need to leave room for the basement window to provide light. We have already lost two windows for the basement due to the addition. You are taking a larger window and making it smaller? That is the bathroom window. Okay.*

(Fiebig) I am concerned about how the vinyl will match with the brick. *The brick will match the brick on the foundation. We can get the same brick. The vinyl will match the light color in the brick. The roof will match the dark brick.*

(M. Smith) Will you remove the aluminum siding and replace it with vinyl? *It will be the same color to match everything. My wife wants everything to match.*

**MOTION:** David Fiebig moved to approve the plans for the Addition at 30930 Diane Court as presented.  
Seconded by John Lillich  
Voice Vote: Ayes Unanimous  
**Motion Passes 7/0**

2. Mohammad A. Sidhu

Contractor: N/A

**2882 Istra Lane –Addition- 31-A-006-K-00-004-0**

Plans stamped received by Building Department 9-30-13

Plans reviewed by Building Department 9-30-13

**Present:** Mohammad Sidhu (owner) and Geza Kassai (designer)

**Owner/Representative Comments:**

- The owner wants to make the foyer larger and build office space in the front. Increasing the size of the foyer and entrance will make it visually larger.
- Two existing windows on the left side will be moved so that they are centered. The old window area will be sided.
- Another window will be added with the addition.
- Part of the roofline will be torn out.
- There will be no change to the second floor.
- Photos of the existing house and a revised rendering of the addition were distributed.
- There will be Boral cultured stone by the door way and under the window. It is a large style stone with smooth finish in the Chardonnay color.

**Board Comments:**

- (M. Smith) Does it have stone there now? *There is light beige stone there now. Currently there is a panel in between the windows. We will replace that with a stucco-textured cement board. At the front entry, we plan an architectural element that may match the stucco or the plaster work. It depends on what the contractor can build and the cost. It could be an eifs or drive-in system that could have a corner and could be matched.*

(Schryer) You will need to let the Building Commissioner know what the decision is and also be certain that changes are entered on the 'as built' plans.

(Wyss) Do you want that element to stand out different from the stucco around the windows? You would consider making it unified? *I would need to see how it works for the corners. The difference would break up the element so it did not look like one piece.*

(Lillich) The notes indicate that a variance will be required for the setback. Has that been scheduled? *No, it just came up today. We did not know that the stairs and landing cannot extend past the set back either. The old survey that came with the house shows the setback is right at the walls of the house. The part we are adding does not extend past that either. The land and steps do. It would be impossible to the landing and the steps to start within the setback.*

(Wyss) I did give the designer a suggestion last week after the Code Review. If he re-landscaped the walk and transitioned the walk up, that would be considered front yard. The only thing they would need to provide for Code purposes is a 3-foot landing outside the front door. If the front door were recessed by one foot and keep the two feet under the overhang, which is part of the building and add a step down to meet the sidewalk, it would work. The other option would be to get a new survey to see if you would get the needed one foot.

(Schryer) He could also go to the BZA to get a variance for the steps. *How difficult is that.* I cannot speak for the BZA. *I did draw a solution, keeping the landing separate from the actual house, but it is still a structure.*

(Fiebig) You could go to the BZA. If that doesn't work, you still have the other options.

(Cihula) The next meeting is Tuesday, November 12 at 8:00PM. Paperwork needs to be in by October 22<sup>nd</sup> to allow for notifications.

(Lillich) Would it be best to postpone decision until the setback issue is resolved? *We came to the Architectural Board of Review for approval on the overall design. If the stairs move, it is just a landscaping issue. It does not change the design.*

(Schryer) If you take the Mr. Wyss' solution, you sacrifice one foot of space in the foyer and you change the plans.

(Wyss) Elevation wise, you would not see a difference.

(Kassai) We have a sample of the paint colors. This new drawing shows the color scheme but the actual paint color will be darker to match. The picture is very close.

(Smith) You could plant under the windows. *We want the design to stand out but the plantings would be nice.* (Davis) It would drive your eye to the center.

(Lillich) We like a 12-18-inch return on stone or brick on the corners. (Kassai) *The problem is that side of the house is open to view from the neighbors. You would see a break in the middle of the wall.*

(Smith) We like the details on the front to continue to the sides.

**MOTION:** John Lillich moved to approve the architectural plan for the Addition at 2882 Istra Lane with the permit being held until the Building Commissioner finalizes the variance or they change the elevation to satisfy the current Zoning Code.  
Seconded by Madeleine Smith

Discussion:

(Fiebig) Is it correct that we withhold the permit?

(Lillich) Mr. Wyss will not issue the permit unless the project satisfies the zoning requirements. He will make the final determination that the zoning issue has been finalized.

(Fiebig) They could go with Plan B anyway.

(Wyss) We are trying not to hold them up so they can get the addition done before winter.

Voice Vote: Ayes Unanimous  
**Motion Passes 7/0**

3. Judy Pearse

Contractor: Lyndhurst Lumber Co

**34330 Rosewood Drive –Detached 12x20 Garage - 31-A-005-K-00-001-0**

Plans stamped received by Building Department 9-27-13

Plans reviewed by Building Department 9-30-13

**Present:** Bruce Grieg, construction manager

**Owner/Representative Comments**

We will be building a 12x20 single car detached garage for her son's car. We submitted the plans.

The house was built in 1997. Samples shown here are:

- Light maple color siding by Wolverine which matches the color and design on the house exactly.
- The roof will have 30-year dimensional shingles in a cedar color.
- The new garage door is made by CHI. It is white to match the garage door on the existing garage.
- There will be a six panel side entry door.
- All trim will be white to match the house except the man-door which will be a Versitech product.

**Board Comments**

(Schryer) The plans show no windows. You don't plan any? *No.*

(Lillich) What is the status of the sideline clearance issue?

(Wyss) The Law Department has determined that it needs to go for a variance. The Code calls for 75 feet clearance on a side yard on a corner lot for an accessory structure. The sizeable 6-foot earthen berm that was put in by the subdivision along with the mature pine trees completely shield the side yard of that lot would need to be taken into consideration by the Zoning Board. The Architectural Board can approve it for architectural purposes but it must get a variance before a permit can be issued.

(C. Smith) Do you plan to vent the soffits and ridge vents? *We will full vent the soffits, the gable ends as well as both sides.* It will need to be noted on the plans.

(Lillich) Are there any photos of the planned garage? *No.* This is a pretty simple building and the house looks very nice. It is tucked away. [Photograph of rear of house shown]. *The detached garage will have steeper pitch. You see the gable end as you look at this garage.*

**MOTION:** Madeleine Smith moved to accept the plans architecturally for the Detached 12x20 Garage at 34330 Rosewood Drive with the understanding that the applicant will go to the BZA to validate the sideline setback and that the plans will include ventilated ridge vents which go from one end of the building to the other and ventilated soffits.

Seconded by John Lillich

Voice Vote: Ayes Unanimous

**Motion Passes 7/0**

4. Steve Landers

Contractor: New Creation Builders

**28940 Eddy Road –24x24 Accessory Building - 31-A-008-A-00-003-0**

Plans stamped received by Building Department 9-17-13

Plans reviewed by Building Department 9-30-13

**Present:** Steve Landers (owner) and Diane Bija (contractor)

### **Owner/Representative Comments**

This is an accessory building. There is an existing garage. We worked with Mr. Wyss to be certain that we were inside proper offsets. I did redraw the plans at his request. We have samples of the materials.

- Glacier White color siding by IKO will match the existing siding.
- Roof will have 35-year dimensional shingles by Conquest in Super White color which matches the existing right now

(Schryer) This shows a garage door with raised panels. Will they match what is on the house? *They will match what is on the house.*

(Schryer) The plans we have do not show the proper 15-foot side clearance. *You have an earlier plan. We dropped revised plans off in the door on September 29<sup>th</sup>, Sunday night. The GIS was down but walked them with my measurement roller. Usually I calculate off of GIS.*

(Wyss) You have the earlier plans marked 'file copy' but should also have gotten the redrawn plans dated 9/30/13. [Updated plans provided by applicant and clerk].

For the Board's purposes, I did the math off a scale drawing of GIS. As long as they build it with the 15-foot [side clearance], it all fits. *And it will.*

(Schryer) This update plan is better.

*[Pictures of the existing buildings were show by the owner on his computer. The existing garage is attached.]*

(Wyss) Most of what we see is not landscaping, they are firewood piles. So things can be moved over for the accessory building. We have to have the 15-foot. The neighbor's house must have been built with a variance because it is very close to your side yard. We want to have the proper clearances for the buildings. Is there any possibility of locating the corner pin?

### **Board Comments**

(Schryer) This does not show ridge vents. *It doesn't show the ridge vents and it should. I will make sure that it has them.*

(Lillich) The lot appears to have a panhandle shape. *It does.* Does that protrusion go all the way to Orchard Drive? *Yes, it does.* So it has access on Orchard, too? *Right.*

Is there a house on the lot at Orchard and Eddy? *Yes, it is about 30 feet in off the property line.*

(Schryer) Chris Smith has large pictures of the buildings and plot.

(Davis) These drawings submitted are poor. It is not fair that we should have to assume there is trim when it is not indicated. We need better plans and images that convey exactly what there is. They need to be more prepared. She did say there will be trim matching the house, around doors and corners as well? *Yes.*

(Schryer) We ask for all of this because this becomes the legal record of what is actually being built. *I apologize. I am not an architect. Each city has different requirements. These were last minute. I was trying to have things ready for this meeting. We were having issues with measurements. I will make sure I am better prepared before I come before you again.*

(Lillich) There is an existing accessory building that shows on the photograph but does not show on the plot plan. The owner just said they plan to move that building 10 feet to the rear and 10 feet to the right (Landers) *As it is now, it is 9 feet from the back.*

(Schryer) They have enough land to have both?

(Wyss) Provided we get the exact dimensions of that accessory structure so that I can add it to the 24x24 garage. *I will have it for you in the morning.* They are allowed 960 square foot building.

**MOTION:** John Lillich moved to accept the plans architecturally for the 24x24 Accessory Building at 28940 Eddy Road; included in that, the existing accessory building will be moved 10 feet to the rear and 10 feet to the right, the corner detail and trim on the doors of the building will be shown and trimmed out, the garage door will match the house and the plat plan be re-drawn to show the existing accessory building and its new location.  
Seconded by Madeleine Smith

Discussion:

(Bija) I don't think we have ever trimmed a corner.  
(Wyss) This siding will have its corner detail.

Voice Vote: Ayes Unanimous  
**Motion Passes 7/0**

**At 8:20 PM, Councilman Fiebig asked to be excused**

Motion by John Lillich, seconded by Mayor Weger to excuse Mr. Fiebig for the rest of the evening.  
Approved by acclamation.

**PLANNING COMMISSION**

**Public Portion**

Opened at 8.20 p.m.  
No public input.  
Closed at 8.20 p.m.

**UNFINISHED BUSINESS**

(Chairman Schryer) I would like to clarify a statement that Mr. Wyss made at the last meeting. The public voted on the Zoning Map for the City of Willoughby Hills. The 2006 Zoning Code was put together by a planner and voted on by the Planning Commission. It was referred to Council to be ratified. The public did not vote on the Zoning Code itself; they voted on the map.

**NEW BUSINESS**

None

**MAYOR'S REPORT**

None

**COUNCIL REPRESENTATIVE'S REPORT**

None

**BUILDING COMMISSIONER'S REPORT**

The Building Department tries to make decisions for the benefit of our residents. The last set of plans presented tonight do not even meet the building code standards. I will put together a plan for a garage as a standard that can be handed to applicants.

Board members discussed the need to maintain standards for the city and for applicants. The importance of the Building Department and the Board helping the residence and applicants and being user-friendly was reiterated. Maintaining professional standards and requiring accurate plans protects the homeowner.

**MEMBERS'S REPORT**

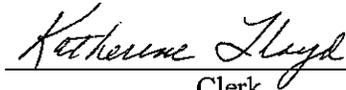
Mr. Davis asked about the status of Godfather's Pizza. Mr. Wyss brought the Board up to date on the progress of proposed plans. The building and the whole block is under a Zoning Variance granted in May, 1952 by the Township Zoning Board. What is there now is under that 'grandfather'. That variance does not allow for a more intense use. Parking is limited. It is zoned 'Residential 1'.

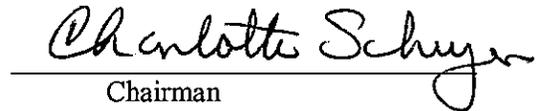
**CHAIRMAN'S REPORT**

None

**MOTION:** Mayor Weger moved to adjourn.  
Seconded by John Lillich  
Voice Vote: Ayes Unanimous  
**Motion Passes 7/0**

**Adjourned at 8:35 pm.**

  
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Clerk

  
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Chairman

Date Approved 11/21/13