

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

**May 15, 2014**

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

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman John Lillich, Mayor Robert Weger (arrived 7:24 P.M.), Council Representative David Fiebig, Joseph Zawatski and Christopher Smith

**ABSENT:** John Davis

**ALSO PRESENT:** Building Commissioner Fred Wyss, BZA Representative Frank Cihula, Economic Development Steve Roszczyk and Clerk Katherine Lloyd

(Schryer) There is no need to excuse the Mayor. He will join us a little later.

**MOTION:** David Fiebig moved to excuse the absence of John Davis for tonight's meeting.  
Seconded by John Lillich

Discussion:

Mr. Zawatski asked that this Board be informed why members are not attending the meeting and questioned process of excusing absent members.

(Schryer) Members are permitted 3 unexcused absences. Board can excuse the members. John Davis did send notification by email.

Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

(Schryer) The City Engineer had a prior engagement tonight. He sent his reviews and recommendations for each project for tonight.

Correspondence:

- Memo dated 4/25/14 from Assistant City Engineer Collins RE: Gazdak, Lot Split Survey dated 3/21/14.
- Memo dated 5/2/14 from City Engineer DiFranco RE: Tap-In Fee, 2821 Bishop Road and the Engineering Reviews for 29345 White Road & 29327 Willow Lane.
- Memo dated 5/1/14 from Assistant City Engineer Collins RE: 2921 Rockefeller Road – Demolition of a Previous Home and Construction of a New Single-Family Home.
- Email dated 5/8/14 from Assistant City Engineer Collins RE: 2921 Rockefeller Road – Engineering Dept Review Commentary dated 5/8/14 (attached).
- Email dated 5/15/15 from City Engineer DiFranco RE: Great Northern flood (attached), 2921 Rockefeller – Initial 2<sup>nd</sup> Lot Topo Review (attached), 38331 Berkshire Hills Review (attached) and 29326 Eddy Road Lot Split (attached).

**Disposition of Minutes**                      **Meeting of May 1, 2014**

**MOTION:**     David Fiebig moved to accept the Minutes of May 1, 2014.  
                      Seconded by Joseph Zawatski  
                      Voice Vote: Ayes Unanimous  
                      **Motion Passes 5/0**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:06 P.M.  
No public input.  
Public Portion closed at 7:06 P.M.

1. James W. Kinnaird II  
Contractor: N/A

**2921 Rockefeller Rd – New Construction - PPN: 31-A-005-A-00-001-0**  
Plans stamped received in Building Department 4/23/14  
Plans reviewed by Building Department 5/5/14  
Revised Plans received by City Engineer 5/6/14  
Plans reviewed by City Engineer 5/8/14

Present: Joe Calderwood (architect, CM Consulting Group, Inc.), Jim & Jenna Kinnaird (owner)

**Owner/Representative Comments:**

- Replace existing house with new home built from scratch to work with the existing detached garage (picture of garage shown). It will work with the garage that is there now.
- Samples shown: Cedar split Shake siding will be Briarwood color. All the stone veneer will be Pennsylvania Ledge stone. All the windows and transoms will be dark bronze. Regular siding will be Dutch lap in the same briarwood color. The soffits and trim on house and windows will be clay color. Shingles will be Weather Wood by Timberline.
- Pictures of the doors and the sidelights were shown.

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

- A memo dated 5/1/14 was received from Assistant City Engineer Collins RE: 2921 Rockefeller Road – Demolition of a Previous Home and Construction of a New Single-Family Home.
- The City Engineer DiFranco reviewed the site plan. He recommended approval contingent upon LCSWCD approval per Engineering Dept. memo dated 5/8/14.
- Report from Lake County Soil and Water just came in to the Building Department.

**Board Comments**

(Smith) The plan shows a temporary treated wood railing on the rear elevation. *The temporary railing is for safety until the ground settles. Then the steps and raised patio will be put in.* The color of the garage is yellow? *It is off white.* Would you consider painting the garage to match the house? *Yes, we want to finish the house first.*

(Lillich) I would like to thank the architect for including all trim and detail that we ask for.

(Schryer) The windows are trimmed out all around the house. It really looks nice.

**MOTION:**     John Lillich moved to approve the plans for the New Construction at 2921  
                      Rockefeller Road as submitted.  
                      Seconded by Christopher Smith

Discussion:

(Fiebig) Just a follow up on the treated railing, what size are they? Is it connected to the house? It will be a 2x2 railing across the sliding patio with a return on each side of the door to prevent egress. By Code, there needs to be a temporary railing if there is no stair or deck. How long will that be up? During construction and until the ground settles. It will probably be ready for completion in the spring.

Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

2. Joseph & Martha Gaser

Contractor: Joe Gaser

**38331 Berkshire Hills – New Home & Shed - PPN: 31-A-009-B-00-027-0**

Plans stamped received in Building Department 5/6/14

Plans reviewed by Building Department 5/12/14

Plans reviewed by City Engineer 5/8/14

Present: Joseph Gaser

Owner/Representative Comments:

- We are tearing down an existing house and building a ranch home. The plans we have submitted are different from the plans we submitted last year. The previous one was too large.
- There will be stone all the way around the house in Old World style Tuscan. All trim work will be Azak material. The final color will be cream or coffee as an accent. Shingles are coffee brown color by Oakridge. Windows will be white. Shake up in the gables will be coffee color.

(Smith) What color is the exposed truss over the main entry? The back side will be rough-sawn cedar. It will be coffee color on back. The front side will be more of a light brown.

(Schryer) What color will the columns be? *Off White.*

City Engineer's Comments (DiFranco):

Email received 5/15/14 from City Engineer DiFranco. He recommended approval contingent upon addressing the Engineering Dept. comments dated 7/9/13.

Board Comments

(Lillich) Are we also approving the shed? *It is part of the application. Joe Meyers designed it with the previously designed house. The shed has not changed. It was included on the site plan.*

**Mayor Weger arrived at 7:24 p.m.**

(Wyss) It does not affect the look of the house that dramatically but during Code Review, it was determined that railings were needed on the front and the back. The applicant plans to adjust the site so there will be only three steps on the front and the back. No railings will be required.

(Schryer) The shed was not included on application form. We will add it to the review. All the trim on the windows look great.

(Fiebig) I have a question about the windows. Specs will be sent to the Building Commissioner.

**MOTION:** David Fiebig moved to approve the plans for the New Home & Shed at 38331 Berkshire Hills as submitted, conditional on the City Engineer's comments.

Seconded by Christopher Smith

Voice Vote: Ayes Unanimous

**Motion Passes 6/0**

**PLANNING COMMISSION**

**Public Portion opened at 7:28 P.M.**

No public input.

**Public Portion closed at 7:28 P.M.**

1. Linda & Martin Gazdak

Contractor: N/A

**29326 Eddy Rd – Change Property Line – PPN: 31-A-008-E-00-001-0**

Plans stamped received in Building Department 4/3/14

Plans reviewed by Building Department 5/5/14

Plans reviewed by City Engineer 4/25/14

Present: Linda & Martin Gazdak

**Owner/Representative Comments:**

- We moved to this house 18 years ago in August. Our neighbors moved next door in June the same year. The fence was put up by the prior owners of the property. We planted bushes on our side of the fence.
- We knew we were on an egress. We have been using the property all this time. We have an agreement with our neighbor to buy that piece of their property. It is on the ‘dead side of their property. We are here to make it legal so that when they sell their house so we can keep what we have been using.

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

Email dated 5/15/15 from City Engineer, “Approval recommended (see Engineering Dept. memo dated 4/25/14)”. Memo was attached.

**Board Comments**

(Lillich) The physical locations of the buildings on the lots are not shown. Does that impinge on lot line clearance?

(Wyss) It does not impinge on lot lines on either property.

**MOTION:** John Lillich moved to approve the Property Line Change at 29326 Eddy Road.  
Seconded by Mayor Weger

**Discussion:**

(Fiebig) Because Mr. Gazdak is an employee of the City, I will abstain from the vote

Voice Vote: 5 Ayes and 1 Abstention (Fiebig)

**Motion Passes 5/0**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

### **MAYOR'S REPORT**

- Tonight the Mayor attended the Graduation Ceremony at National College. They graduated 19 people in IT services, medical services and general business. The director of the campus says they have had great success at their location. They have 80-90 students enrolled now. Their goal is 200. All of their campuses are down because of the economy. They expect enrollment to pick up. He said they feel safe at their location in the college environment because of their security and the presence of the Willoughby Hills police officers.
- The Mayor reported that there were robberies at Union Eye Care in Willoughby Hills and at Your Eyes Only in the Pine Ridge Plaza, Willoughby. A large number of glasses were stolen from each store. The police are working with their security information.

### **COUNCIL REPRESENTATIVE'S REPORT**

The Clerk of Council was working on the changes to the Zoning Code today. She is making some additional changes and edits. They will then be written up as complete drafts of legislation. Then those drafts will be brought back to the Planning Commission. She has asked for a letter explaining the changes from what the Planning Commission passed on April 3, 2014 and the document she received on April 17, 2014. I think it was just correction of typos as discussed at the Planning and Zoning Committee of Council but she wants a paper trail.

### **BUILDING COMMISSIONER'S REPORT**

- Maple Valley: Tuesday I walked the Maple Valley subdivision. A resident on Maple View was concerned about drainage mounds behind their house. I assured them that they were not mounds; they were swales. I inspected to verify that. All the catch basins along the Maple View properties have been installed. I noted that the grassy area behind the church is bone dry. In the past in the spring, it has been a marsh. All the drainage swale and all the drainage swales are already working. All the hydrant lines are in. Lake County Utilities is still testing. Pavement will not be in until about June 1<sup>st</sup>. There is one house before the department for review. The City Engineer wants to wait until more of the infrastructure is in before reviewing the site plan and confirming elevations. It could be reviewed by the Architectural Board of Review contingent on engineering approval.
- This year there have been houses going on land that has not been developed.
- The two city-owned houses are gone. They are now part of the Land Bank.  
(Fiebig) Is the tear-down of the house on Beech Hills going okay? *Yes.*

### **CHAIRMAN'S REPORT**

- One of the reasons that the City Engineer is not here tonight is because he is at meeting following the floods at Great Northern Shopping Center. He sent a picture for the Board.
- Related to how PCABR announces attendance and absences, this would be good time to review the rules for Planning Commission. It is a rule of the City that a person is allowed to be missing three times without the Board approving that person's absence. Think about how far you want to take this and whether you want to add anything to the rules. People usually do send notice about an upcoming absence. Those reasons do not always need to be made public. It is a courtesy to a Board or Committee or Council, especially the need for quorum. The clerk will send a copy of the existing rules to the Board.

**MOTION:** John Lillich moved to adjourn.  
Seconded by David Fiebig  
*Voice Vote: Ayes Unanimous*  
*Motion Passes 6/0*

Adjourned at 7:50 P.M.

Katherine D Lloyd  
Clerk

Charlotte Schryer  
Chairman

Date Approved June 5, 2014