

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

May 1, 2014

CALL TO ORDER 7:00 P.M

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

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

Corrections to the Agenda

- Chairman Schryer announced that the address for the first project under Architectural Board of Review (ABR) on the Agenda is corrected to 29345 White Road. Address for the second project is corrected to 29237 Willow Lane.
- Also, prior to the meeting, an updated Agenda was distributed to the Board. The audience has the updated agenda. American Heritage Motorcycles was added under ABR. When we have a Final Review on a Development Plan, the item is reviewed under ABR first and then into Planning Commission to be voted on.

Welcome to our new alternate clerk, Theresa Baptie, who is attending part of the meeting from the audience.

Correspondence:

- Memo dated 4/22/14 from Assistant City Engineer Dan Collins RE: New Single Family Home, 29345 White Road.
- Memo dated 4/22/14 from Assistant City Engineer Dan Collins RE: New Single Family Home, 29237 Willow Lane

Disposition of Minutes Meeting of April 17, 2014

MOTION: John Lillich moved to accept the Minutes of April 17, 2014 as presented.
 Seconded by John Davis
 Voice Vote: 6 Ayes and 1 Abstention (Fiebig)
 Motion Passes 6/0

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:02 P.M.

No public input.

Public Portion closed at 7:02 P.M.

1. Jeff Smeker
Contractor: Probuilt Homes
29345 White Road – Single Family Residence - PPN: 31-A-005-F-00-013-0
Plans stamped received in Building Department 4/16/14
Plans reviewed by Building Department 4/21/14
Plans reviewed by City Engineer 4/22/14

Present: Jeff Smeker (owner) and Stacey Johnson (ProBuilt Homes)

Owner/Representative Comments:

- It is a single family home with a 3-car attached garage. [Samples shown]
- The roof will be done in Driftwood. Stone will be Natural Blend LedgeStone.
- The garage door will be almond color. It will have windows; they are not on the plan.
- Siding will be a darker brown, Tuscan Clay color.
- There are two colors of Shake. Above the garage will be a light color, Monterey Sand.
- Above the single car garage, it will be the darker Tuscan clay, which is same as siding.
- There are no shutters.
- Updated front elevation plans submitted this evening were re-drawn yesterday by the architect. A handwritten sketch of the proposed changes was in the packet. We changed the shake and the stone on the front. It makes the stone stand out better without the shake at bottom.

City Engineer's Comments (DiFranco):

- We recommend approval contingent upon addressing 12 minor comments on the site plan. We are asking clarification and additional detail to items like the drainage and driveway.
- The Engineer referenced a memo dated 4/22/14 from Assistant City Engineer Dan Collins RE: New Single Family Home, 29345 White Road.
- Before a permit can be issued, we will need a new site plan. *(Johnson) I will have the surveyor include those comments.*

Board Comments

(Lillich) We ask that you wrap the stone around the corner 18-24 inches on the front elevation.

(Schryer) Thank you for highlighting the windows all around the house.

(Smith) Will you continue the stone down over the poured concrete walls on foundation or will it be exposed concrete? *It will not be stone-to-grade. The poured wall will be mostly covered by the landscaping.*

(Lillich) One of our requirements is brick to grade. In the form for the poured walls, they can make it look like brick which can then be painted. *Okay.*

MOTION: David Fiebig moved to approve the plans for the Single Family Residence at 29345 White Road as submitted, contingent upon the 12 points identified by the Engineer being drawn on the site plan and that the stone will be wrapped 18-24 inches as discussed.
Seconded by John Lillich

Discussion:

(DiFranco) The memo was emailed to the Building Department. I thought my comments were distributed the packets for the Board and the applicant. I can email a copy to the applicant.

(Wyss) The 12 points are already on these site plans. Instead of the comments, I had the surveyor revise the site plan. They got it to me on Friday.

Voice Vote: Ayes Unanimous
Motion Passes 7/0

Additional Discussion:

(Johnson) I will check the plans.

(Schryer) If there are any other revisions to the site plan, a new copy of the site plan will need to be delivered to the Building Department.

2. Patrick and Laurel Gutbrod

Contractor: Barr Brothers Construction

29237 Willow Lane – New Home - PPN: 31-A-007-F-00-041-0

Plans stamped received in Building Department 4/16/14

Plans reviewed by Building Department 4/21/14

Plans reviewed by City Engineer 4/22/14

Present: Patrick Gutbrod (owner) and David Barr (contractor)

Owner/Representative Comments:

- Single Family home on a 140 x 900 foot lot at the end of the street of houses built in the 1970's.
- Pictures of the color scheme distributed: Black shingle roof, Camel colored shutters. Trim is Glacier White. Siding is Coastal Sage. Stone is Sagewood to coordinate with the siding.
- Garage door will be Bright White. It will be the same pattern as picture.
- Pictures of the neighboring houses on the right and left side and the wooded backyard shown.

City Engineer's Comments (DiFranco):

We have 13 minor comments for the site plan. [Email dated 4/23/14].

We recommend approval contingent upon incorporating those comments.

(Wyss) Site plan has been updated already

Board Comments

(Smith) We have the same comment about wrapping the stone on the front. Is there a reason why you have muntins on the front windows but not on the side and rear windows? *We like the view in the back. Not many people see the sides.* A building design usually matches all the way around.

(Lillich) I like the front a lot. You have shutters and muntins on those windows. There are no shutters or trimmed windows on the side. If you are not going with shutters, we ask that you trim out the windows and the doors 3-4 inches all the way around. If you want to go with shutters, you could go with that instead. It makes the house look more finished 360 degrees. Are these poured foundation walls? *No, it is block with stucco to blend the stone*

(Schryer) I concur with trimming out the windows around the whole house. If you continue the trim in the front around the garage and around the house, that would be nice.

(Barr) Cost and blending with the other houses are considerations.

(Lillich) Synthetic trim like an Azak would be beautiful. We have asked this for a long time and people have complied. It is one of the things that people notice when they come to this City.

(Davis) Neighbors could decide to update. In the end, good detail protects the owner if you decide to sell in the future. We always recommend that you make your house the best it can be to protect its value in the market.

(Barr) Are vinyl products okay? *Yes, most builders are using it now.*

(Lillich) Vinyl is less expensive than wrapping aluminum. Is that agreeable? *Yes*

MOTION: John Lillich moved to approve the plans for New Home at 29237 Willow Lane architecturally, with stipulation that the stone is wrapped 18-24 inches on each side of the front elevation; the windows on the left, right and rear elevations are trimmed out; and the 13 points recommended by the City Engineer will be included in the site plan.

Seconded by John Davis

Voice Vote: Ayes Unanimous

Motion Passes 7/0

3. Alfio Pinzone (applicant)

Jeff Kunuth (owner)

Contractor: N/A

30451 Chardon Rd – New Sign - PPN: 31-A-006-C-00-019-0

Plans stamped received in Building Department 4/25/14

Plans reviewed by Building Department 4/28/14

Present: Alfio Pinzone

Owner/Representative Comments:

We are putting a new sign over the old existing sign. The material weathers well. [Sample of sign material passed around]

City Engineer's Comments (DiFranco):

None

Board Comments

(Lillich) The photograph shows two signs. Are you doing one or two? *Two. The large one on the garage door. Do you really need that one on the building with the other one so close? You only see the sign from one direction. Okay. Does the square footage of the signs comply?*

(Wyss) The picture does not depict the size that he is actually putting in. It included the other piece of paper that he provided. As long as he does the sign on the garage door as depicted on the plan, he is in compliance. The sign with phone number and address on the building is staying. It is part of the signage on the building.

(Smith) The sample is the actual product? It is not a steel panel? *Yes, it is a composite. How will you adhere it to the garage door? It will be screwed in.*

(Lillich) The door will still be functional? *Yes. The sign is in two pieces.*

MOTION: John Lillich moved to approve the New Sign at **30451** Chardon Rd as presented.
Seconded by John Davis

Discussion:

(Fiebig) The name 'Pizzaly' has the word 'pizza' in it but I am not sure how to pronounce it. *It is a combination of 'pizza' and 'Italy'. There are other places that have made combination names.*

Voice Vote: Ayes Unanimous

Motion Passes 7//0

4. Bishop Willoughby Company, LTD

Contractor: American Heritage Motorcycles, LLC

2821 Bishop Rd – Final Review – PPN: 31-A-008-D-00-032-0

Plans stamped received in Building Department 4/23/14

Final Plan review by Building Department 4/25/14

Present: Jeffrey Sinclair

(Schryer) In Architectural Review, we will look at the outside of the building. We can also review the signs. Plans are in the packets.

Owner/Representative Comments:

The signs are self-illuminated with LEDs. They are backlit with a perforation so that the section under 'Indians' is black during the day and white at night.

City Engineer's Comments (DiFranco):

None

Board Comments

(Smith) You will do basic paint and repair on the existing structure. *Yes, we may come back in a couple years when we have more cash flow and spruce it up a bit.* I think they are doing the best they can with the existing structure until cash flow picks up.

(Schryer) Everything will be painted? *Yes.*

(Fiebig) Is there a monument sign by the driveway? *We do not have a specific plan for it just now. It will be cleaned and painted. Once we decide on our logo, we will come back to change the sign.*

(Wyss) Currently the monument is blank. The plan for landscaping has a fair amount of landscaping around the monument.

MOTION: John Lillich moved to approve architecturally the building the way it has been painted and the building face sign for American Heritage Motorcycles, LLC at 2821 Bishop Road.

Seconded by Joseph Zawatski

Voice Vote: Ayes Unanimous

Motion Passes 7/0

Minor Alteration Approved by the Zoning Administrator

1. Griffin Realty (Owner)

28890 Chardon Rd – Monument Sign Face Change - PPN: 31-A-008-G-00-036-0

Plans approved by Building Department 4/23/14

Chairman Schryer read the information into the record. The funeral home is changing the sign face. The dimensions and monument stay the same. The owner was present in the audience.

PLANNING COMMISSION

Public Portion opened at 7:47 P.M.

Robert Kowalski, 2585 Timberline Drive

- There was a Hearing. At the bottom it said if you were going to talk, talk about the subject. I think that reneges the Public Portion rule with the City because it regulates their opinion for the public to talk.
- We went from B-2 to B-3, sidestepped through the courts without the people's vote. This was a major change without the people. Who spoke for the people during the court case in front of judge?
- Now this, are there going to be light changes in parking lot? I wasn't here. If you are talking about lights and changes to that block between Eddy and Chardon with driveways. While we are talking changes, I want you to go for the lights. I live behind Classic. Their lights are on late into the evening. I have the old lights. Lights need to be regulated, not just this man, but tighten it up. I am talking about any development. The regulations are unclear.

(Schryer) We are not talking about Rt. 91 right now. We are talking about the subject before the Planning Commission. We will be talking about lights. They are not changing the lights.

Public Portion closed at 7:54 P.M.

1. Bishop Willoughby Company, LTD
Contractor: American Heritage Motorcycles, LLC
2821 Bishop Rd – Final Review – PPN: 31-A-008-D-00-032-0
Plans stamped received in Building Department 4/23/14
Final Plan review by Building Department 4/25/14

Present: Jeffrey Sinclair

Owner/Representative Comments:

We have not made any changes since last time.

City Engineer's Comments (DiFranco):

Lighting and Landscaping were reviewed by the Zoning Administrator, so we did not.

We had no other issues regarding the site.

Before a permit is issued, the sanitary tap in fee must be paid.

Board Comments

(Schryer) I know you clustered the landscaping for sound. I do wonder about balancing it off with the other side. *The request for the additional trees in the back had to do with sound protection. The service department is on the right side where there could be concerns about sound. That is where the trees are concentrated.*

(Wyss) The back of the building is in compliance with the Code with the number of trees. That was the concern at the Conditional Use Hearing.

(Smith) Last time we discussed the elevation in the rear being so high that the natural lie would provide a sound barrier.

(Lillich) The additional trees were added in the area where sound would be generated.

(Wyss) For benefit of the public, Section 1111.02(C) applies to Conditional Use. It states that a "change of occupancy in an existing structure or in a previously approved final development plan, when there is no change in the bulk of the structure and no change in the parking required, shall be exempt from a development plan procedure." The code is contradictory. Because of the Conditional Use, we chose to go through Preliminary Plan as well as Final Plan, in addition to the Planning Commission approving Conditional Use in a separate hearing. The Landscape Plan Code requires that in a change of occupancy, the Code be brought up in so much as the development has changed and the conditions of B-3 to the R. The applicant from the outset agreed to the increased landscaping. The 30-foot buffer zone is in compliance with the existing building. The applicant beefed up the landscaping in the particular area due to impact of deliveries on the right side of building and possible sound. The Landscape Plan spells out that, per the request of the Planning Commission at the Hearing, no motorcycle traffic will happen at the back of the building. There will be signage to require that.

Mr. Kowalski called out a question from the back of the room.

Chairman Schryer stated that this Board has nothing to do with what went to court. The place to have that debate is at City Council.

(Schryer) For this project, the two test drive routes were delivered to the Board tonight. One will be on the Expressway. The other is along the river. *(Sinclair) On demonstration rides, we will keep the riders out of residential areas. I cannot control where customers ride on their own. The light plan is not changed? It stays the same? Correct.*

(Fiebig) That means that the existing exterior lighting will stay exactly the same? *Yes.*

(Lillich) We have the original lighting plan. There was zero 'spilled light' from that at the property lines.

MOTION: Christopher Smith moved to approve the development plan for American Heritage Motorcycles, LLC at 2821 Bishop Road with the understanding that the permit will not be issued until the sanitary tap in fee has been paid as recommended by the City Engineer.
Seconded by David Fiebig
Voice Vote: Ayes Unanimous
Motion Passes 7/0

UNFINISHED BUSINESS

Mr. Lillich inquired about the status of the proposed subdivision by Shamrock construction.

NEW BUSINESS

None

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

The Planning & Zoning Committee of Council met prior to the last Council meeting. The proposed changes to the Code were discussed. It was well received. There was a discussion about Section 1345.01 Mail Boxes. Because mailboxes are sometimes enclosed in or placed on a structure with the number on the structure, they felt it was important to include numbers on the 'structure' in the definition. They also felt it was important that the mailbox adhere to the United States Postal Service standards for height which is 41 inches at the bottom up to 45 inches at the bottom and 6-8 inches from the roadway. Including that language would ensure the mailbox would be the right height. Finally, addresses should be a minimum of 36 inches from the ground. Mr. Fiebig typed up a proposed edit for it that would incorporate items that were discussed. New language suggested is underlined. [Copy distributed to Board.] He will take the Planning Commission response back to Council. He read the proposed edit into the record:

"The term 'mailbox' refers to any box, compartment or structure into which mail is put when delivered at the street and that has identifying address numbers affixed to it that identify the residence or building. That mailbox must adhere to USPS standards. The identifying address numbers must be displayed at least 36" from the ground."

Per discussion, numbers put on the post holding the mailbox rather than the mailbox itself in many of the new developments would fit with the intent of the rule to clearly identify address in the event of emergencies because USPS defines 'mailbox' as everything that holds that box. Section 1345.01 will be updated with the proposed edit from Council. If there is any reference to 'all numbers being on a mailbox' in the rest of the document, it will be removed. It does say the numbers should be on 'both sides of the mailbox at the street'. The updated proposal will be sent to the Clerk of Council. All three of the proposed Code changes will go forward for the required readings.

BUILDING COMMISSIONER'S REPORT

None

CHAIRMAN'S REPORT

None

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

Adjourned at 8:16 P.M.

Katherine Lloyd
Clerk

Charlotte Schuyler
Chairman

Date Approved 15 May 2014