

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**July 17, 2008**

**CALL TO ORDER:** 7:02 P.M.

**PRESENT:** Chairman Charlotte Schryer, Mayor Robert Weger, Council Representative David Reichelt, Madeleine Smith, and John Lillich

**ABSENT:** Vice Chairman James Michalski

**ALSO PRESENT:** Building Commissioner Fred Wyss, Assistant City Engineer John Topolski, Architect Bill Gallagher, BZA Representative Frank Cihula, and Clerk Katherine Lloyd

**MOTION:** David Reichelt moved to excuse the absence of James Michalski  
Seconded by John Lillich  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes:** Minutes of July 3, 2008

**MOTION:** David Reichelt moved to approve the minutes of July 3, 2008 as submitted.  
Seconded by Mayor Weger  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:04 P.M.

None

Public Portion closed at 7:04 P.M.

1. VFW Post 4358

**29412 White Rd. – Post in Panel VFW Notice of Events – PPN: 31-A-005-0-001-9**

Plans stamped received in Building Department 6/19/08

Plans Stamped Approved by Building Department 6/30/2008

Present: Ron Peura, Post Commander #4358

**Owner/Representative Comments**

- The old sign fell down years ago. We need to re-install a new sign.
- I have submitted drawings and pictures and got zoning approval.

**Architectural Comments**

- This is manufactured by PDQ Signs? *Yes?*
- Will you describe the materials of the signs? *Poly-vinyl. (Specifications sheet distributed)*
- It looks like a maintenance-free white PVC post and panel system

- It will be parallel with the street with only one face facing the street? *Yes. It will be 70-feet back from the centerline of the street. Will it be illuminated at all? No*
- It seems massive: 8-feet high and 5 feet wide. We try for planter or decorative signs. *It is really not massive; it sits back from the road like a marquee announcing planned events in only 3 lines.*
- Do you plan any landscaping to soften it? *Yes, a flower and rock garden around the base*
- How big are the letters? *Approximately 3 ½ inches.*
- The dark blue letters with white background shown is accurate. *Yes*
- This a residential area? (Schryer) *It is a good size lot with the building way off the road. (Wyss) It is 300-foot frontage. For zoning purposes, the use of the property is 'grandfathered'. It is still a gathering and meeting place which has been used that way for years before the zoning change. The size must be no taller than 8-foot. The drawing shows 8-foot posts plus post caps. We will make the adjustment to make sure the total post is no taller than 8-foot.*

**Board Comments**

(Lillich) As long as landscaping is included in the motion, I have no problem with it.

**MOTION:** David Reichelt moved to approve the signs submitted with the condition that landscaping is added at the base.

Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

2. Loreto Development Co., Ltd.

**34500 Chardon Rd – New Building (Office Building) – PPN: 31-A-006-D-00-001-0**

Plans stamped received in Building Department 6/26/08

Plans stamped received by CT Consultants 7/11/2008

Present: Chuck Crowder, Loreto Iafelice, Chuck Szucs

(Schryer) The building and the landscaping will be reviewed separately. We will do the building first.

**Owner/Representative Comments**

- We are in the process of demolishing the old Sahara building on the site. We have a medical tenant leased for half the building with option on the remaining space.
- The building will duplicate the Plaza 3 building, but it will be 50-feet deep rather than 40-feet and will be only 12,500 square feet... we will keep the same look of the rest of the 'campus'.
- It will have a black Timberline dimensional shingled roof and through-the-wall ceramic units on all four sides of the building. The Anderson windows and commercial tinted doors will be wrapped in limestone and limestone coins on the corners.
- There will be a 10-foot sidewalk with an overhang.
- The air conditioners and dumpsters will be similar to Plaza 3. The dumpsters will be painted brown to match the building. The hauling company is the same.
- It is an asphalt parking lot with concrete curbs. Drainage is catch basins along the curb.
- Elevation and grade changes from other buildings dealt with by landscaping notched into hillside with grass rather than retaining walls.

**Architectural Comments**

- Explain the glazed ceramic through unit. *It is a Star Ceramic through-the-wall, hardened glazed surface that looks the same inside and outside the building. It is considered brick; it looks like a jumbo brick with the same material through out. What is the unit size? 16 x 4 x 8. It is the same as the other units.*
- Do you drywall the inside? *Yes*

- What are the materials for your windows, dormers, and fascia? *Aluminum clad white Anderson windows with limestone surrounds. The soffits, fascia and frieze boards are white perforated aluminum. The doors are white aluminum storefront material*
- Brick and same material all four sides? *Correct*

**Board Comments**

(Schryer) Are there lighting fixtures above the doors and in the rear of the building? *In the rear of the building there is a wall pack above each door. There will be one on each corner on the bump-out of the building facing Fazio's. On the sidewalk in the front, we will have cam lights aiming down at the sidewalk like the other buildings. (Drawing provided). There is a lower wattage because we do have lights on the adjacent buildings.*

(Smith) There is an access road between the two buildings. Do you think lighting will be enough to discourage mischief, or do you think a gate would be necessary? *The lighting and visibility from Rt. 6 will be enough. When the lights go off, there are cameras.*

(Weger) His other buildings are meticulously cared for. The lighting and security should be enough.

**MOTION:** John Lillich moved to approve building plans for 34500 Chardon Road.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

(Schryer) We will now review the landscape drawings.

**Owner/Representative Comments**

- Plaza 8 will duplicate the design of Plazas 3 and 7. It will have Bradford pear trees. Grass areas will be hydro-seeded. There is an irrigation system in all the green areas.
- It will have an asphalt parking lot. The storm sewer inlets are along the curb. Drainage will be from the building to the curbs. Parking lots from #3 and #8 meet each other.
- Snow plowing will keep salt away from the trees and shrubs. There will be a curb on our property line to keep down traffic from Fazio's.
- Fazio's has approved removal of the guardrail. There will be a vertical curb on the Fazio side and a rolled curb on the side facing Plaza 8.

**Architectural Comments**

None

**Board Comments**

(Smith) Will the planting between the proposed building and Fazio's be level or slope? *It will be flat. There will be walking access between the building and Fazio's? Correct.*

**MOTION:** David Reichelt moved to approve the landscaping plan as submitted.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**PLANNING & ZONING COMMISSION**

1. Loreto Development Co., Ltd.

**34500 Chardon Rd – New Building (Office Building) – PPN: 31-A-006-D-00-001-0**

Plans stamped received in Building Department 7/10/08

Plans stamped received by CT Consultants 7/11/2008

Present: Chuck Crowder, Loreto Iafelice, Chuck Szucs

(Schryer) We have a memo from Mr. Topolski on the site plan.

**Owner/Representative Comments**

- Much of the site plan has been covered already
- The parking lot profile will be like Plaza 3 and Plaza 7. It is cut 12 inches below grade. The roadway will have 4-inches of gravel and 8-inches of asphalt and concrete curbs.

**Engineer's Comments**

- It should be 8-inches of gravel and 4-inches of asphalt. *(Schryer) The drawing needs to be accurate.*
- We worked out the Type 3/Type 6 curb confusion.
- I have a question on Sheet 4 about the island and curb. *There is precedence for it on Plaza 3. Rich (Iafelice) had suggested it.* We will have to work together to see what is acceptable to ODOT.
- Also in that island, there is a traffic signal box that will be adjusted to finished grade. How are you doing that? *We had one at Plaza 6. We called the [telephone] number that was on the box... They set the box over it. We do the backfill.*
- There is a steep grade at the rear of the lot on Sheet 6. They have tried to address it by taking several feet out of the lot. Code calls for a 3:1 maximum grade. This is 1:1. They have called for permanent reinforcing matting. It may be inappropriate, rather than a wall. You need to finalize how it be constructed so it remains stable.

(Schryer) Do the curbing details in Sheet 9 need to be updated? *The detail on the roll curb is correct. The confusion was about the standing curb or roll.* So we would need an addendum to that so the city has an up to date copy of whatever is being done.

*(Iafelice) We need to show the vertical curb on the Fazio side and roll curb on the other side to match the rest of ours .For the island on Rt. 6, we would plan a vertical curb like we did for Plaza 3. We would have grass up to the asphalt*

- Right now there is a ditch. *We will not leave a ditch.*

**Board Comments**

(Lillich) My concern was the slope of the grade in the rear. *We are cutting it in a way that only what we are taking out is disturbed. The remaining soil is still tight. We are hydro-seeding and 'strawing' it as we have done on the other hillsides. So far there is no rutting or problems.*

(Topolski) Have you used reinforcement on any of the others? No. We have used a tack agent with the hydro-seeding on two of the steeper hillsides in the campus. It is like glue. It has worked. We will do it until it works.

**MOTION:** David Reichelt moved to approve the site plan as submitted acknowledging the items outlined in the memo from Mr. Topolski and Mr. Wyss dated July 11, 2008

Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

At this time we will have Planning Commission Public Portion.

**PLANNING & ZONING COMMISSION: PUBLIC PORTION**

**Public Portion Opened 7:51 PM**

None

**Public Portion Closed 7:51 PM**

Mr. Gallagher and Mr. Topolski dismissed at 7:55 PM.

**Unfinished Business**

**Proposed Zoning Code Changes**

- Changing the Definition of Lot Size will put just the lot sizes back the way they were before June 24, 2006. It will just affect approximately one hundred fifty lots in platted subdivisions and about 200 lots on the older streets that were platted to the center line and are currently nonconforming. It will preserve the lot sizes which affects consideration of accessory buildings. New subdivisions are still required to be platted to the right of way. Consensus was reached to put this item for Public Hearing.
- 1133.11 A (2) "Routine sales of vehicles" will wait until the term 'routine' and what should be included is defined.

**New Business**

- 1) John Lillich expressed concern about the amount of detail lacking in elevation drawings by the architect, Richard Beck. We saw an example of this tonight.
- 2) David Reichelt asked whether it is minutes of the PC/ABR should be posted on the City Website. They are lengthy. The Law Director felt it was a good idea. We can ask the Law Director if it is necessary. They are easily accessible. Council's minutes are posted. Consistency is important.
- 3) The Records Retention Schedule for the PC/ABR has been prepared, reviewed and submitted. Katie will send out a copy of the draft to the Board. The City is developing an overall plan for the entire city. Each department has particular requirements.

**Mayor's Report**

None

**Council Representative's Report**

David Fiebig will represent Mr. Reichelt at the next meeting of the PC/ABR on August 7, 2008

**Building Commissioner's Report**

None

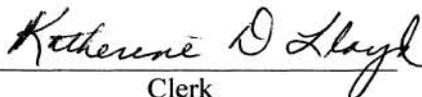
**Chairman's Report**

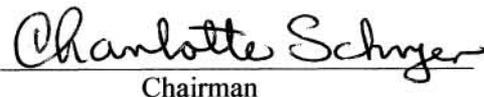
Tree Ordinance track changes are being prepared by Mr. Michalski. There was a discussion about the Ordinance.

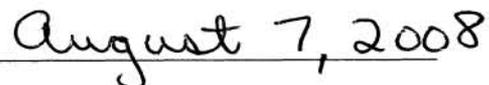
**Adjournment**

**MOTION:** David Reichelt moved to adjourn  
Seconded by Mayor Weger  
**Voice vote: Ayes unanimous**  
**Motion passes**

Meeting adjourned at 8:26P.M.

  
Clerk

  
Chairman

  
August 7, 2008