

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**September 4, 2008**

**CALL TO ORDER:** 7:05 P.M.

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman James Michalski,  
Mayor Robert Weger (7:42 PM), Council Representative David Reichelt,  
Madeleine Smith, and John Lillich

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

**Disposition of Minutes:** Minutes of August 21, 2008

**MOTION:** John Lillich moved to approve the minutes of August 21, 2008 as submitted.  
Seconded by Madeleine Smith  
**Roll Call: 5 Ayes**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:07 P.M.

None

Public Portion closed at 7:07 P.M.

1. David Boncela

Contractor: TBA

**2919 Emerald Lakes Blvd – Renovation to existing garage/living room – PPN: 31-A-008-C-00-026-0**

Plans stamped received in Building Department 8/15/08

Plans stamped approved by Building Department 8/29/08

Present: Jennifer Donnelly and Dominic Durante

**Owner/Representative Comments**

- This is the first of four existing garages. We want to turn it into a living room/family room. Location of the garage and front of house and the other three garages indicated
- We plan to replace the garage door with a pair of doors and windows by Windsor. We will also replace the high upper windows with full height windows. We will also put in a stone stoop.

**Architectural Comments**

- The design has plenty of window space and exterior exposure. They are matching materials to existing.
- How well will the new siding match the existing? *It is standard white vinyl. The existing siding was replaced about 10 years ago.* We are concerned that it looks like original.
- Tell me about the windows. *The side windows are being replaced with wood-clad windows and sliders to give a family room feel.*

**Board Comments**

(Schryer) Will your trim the new windows to match the house? *Yes*

**MOTION:** John Lillich moved to approve the plans as submitted.  
Seconded by Madeleine Smith  
**Roll Call: 5 Ayes**  
**Motion Passes**

2. Donald Russo, Jennifer Russo  
Contractor: Donald Russo  
**29239 White Rd – 24 x 32 Outbuilding (Garage) - PPN: 31-A-007-F-00-001-0**  
Plans stamped received in Building Department 8/19/08  
Plans stamped approved by Building Department 8/19/08  
Present: Jennifer Russo, Donald Russo

**Owner/Representative Comments**

- We are building an outbuilding in our backyard for storage.
- The house was re-sided with a brand new roof three years ago. The Napco Wicker vinyl siding and dimensional Chateau green roofing (Owens Corning) on the garage will match it identically. Color samples of trim work shown. Photos of detail on existing house shown.
- Doors on the outbuilding will match the brand new garage door on the attached garage on the house.
- I staked everything out from the property pins (surveyed in 2002).
- The plans are from 84 Lumber. The only things that have been changed are the trusses. A profile of the truss is not available from 84 Lumber because another company is supplying them. It will match the peak of the existing house. Picture of attic truss shown.

(Lillich) How far will it be from the house? *About 60 feet .I have a big backyard that is adjacent to three more that are in my family.*

(Lillich) Will there be a driveway? *There is an old grassed over driveway*

**Architectural Comments**

- You are putting in an attic truss? Is it accessible? *Yes, it will be attic space up top.*
- Are you changing the slope of it? *It will have an 8:12 to match the pitch of my home.* It will match the center portion of your house? *Yes.* Does the Building Department have this? *No, it just came in with my quote.*
- We do want it to match the house. The 84 Lumber drawings are diagrams but they do not show how things will match. The photo showing the siding, colors and style of the door will be your record. It shows a 4:12 pitch. *The elevation sheet shows the profile.*
- The drawing shows a cast-in-place foundation. *I plan to pour 34-inches solid concrete down to frost line and four courses of 8-inch solid block.* What is the foundation on the house? *Block foundation.*
- Are there overhangs on the gabled ends or on any other parts of the house? *There is a slight overhang on the main house but not on the two wings of the house.* We would like you match the overhangs on the main area of the house as much as possible. If you have it on all four sides, you will have better detail and weather protection. *The trusses do have 12-inch overhangs on each side.* It does not show on the detail.

**Board Comments**

None

**MOTION:** David Reichelt moved to approve as submitted.  
Seconded by James Michalski  
**Roll Call: 5 Ayes**  
**Motion Passes**

3. Larry Vagnar

Contractor: Sign Expression

**2747 SOM Center Rd – Sign Installation – PPN: 31-A-004-0-00-022-0**

Plans stamped received in Building Department 8/26/08

Plans stamped approved by Building Department 8/26/08

Present: Joel Frezel and Jackie Moore with Sign Expression

**Owner/Representative Comments**

- It is a simple set of LED illuminated channel letters mounted on rails on the front elevation of the building. There is a small Lake Hospital logo and the name of the facility which is ‘Prime Health Internal Medicine, Willoughby Hills’.
- The illumination by LED is low voltage and much safer than using neon. It is more energy efficient and has longer life expectancy and fewer service calls.

**Architectural Comments**

- Are these individual letters? *They are individual letters mounted on two aluminum rails. There will be just a few mounting holes plus the holes for the feed for the power supply.*
- Why does the sign say ‘Willoughby Hills’? *The hospital has a practice of identifying the location of the each facility on the building.*

**Board Comments**

(Lillich) It is an attractive sign.

**MOTION:** John Lillich moved to approve the sign plan as submitted.

Seconded by David Reichelt

**Roll Call: 5 Ayes**

**Motion Passes**

4. Joe and Pat Grebenc

Contractor: Joe Grebenc

**2265 River Road – Garage – PPN: 31-A-016-C-00-011-0**

Plans stamped received in Building Department 8/29/08

Plans stamped approved by Building Department 8/29/08

Present: Joe Grebenc

**Owner/Representative Comments**

- We want to add a garage behind the existing house. Pictures and elevations have been handed in.

**Architectural Comments**

- We would like the ridge vents to extend to the end. *I will.*
- We want the detail on the brick work to match. Do you have any headers or trim work around the existing house? *No.* There is just a plain running course? *Yes*
- The picture does not show how the brick termination wraps the corner. I would like you to match the transition detail on the house on the front elevation of the garage. *The brick goes all the way around but it is very expensive.* The design needs a 1-foot wrap around the corner for transition.
- Does this have a second floor? *Half - it has a cathedral ceiling.*
- The windows look squatty, like they are being fitted in. *It is the existing size. I could go taller with the windows but it would increase the cost. I have two windows left from remodeling 15 years ago that match the existing.* The floor line limits window placement. You could put a window above it. On the sides, you could put something in to give it more height. Or you could go lower. You could go with a 5-foot high window rather than 4-feet.

- If you do not put windows on the rear elevation, I would suggest putting another fyphon louver for more detail. *It is all woods in the rear.*
- Are there muntins or anything on the existing house? *No, we have a more modern look. We have the shutters. It is a simple house.*
- The door styles and colors will match? *Yes, it is a white and beige house with brown shutters and brickwork.*
- With a little more detail, it will look like part of the original design.

**Mayor Weger arrived at 7:42 PM**

**Board Comments**

(Schryer) Are the windows the same size as the house all the way around so they all match? *Yes*

(Smith) Wooden detail underneath the window would give more height.

**MOTION:** John Lillich moved to approve the garage plan on the stipulation that the brick wrap one-foot around on each side where it transitions to siding, that there will be a fyphon on the rear gable to match the front, and that something be done with the windows to give them more height.

Seconded by Madeleine Smith

**Discussion:**

(Reichelt) What is the distance from the back of your house to the back of the property line? *It goes way back to the river and Waite Hill and a 150-foot cliff.* I don't feel that the applicant should have to adhere to 'trim' on the back side of the garage.

(Lillich) He has 6.3 acres. It might get divided and a house built back there.

(Reichelt) Your frontage on River Road is only about 30 to 40 feet? *It is really small because of rerouting of River Rd. and separation of three lots by another owner.*

(Wyss) He cannot divide and build without rezoning.

(Reichelt) I am surprised that there is a window in back. *It is for natural light.*

(Lillich) We could leave it to his discretion

(Reichelt) Would the Board be receptive to leaving the enhancements in the rear elevation as an option to the owner?

(Lillich) I will withdraw my motion.

(Smith) I will withdraw my seconding of the motion.

**RESTATED MOTION:** John Lillich moved to approve the garage plan on the stipulation that the brick wrap one-foot around on each side where it transitions to siding and that something be done with the windows to give them more height and that the recommended enhancements on the rear elevation be at the discretion of the owner.

Seconded by Madeleine Smith

**Roll Call: Unanimous**

**Motion Passes**

**Mr. Gallagher dismissed at 7:49 PM**

**PLANNING & ZONING COMMISSION**

**Public Portion Opened 7:50 PM**

None

**Public Portion Closed 7:50 PM**

## **Unfinished Business**

### **1. Zoning Code Changes**

- 1133.11 Accessory Use Regulations for All Single Family Residential Districts.
  - Subsection (a) (4) “Routine Sales of Vehicles in Residential Areas: Madeleine Smith volunteered to help prepare a draft of the proposal based on our discussion last meeting. That draft was emailed to the Board members. Frank Cihula located a copy of the old “Casual Sales’ ordinance. Each member received a copy of the draft and the old ordinance for discussion tonight. Discussion included definition of ‘open yard’ and ‘premises’, number of vehicles, length of time allowed, amount of signage permitted and need for registration of intent to ‘display for sale’. Determination of penalty can be referred to the law director and Council. A draft with the indicated changes will be prepared and emailed to the Board members.
  - Subsection (b) (4). Change from ‘impervious’ to ‘approved’ surface and inclusion of gravel as an approved surface was also discussed.
- Section 107: Definition of Lot Size  
Frank Cihula presented a recommendation that the definition of lot sizes be changed at a previous meeting. He listed three reasons that this should be considered. It would put the lot sizes back the way they were before June 24, 2006. It impacts zoning. A definition change only affects lots that are platted to the center line and are currently nonconforming. It does not affect new subdivisions which are platted to the right of way. Review by the Law director was suggested. Frank will send copy via email to the Chairman.

### **New Business**

None

### **Mayor’s Report**

Bogey’s Comedy Club will open on Saturday, October 4<sup>th</sup>. They are currently installing sprinklers as required by Lake County.

### **Council Representative’s Report**

1. Web Pages: There will soon be a new resource available to all of us. I have been working on a new set of web pages for Boards and Commissions. The PC/ABR page will have all of our meeting minutes and agendas back to January, 2008.
2. The first annual Corn Fest will take place on Saturday, September 13<sup>th</sup>. The garage sale starts at 8:00 A.M. near City Hall. After 2:00 all events will be across the street at the Activity Center. Tickets are being sold for meals. There will be bands, fireworks, and many vendors with food and beer. Shuttles will transport people from parking areas. Details are on the Web site and Channel 12

### **Building Commissioner’s Report**

To finish the discussion from before on surfaces permitted for parking surfaces and driveways, Section 1153.13 of the Code states that driveways are “bituminous, concrete or a surface approved by the City Engineer.

Frank Cihula added that the same section requires two enclosed parking spaces per dwelling. Therefore people who want to turn their garages into family rooms must build a two-car garage. If they don’t, the next buyer who wants a garage may need to get a variance because there is no place to put one.

**Chairman's Report**

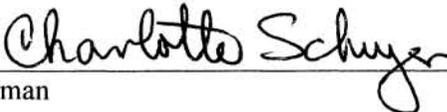
1. Planning and Zoning Workshop will be November 14, 2008 in Westlake. Because we will be working on the Master Plan, it would be helpful for Board members to attend, as many as are able. We should get registrations in several weeks ahead of deadline to avoid being shut out.
2. Master Plan: The last one done by David Hart was adopted June 12, 2003, five years ago. To keep costs down, it could be reviewed and updated by the Board. Some sections could be done by the Finance Department. We have a new census. Research information is available online and from Lake County and CT Consultants. There are areas that probably will not change. Updating of maps and architectural sketches of the city and specialized projects may be available at reasonable costs. We need to review the old plan before the next meeting so we can start making a schedule of specific master plan meetings.

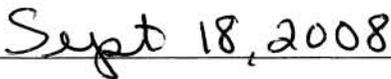
**Adjournment**

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

Meeting adjourned at 8:44 P.M.

  
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Clerk

  
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Chairman

  
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