

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
January 21, 2010

CALL TO ORDER: 7:03 P.M.

Welcome to David Fiebig! He is our new Council Representative. David Reichelt will be his alternate.

PRESENT: Chairman Charlotte Schryer, Vice Chairman James Michalski,
Mayor Robert Weger, Council Representative David Fiebig, John Lillich
and John Davis

ABSENT: Madeleine Smith

ALSO PRESENT: City Architect, William Gallagher; Building Commissioner, Fred Wyss,
BZA Representative, Frank Cihula and Clerk Katherine Lloyd

MOTION: Mayor Weger moved to excuse Madeleine Smith for tonight's meeting.
Seconded by James Michalski
Roll Call: Ayes Unanimous
Motion Passes

Program Note: The Organization Session was done at last meeting. It was accidentally left on the agenda.

Disposition of Minutes: Meeting of January 7, 2010

MOTION: John Lillich moved to accept the minutes of January 7, 2010 as submitted.
Seconded by James Michalski
Roll Call: 5 Ayes and 1 Abstention (David Fiebig)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:06 P.M.

None

Public portion closed 7:06 P.M.

1. Griffin Realty
Contractor: TBD
28890 Chardon Road – Building Addition - PPN: 31-A-008-G-00-036-0
Plans reviewed by Building Department 1/13/10
Plans stamped received in CT Consultants 1/15/10
Plans stamped approved CT Consultants 1/15/10

Present: Ross DeJohn III (arrived 7:10 P.M.) and Kevin Hoffman, Polaris Engineering and Surveying

Owner/Representative Comments:

- Ross DeJohn III is delayed but he will be here. The out of town architect had a death in the family.
He cannot be here tonight.
(Schryer) The most up to date drawings are in the packets.

(Wyss) There are four of the large drawings and 10 of the small ones.

- The red-lined drawings received from the City Architect last meeting were forwarded to the project architect.
- The mansard roofing on the elevations is now shown all around the building addition.
- The chimney stacks will be covered with siding.

City Architect's Comments:

- The project architect and I did not have time to speak with each other in advance of the drawing distribution to the Board. That is why drawing A2.0 has been replaced with a smaller version.
- The concern was why there were several levels. Because of the lower footprint of the existing garage, the architect elected to match the elevation to the elevation of the existing garage. That way it will be uniform on the lower part.
- There will be an awkward transition on the East elevation where the lower section with the two garage doors 'marry' into the existing building. It is on the back of the building where it will not be noticeable.
- There is another transition issue on the West elevation where the newer part of the front building is lower than the existing garage. It is on the back of the building where it will not be as noticeable.
- Lowering the mansard on the East elevation has the garage looking exactly as it does on the photos that were presented.
- It is a true statement. It is a great design –very simple and well detailed throughout.

Ross DeJohn arrived at 7:10 P/M.

Board Comments:

(Lillich) I am very pleased with the changes.

(Michalski) You have been very cooperative. Thank you.

MOTION: John Lillich moved to approve the architectural portion of the building addition at 28890 Chardon Rd as submitted.

Seconded by James Michalski

Roll Call: Ayes Unanimous

Motion Passes

PLANNING COMMISSION

Public Portion opened 7:17 P.M.

None

Public portion closed 7:17 P.M.

1. Griffin Realty

Contractor: TBD

28890 Chardon Road – Building Addition - PPN: 31-A-008-G-00-036-0

Plans reviewed by Building Department 1/13/10

Plans stamped received in CT Consultants 1/15/10

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(Schryer) CT Consultants signed off on the site plan but we still need a final review of the updated site plan for final approval. Because this project fits under the Equivalency Provision in Section 1111.15, Mr. Lobe [City Law Director] would like to see the wording of the Equivalency Provision in our

motion. Whoever makes the motion needs to add the Equivalency Provision to the motion. Next week a letter describing the applicable parameters of the Equivalency Provision will be sent to the applicant and the Building Department.

Owner/Representative Comments:

The trash enclosure and the rain garden were added. The trash enclosure will probably be bricked in so that it is shielded from sight.

City Engineer's Comments:

None

City Architect's Comments:

- Do you have a photograph of the current trash enclosure? *No. It is marked on the third sheet of the drawing, but it will be moved.*
- You have a 10-yard dumpster? *Yes.* Because it is freestanding and remote from the building, the enclosure can be made smaller with operable doors.

Board Comments:

None

MOTION: James Michalski moved to approve the site plan for the building addition at 28890 Chardon Rd as submitted and we will include, under direction of the City Law Director, the following statement: The Planning and Zoning Commission has determined that the final development plan adheres to the requirements of the Codified Ordinance of the Planning and Zoning Section 1111.15, the Equivalency Provision.

Seconded by John Lillich

Roll Call: Ayes Unanimous

Motion Passes

Mr. Gallagher left at 7:25 P.M.

MASTER PLAN

Public Portion opened 7:26P.M.

None

Public portion closed 7:26 P.M.

A copy of the Master Plan was distributed to the Board on rewritable CDs. A hard copy is available for those Board members who would prefer that format. There are two sets of formatting in the digital document, one is the original and the other is what has been added. Work has been done on the maps and they have been re-inserted. Map 7 is correct but the blurriness of the text box needs to be redone. Map 8 needs additional cropping and removal of the 'B-1A'. John Davis will help with that. In past meetings, the Board has gone over Chapters 1 and 2, plus several other sections. The biggest changes are in Chapters 6 & 7. The Balance Growth Program was adopted by Council and has been added to this document.

Feedback from the Board on at least Chapters 1 and 2 is requested for our next meeting.

A PDF copy of the CD will be available for the residents. A hard copy will be available for review in the PC/ABR book located outside Council Chambers. The clerk will make additional copies or CDs upon request.

UNFINISHED BUSINESS

1.) Building Commissioner Report: William Sederholm's house at 29484 White Road

This is the house that was approved in December. As of this date, they still have not purchased the land. There is a Flood Hazard area in the front of the development site. Rich Iafelice [City Engineer] has reviewed the proposed site plan. He sent a memo waiving the Protected Area permit but listing three areas in the Protected Areas Ordinance that he would like to have addressed during development of the property. Those areas are

- Section 1167.05 (A) (1) (a) Video Recording of the Property prior to any construction. This addresses vegetation;
- Section 1167.05 (B) (4) Landscaping: In lieu of a landscape plan, a rain garden to take the stormwater run off from the roof will be necessary; and
- Section 1167.05 (C) Performance Regulations: The driveway crossing of the protected area will be permitted as is necessary for site development. The applicant shall note on the site plan that he will minimize disturbance. The driveway should be as small as it could possibly be. The minimum amount of fill will be about 1-foot in an 18-20 feet span. It will be addressed for the ODNR requirements and there will be a permit in the file.

Section 1169 The Flood Hazard Protection Precautions Ordinance was reviewed with John Topolski, [Assistant City Engineer]. The land will be altered. Under 1169.04, a development permit will be required. There is no true water course to be altered. Most of water comes under a 24-inch culvert from White Road to the front of the property and west of the driveway fill. The culvert he is putting in under the driveway is identical to the culvert on the south side of White Road coming from Rockefeller. There should be no altering of water course.

(Schryer) Who follows up on all of those items? *CT has approved the site plan. The Building Commission monitors progress with site grading and the 'build'. An 'as built' plan will be filed as required by City Ordinance when the project is completed.*

2.) Sign Code

Information was sent to the Board via email. The chairman provided extra hard copies. Chairman Schryer reviewed the changes suggested in the letter received from Council dated December 30, 2010 regarding changes to the City's Sign Code.

Council Representative Fiebig explained the Council's reasoning for the changes as requested. Item 4 corrects a typo. Item 5 makes the landscaping language in 1151.05 (g) (1) consistent with the landscaping language in 1151.05 (f) (4). Items 1, 2, and 3 were evaluated with regard to things like distances to corners and number of existing signs. We felt that distance there would be a bit restrictive for existing businesses. For future, it did not seem to make a huge difference in the number. I would ask that the David Reichelt, the writer of this letter be permitted to say something about this.

Council Vice President Reichelt added that Item 5 also removes the 'landscaping at the base of signs' restriction. Council changed Items 1, 2 and 3 Council in order help to foster a favorable business environment in the city and to avoid vacancies. Item 1 only applies to the B-3 district which is the heaviest concentration of business in the city.

Board discussion included impact of future development, possible sign ‘clutter’ and the intent of the proposed Sign Ordinance. A counter proposal to Council will clarify the wording in Schedule 1155.05 (e) Sign Regulations as follows”

- ‘Item (a)’ stays ‘Freestanding Signs’
- ‘Item (d)’ would change to ‘Raised Signs in lieu of Freestanding Signs’
- ‘Item (e)’ ‘Tenant Signs’ would remain as is

MOTION: James Michalski moved that the Planning and Zoning Committee accept the corrections and additions provided by the letter dated December 30, 2009 and signed by David Reichelt, that we would accept items 1, 2, 3, 4 and 5 as stated with the condition that we would modify the wording of Table 1151.05 (e) Permanent Freestanding Sign to state, in item ‘(d) - Raised Sign’ to read “Raised Signs, in lieu of Freestanding Signs”.

Seconded by David Fiebig
Roll Call: Ayes Unanimous
Motion Passes

NEW BUSINESS

None

MAYOR'S REPORT

Construction for the sewers in Area C starts Monday on Bishop Road. There will be four crews. A truck has been driving through the neighborhoods making a ‘before’ video of driveways and properties in the areas to make sure the areas are restored. There will also be an ‘after’ video done.

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER'S REPORT

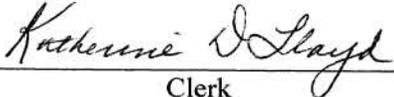
None

CHAIRMAN'S REPORT

Just a Reminder: The first meeting in March will be on **Wednesday, March 3rd**, instead of Thursday, March 4th.

MOTION: John Lillich moved to adjourn.
Seconded by John Davis
Voice Vote: Ayes unanimous
Motion Passes

Adjourned at 8:05 P.M


Clerk


Chairman
Feb 4, 2010