

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**November 20, 2008**

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

**PRESENT:** Chairman Charlotte Schryer, Mayor Robert Weger (7:09),  
Council Representative David Reichelt and John Lillich

**ABSENT:** Vice Chairman James Michalski and Madeleine Smith,

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

Information for Building Commissioner's report was passed out  
Tonight we will have the Hearing, the Architectural Board of Review and the Building Commissioner's  
Report.

Brief break between 7:06 PM and 7:09 PM

**Mayor Weger arrived at 7:09 PM. (his arrival makes the quorum).**

**PUBLIC HEARING for PROPOSED CHANGES TO THE PLANNING AND ZONING CODE**

**Hearing opened** at 7:09 P.M.

The proposed changes were read into the minutes by the clerk.

- Chapter 1133.11 – Accessory Use Regulations for all Single Family Residential Districts,  
Section (a) Proposed New Subsection (4)
- Chapter 1133.10 – Accessory Regulations for Single-Family Detached Dwellings, Section (g)  
Subsections (1) and (2)

The advertisement about tonight's meeting was in the newspaper on November 10, 2008.

No one spoke on the proposed changes.

**Hearing closed** at 7:10 P.M.

**Disposition of Minutes:** Meeting of November 6, 2008

**MOTION:** David Reichelt moved to approve the minutes of November 6, 2008 as submitted.  
Seconded by Mayor Weger

**Discussion:**

(Reichelt) Although I was not present at the meeting, I have been assured that the contents of the minutes  
reflect what actually happened. I have been advised that I can vote to approve them

**Roll Call: Ayes Unanimous**  
**Motion Passes**

**MOTION:** John Lillich moved that we excuse the absence of Madeline Smith and James Michalski  
Seconded by David Reichelt  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:12 P.M.

None

Public Portion closed at 7:12 P.M.

1. Classic BMW Mini / 909 LLC

Contractor: Boyer Signs & Graphics

**2451 SOM Center Rd – Ground, Wall & Directional Signs – PPN: 31-A-011-E-00-075-0**

Plans stamped received in Building Department 11/12/08

Plans stamped approved by Building Department 11/12/08

Present: Tom Melaragno with Boyer Signs & Graphics

**Owner/Representative Comments**

- We propose to put a small directional non-illuminated sign on SOM Center Road. It is marked P-1.
- We are moving a sign from the Mentor store and putting it where it is marked DSF. Once installed, it will say “BMW” and “Mini”. It will be illuminated.
- There will be four illuminated wall signs. Two will say “BMW”. The other two will say “Mini”. Two of the signs will be flat against the wall. Two will project out; one will attach to the canopy. All have welded bolted brackets.

**Architectural Comments**

- What are the colors of the sign? *The Classic Mini is black and white. The BMW has blue and white.* (Schryer) Will they be variegated like this? *That is part of the national logo. These are also ‘pushed through’ copied letters. That’s what gives it the effect. The color will not be dispersed like on the drawings.*
- Is the LED internally illuminated? *Yes.* Then the tube is just an architectural piece? The light is not a projection through the tube? *Yes.*
- What about the lighting on the free standing signs up front? *That is an existing sign. It is not part of our construction?* (Lillich) It has a 120 volt feed. (Gallagher) The drawing says that the background panel is nine inches of bright white aluminum with illuminated logo. *According to this print, there are HO lamps each sign.*
- This sign is perpendicular to the road according to the print. Is it double faced? *It is.* Perpendicular to the road gives better visibility. *The P-1 is non-illuminated. The DSF is illuminated and it is on the property, not on SOM,*
- These are industry standard and very stylish sign.

**Board Comments**

(Lillich) The signs fit well with the vehicles.

(Reichelt) You said that the P-1 was non-illuminated and the DSF is illuminated. According to the drawings, it is the other way around. The P-1 is a three-bay, vertical pole with three panels and it is illuminated. *I may have them swapped. I apologize.*

(Reichelt) The sign seems smaller compared to Lexus sign. *The Lexus sign also came from Mentor.*

(Schryer) The P-1 out on the road is illuminated and the DSF is not illuminated? *Correct.*

(Wyss) The DSF is just a directional sign.

**MOTION:** David Reichelt moved to approve the plans as submitted.  
Seconded by Mayor Weger  
**Roll Call: Unanimous**  
**Motion Passes**

**PLANNING & ZONING COMMISSION:** No Projects Scheduled

**MASTER PLAN REVIEW:** No discussion  
(and Any Other Pertinent Business)  
**Public Portion:** None

**PRESERVATION OF NATURAL FEATURES / TIMBERING:** No discussion  
**Public Portion:** None

**Unfinished Business:** No discussion

**New Business:** No discussion

**Mayor's Report:** None

**Council Representative's Report:** None

**Building Commissioner's Report**

The V'Sonno Salon inquired about size for a temporary sign for their grand opening on December 7<sup>th</sup>. It is an existing business with the same owner but they are changing the name. To save money, they plan to rent the sign. Rental signs only come in two sizes: 3' x 20' or 3' x 10'. They submitted two photographs. What they are proposing is larger than is allowed. According to the sign code, temporary banner signs can be 16 square feet and may be displayed in front of the building for 14 days. They will have it up for a week. The Building Commissioner is asks direction from the Board

(Schryer) The 3' x 10' fits well. It is important not to infringe on the other businesses.

(Lillich) It will only take up the front of his business.

(Reichelt) It is not within our authority to grant permission or even to discuss it.

(Weger) It does not look bad.

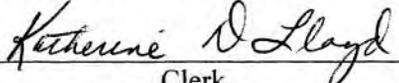
**Chairman's Report**

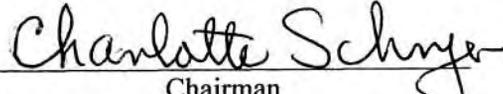
None

**Adjournment**

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

Meeting adjourned at 7:26 P.M.

  
Clerk

  
Chairman

