

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
February 17, 2011

CALL TO ORDER: 7:03 P.M.

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

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Representative Frank Cihula, and Clerk Katherine Lloyd.

The City Architect, William Gallagher was given the night off.

Disposition of Minutes: Minutes of February 3, 2011

MOTION: James Michalski moved to approve the Minutes of February 3, 2011 as presented.
Seconded by John Lillich
Voice Vote: 6 Ayes and 1 Abstention (David Fiebig)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:05 P.M.

None

Public portion closed 7:05 P.M.

1. Emerald Dental Care

Contractor: Ruff Neon

29010 Chardon Rd. – Sign – PPN: 31-A-008-F-00-028-0

Plans received by Building Department 2-8-11

Plans reviewed by Building Department 2-14-11

Present: Jessica Ruff, Ruff Neon

Owner/Representative Comments:

The sign will have backlit LED Channel letters so the lighting will have a glow. The letters will be white aluminum with a green acrylic trim. The diamond logo will be to the left of it.

Board Comments:

(Lillich) Wasn't there a variance on this property in the past?

(Cihula) That was for the back section because at that time the parking straddled the residential zone.

(Davis) There is no field behind it [the letters]. *Correct.*

(Schryer) How bright will it be when the sign is lit up at night? *It will have a florescent glow which will not be very bright.*

(Lillich) These will be LEDs? *Yes.* So if there are complaints about the sign being too bright, the number of LEDs could be reduced? *Yes*

MOTION: John Lillich moved to approve the sign for Emerald Dental Care at 29010 Chardon Rd as presented.
Seconded by Mayor Weger
Roll Call: Ayes Unanimous
Motion Passes

Discussion:

(Ruff) Do I go to Lake County next?

(Wyss) I will issue a zoning permit which you take to Lake County.

PLANNING COMMISSION

Public Portion opened 7:10 P.M.

None

Public portion closed 7:10 P.M.

No Pending Business

Minor Addition Approved by the Zoning Administrator

Chairman Schryer read into the record the following two minor additions approved by the Zoning Administrator.

1. Giant Eagle/Huntington Bank
Contractor: Philadelphia Sign
27505 Chardon Rd. –Huntington Bank Signage – PPN: 31-A-008-0-00-017-0
Plans received by Building Department 2-11-11
Plans reviewed by Building Department 2-11-11

2. Carl Santagata
Contractor: Carl Santagata
32200 Chardon Rd. – Minor Facelift to Rear of Building – PPN: 31-A-006-0-00-011-0
Plans received by Building Department 2-11-11
Plans reviewed by Building Department 2-11-11

UNFINISHED BUSINESS

1. House and Property Numbering

This is a return to the discussion on May 20, 2010 regarding concerns expressed by the Building Commissioner in his email dated April 23, 2010. The Chairman distributed a copy of Building Code No. 1345.04 with suggested changes. The Building Commissioner distributed information about mail box type and set up obtained from the Post Office. He reported that the Post Office has no standard for size of numbers on mailboxes; the mail carrier only needs numbers on the side of traffic; and numbers on the front and/or inside of the box are encouraged by the Post Office, especially in the winter. The Fire Department carries detailed maps of the City.

Discussion included the importance of accurate, visible addressing as a potential safety concern, the suggestion for additional address identification especially for houses on corner lots and those set back from the road, the need for clear designation and consistency in the numbering and identification system, and commendation for the public interest information posted on the City's Channel 12 encouraging effective address identification.

Recommendations from the Board for updating of Ordinance 1345 include:

- If the term ‘mailbox’ were to be added, a definition of ‘Mailbox’ would be necessary. Because many people have a newspaper box with the mailbox, that term may also need to be added.
- Condominiums and town houses that have clustered mailboxes would follow the guidelines for addresses on the residence.
- The numbering system from 1962 may need to be updated. Council could then adopt all the new numbers that have been assigned.
- Highly reflective address numbers as recommended by the Post Office, especially at night.
- Address numbers should be on both sides of the mailbox.
- References to ‘Clerk’ in Sections 1345.03, .05 and .06 would be changed to ‘Building Commissioner’.
- The title ‘Clerk’ in Section 1345.02 could be changed to “Clerk of Council.
- In Section 1342.06, the words ‘or mailbox’ were added to line two.
- The Section 1345.99 Penalty could be removed from the Code. A ‘door knocker’ sign from the Building Commissioner could service as a notice that the property or structure needs better identification for safety purposes.
- The word ‘length’ in the second line of Section 1345.03 should be corrected to ‘height’.
- The term ‘business’ should be added to Section 1345.01 Definitions. Businesses need to be accurately identified.

NEW BUSINESS

None

MAYOR'S REPORT

None

MEMBER'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER'S REPORT

- The Commissioner requested consultation of the Board regarding a vacant property on Lynn Drive which is owned by a property owner on Lynn Drive which is not adjacent. The owner is requesting construction of a permanent open pavilion on the vacant property. Zoning Code prohibits an accessory structure on a property without a main building. His consultation with the BZA Chairman indicated that does not fall under the definition of an ‘incidental’ or landscape structure since it would be a permanent structure. The Board expressed concern that a permanent structure could become an ‘attractive nuisance’ with parking or rest room facility issues.
- EPA rules on septic tanks will affect future development on Hayes Drive.
- Mr. Michalski asked about the floodplain definition and its effect on people whose property ‘touches’ the floodplain property. Mr. Wyss stated that the house cannot be in the flood plain. Questionable properties need to be surveyed. A preferred risk insurance policy can still be required by a banking institution if the structure is close to a flood zone.

CHAIRMAN'S REPORT

The Chairman asked the Council Representative about the status of the Council review of the Master Plan. Mr. Fiebig reported that a document incorporating the original Master Plan together with the updated Master Plan submitted to Council by the PCABR has been prepared for purposes of comparison. He also indicated that he has had discussion with another Council member about the possibility of incorporating results from the 2010 Census.

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

Adjourned at 7:55 P.M.

Katherine D. Lloyd
Clerk

Charlotte Schyer
Chairman

Date Approved March 3, 2011