

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

CALL TO ORDER: 7:02 P.M.

PRESENT: Chairman Charlotte Schryer, Vice Chairman James Michalski, Mayor Robert Weger, Council Vice President David Reichelt John Lillich,

ABSENT: Council Representative David Fiebig, Madeleine Smith and John Davis

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

Council Vice President David Reichelt is standing in for Council Representative David Fiebig. The City Architect, William Gallagher was given the night off.

MOTION: John Lillich moved to excuse Madeleine Smith and John Davis for tonight's meeting.
Seconded by James Michalski
Voice Vote: Unanimous
Motion Passes

Correspondence:

Memo dated March 17, 2011 from the City Architect William Gallagher to Chairman Charlotte Schryer re: Tabernik Residence Addition.

Disposition of Minutes: Minutes of March 3, 2011

MOTION: John Lillich moved to approve the Minutes of March 3, 2011 as submitted.
Seconded by Mayor Weger
Voice Vote: 4 Ayes and 1 Abstention (David Reichelt)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:05 P.M.

None

Public portion closed 7:05 P.M.

1. John & Tara Tabernik
Contractor: CCM Consulting Group
2893 Rockefeller Rd. – Single Story Addition – PPN: 31-A-006-0-00-063-0
Plans received by Building Department 3-4-11
Plans approved by Building Department 3-11-11

Present: John Tabernik (owner) and Joe Calderwood (CCM Consulting Group)

Owner/Representative Comments:

We plan to build a single-story addition on the back left corner of the house. It will be a family room that will be located off the back of the garage.

City Architect's Comments:

Mr. Gallagher submitted a memo dated March 17, 2011 with four questions for the applicant. The Chairman read the questions to the applicant.

1.) Will the age of the existing shingles make matching color difficult? Primary concern is on the Left Elevation where the new roof is in the same plane as the existing garage? *The house is nine years old. We intend to match what is there now.*

(Lillich) You might want to re-shingle everything that is on that plane – the new roof and the garage. You might have leaks if you 'weave' older and new shingles. The color will also match better.

2.) Filling in abandoned window openings on the Left Elevation may look like a patch. We suggest the entire siding width between chimney/corner board and chimney/roof be replaced. *That is our intention. We just showed it on the plans so you [Board] could see it was there. We would need to re-side it any way.*

3.) Siding termination on Left Elevation may be better if the new material extends to the garage door. *I am just showing the old and new for a 'visual.' The siding will go up to the garage door.*

4.) Window trim is provided on Left Elevation but not rear elevation. Trim windows/door to match existing house. *There is no window trim on the rear elevation so I did not put any on the rear elevation of the addition. I added trim on the side because it is like an entryway when coming up the driveway. The front has shutters but the rest of the house has no trim.*

Board Comments:

(Reichelt) On the site plan, is 139 feet the entire width of the lot? *Yes* Where is this in relation to Chardon Road? *It is south of Chardon Road.* The front page of the plan should show where the property is, geographically. Since the front page will be amended, it should also show your correct intent regarding the siding and shingles and corrected spelling of Rockefeller. You do plan to amend the site plan? *Yes.*

(Schryer) Fred, how do you want the corrections shown?

(Wyss) He can bring in two amended front pages.

(Schryer) He has a copy of the architect's memo.

MOTION: David Reichelt move to approve the single story addition at 2893 Rockefeller Rd. as Submitted and as amended with the items specified during Board discussion and with the provision that revised drawings will be submitted the Building Department.

Seconded by John Lillich

Roll Call: Ayes Unanimous

Motion Passes

PLANNING COMMISSION

Public Portion opened 7:16 P.M.

None

Public portion closed 7:16 P.M.

No Pending Business

MASTER PLAN

- Discussion was postponed until more Board members are present.
- David Fiebig tried to set up a meeting but the chairman will be out of town. Meeting is planned for the first week in April. Council is currently working on the budget.
- In a follow up to discussion several weeks ago, the chairman stated that addition of the 2010 Census information could be added and the decision to add it would be up to the Planning Commission.

Master Plan Public Portion

Public Portion opened 7:18 P.M.

None

Public portion closed 7:18 P.M.

UNFINISHED BUSINESS

1. Updating of Ordinance 1345: House Numbers

The Chairman asked for further discussion to determine if the document is ready to be sent to Council, whether further changes are necessary, or whether discussion should wait until next meeting. Discussion of the Board included the following items.

- The reason that discussion was initiated was because the Building Commissioner and others have had experience with ‘illegibility of addresses’ on some streets and because concern about safety issues were expressed.
- Correction of who has the responsibility for changing and maintaining address records is indicated. In the past, it was the Council clerk who was the only clerk.
- Request advice from the Fire Chief and Police Chief since they already have detailed maps
- Put an article in the City Newsletter from the Police Chief and Fire Chief encouraging the residents to post their addresses. This would supplement the pictures posted on the WH-TV.
- This revised, corrected Building Code should be sent to Council with recommendation for changes. Council will make its own determination. It will then come back to the Planning Commission.
- Section 1345.02 Numbering Plan: The suggestion about updating the system will be removed. Rationale: Updating would be costly and everything is already numbered. Now as a subdivision goes in, the Building Commissioner and City Engineer do the numbering and a copy is kept in both offices.
- Section 1345.04 Location of Numbers: Adding a sentence “the address shall be located within 5 feet of the driveway” was suggested. That would be helpful when mailboxes are on one side of the street, in areas where the house is not visible from the street, corner lots, or for people with shared driveways.
- Section 1345.99 Penalty: Removal of the whole section is suggested because it is not enforced anyway.

MOTION: Mayor Weger moved to pass along to Council the March 17, 2011 draft of the Building Code Ordinance No. 1345 House Numbering with recommendation that Council review what needs to be updated including the issues that the Planning Commission has identified.
Seconded by John Lillich
Roll Call: Ayes Unanimous
Motion Passes

NEW BUSINESS

None

MAYOR'S REPORT

None

MEMBER'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER'S REPORT

None

CHAIRMAN'S REPORT

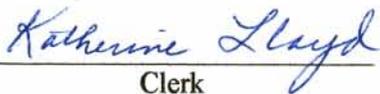
None

MEMBERS' REPORT

None

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

Adjourned at 7:34 P.M.



Clerk



Chairman

Date Approved April 7, 2011