

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**March 18, 2010**

**CALL TO ORDER:** 7:11 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,  
City Architect William Gallagher and Clerk Katherine Lloyd

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

Proposed Amendments to Sign Code

- Section 1151.05 - Signs in Nonresidential Districts,
- Section 1151.06 – Prohibited Signs, and
- Section 1103.01 – Definitions of the Zoning Code of the City of Willoughby Hills

**Public Portion for Public Hearing for Proposed Changes to the Sign Code**

**Opened 7:12 P.M**

Robert Kowalski, 2585 Timberline Drive

Mr. Kowalski stated that there was notification in the newspaper about this meeting but nothing specifically about the hearing. *Official notification was in the News Herald several weeks ago.*

He also inquired about whether the businesses affected by the proposed changes to the Code had been or would be notified by letter from the City. He suggested that a letter be sent. *Sign Code has been on the Agenda many times over the last year. The Agenda is published in the paper. There were meeting with the businesses when Bishop Road was re-done. They have been in on it [signs] since then.*

**Public Portion closed at 7:15 P.M.**

**The Hearing was closed at 7:15 P.M.**

**Disposition of Minutes:** Minutes of March 3, 2010

**MOTION:** David Fiebig moved to accept the minutes of March 3, 2010.  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Correspondence:**

- Letter to Frank Cihula, Chairman of BZA dated 3/10/10 re: Work Session on 3/3/10 for August Babuder
- Letter to Jay Wright dated 3/10/10 re: Notification of Zoning Equivalency, Section 1111.15 Equivalency Provision.

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened 7:18 P.M.**

Linda Fulton, 2990 Marcum Blvd.

There was a meeting that was cancelled with no notice on the door and nothing on WH-TV or the newspaper. Please post cancellation notices. *We will.*

**Public portion closed 7:19 P.M.**

1. Mike and Nicky Frank

Contractor: Loncar Quality Construction

**2443 Pine Valley – New Single Family Home - PPN: 31-A-017-D-00-001-0**

Plans stamped received by Building Department 3/10/10

Plans stamped reviewed by Building Department 3/11/10

Plans received by CT Consultants 3/10/10

Plans stamped reviewed by CT Consultants 3/10/10

Present: Terry Valencik (designer) and Mike Frank (home owner)

**Owner/Representative Comments:**

- It is a two-story with the second story under the roof. It will be built on sub lot 1, the corner lot of Pine Valley. The plans show the floor plan
- It will have Travennino brick on the first floor. The mortar is a standard color. The dormers and everything above the first floor will have dutch lap double-4 siding in a Monterrey sand color.
- The shingles will be Landmark in a burnt sienna color.

**City Architect's Comments:**

- It is a very nice design with muntins and good detail throughout.
- The front door and garage door have stone work, trim work and headers. There are references to roll-lock and there are headers and soldiers over the main door. The rest of the house is void of any brick detail. *Usually we do not show it in the back but it would no problem to add more detail. Make it consistent throughout. 4-inch roll-lock would be good.*
- More detail on the siding and trim around the windows would be good at the rear elevation. *We could do a 4-inch wrap in aluminum or Miratek. Miratek would be fine. We could put it around the louver also. Even a 4-inch soldier around there would make louver 'pop'.*
- Why do you have double hung windows throughout except for the casement window by the Jacuzzi? *The casement is for ease of opening while in the Jacuzzi.*

**Board Comments:**

(Wyss) There is a carriage style steel garage door with a square or arched window option which could provide detail on the garage. *Thank you.*

(Smith) Very rarely do we get an all brick house. I love the soldiering and keystone detail.

(Lillich) This house will be a beautiful entrance into the whole subdivision.

**MOTION:** James Michalski moved to approve the plans as submitted for the house at 2443 Pine Valley including the architect's comments.

Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

2. Mark or Lisa Gibson

Contractor: P. Perrino Homes

**2350 River's Edge – New Home - PPN: 31-A-017-C-00-010-0**

Plans stamped received by Building Department 3/4/10

Plans stamped reviewed by Building Department 3/4/10

Plans received by CT Consultants 3/4/10

Plans stamped reviewed by CT Consultants 3/5/10

Present: Pat Parrino with Parrino Builders

**Owner/Representative Comments:**

- This house is almost a duplicate of what we did in Pine Valley
- There is wrought iron round balcony over the front entrance. It has a two story foyer but the windows do not open.
- The roof will have black Landmark shingles. There is some black in the Earth tone palette of the Prestige cultured stone which will pick up the roof.
- Windows are white. The siding is a tannish-white.

**City Architect's Comments:**

- All the details are in here that we ask for. We do appreciate that.
- How are you doing the stair at the front? *It will be concrete with a stone face done on the radius. It works because of stone this size and the gradual radius. We have done it before.*
- There is a difference on the roof of the cupola. *It will have shingles.*
- It is a nice design. The architect should be commended.

**Board Comments:**

*It is a study or den on the first floor.*

**MOTION:** Madeleine Smith moved to approve the plans for the house at 2350 River's Edge as submitted.

Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

**Minor Alterations Approved by the Zoning Administrator**

1. David & Kathryn Duncan

Contractor: Custom Decks by Klassic

**2973 Sherbrooke Valley Court – Deck – PPN: 31-A-001-C-01-023-0**

Plans received in Building Department 3/10/10

Plans stamped approved by Building Department 3/11/10

(Schryer) This deck was approved by the Building Administrator as a Minor Alteration.

**PLANNING COMMISSION**

There is no pending business

**UNFINISHED BUSINESS**

Sign Code

There is one correction in the Definitions. ‘Signs, Raised’ will be corrected to read ‘Signs, raised’. All the other definitions are written like that. Unless there are any other corrections or comments, Sign Code is ready for approval to send back to Council.

**MOTION:** Mayor Weger moved to approve the changes to the Sign Code as submitted.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**NEW BUSINESS**

The Chairman recommended the beautification contest idea for the businesses at Bishop and Chardon Roads. The Board could send a letter to the business owners to suggest use of flower pots with heat resistant plants and flowers, hanging pots, and maintenance by the owners because eye appeal draws customers as much as signs. The Board could write guidelines. Gale’s Garden Center offered to help owners with pot and plant selection at a discount. Pros and Cons of the suggestion were discussed. If something like this was done, a detailed plan would be necessary.

**MAYOR'S REPORT**

Gale’s Farmer’s Market broke ground two days ago. Salon Fusion is leaving the city. Quizno’s closed. The Pancake Breakfast is doing very well with good feedback. The Lion’s Club got two additional electric grills to replace the old gas grills.

**COUNCIL REPRESENTATIVE'S REPORT**

None

**BUILDING COMMISSIONER'S REPORT**

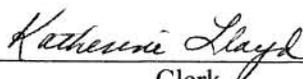
The Final Site plan for Mary Rose Estates is waiting on a Maintenance Agreement for the retention basins and front pond. Once finalized, they will come back to the Planning Commission and the permits can be issued. Once the permits are issued, they will pay the Recreational Impact fee.

**CHAIRMAN'S REPORT**

None

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

**Adjourned at 7:56 P.M**

  
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Clerk

  
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Chairman

Date Approved April 1, 2010