

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
April 1, 2010

CALL TO ORDER: 7:05 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: BZA Representative Frank Cihula, City Architect William Gallagher and
Clerk Katherine Lloyd

Disposition of Minutes: Minutes of March 18, 2010

MOTION: John Lillich moved to accept the minutes of March 18, 2010 as presented.
Seconded by Madeleine Smith
Roll Call: Ayes Unanimous
Motion Passes

Correspondence:

Notification Letter received from Willoughby Hills BZA dated April 1, 2010 RE: Variance Appeal
2010-1 for 2275 River Road

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:06 P.M

None

Public portion closed 7:06 P.M.

1. Fisher Park Estates, LLC

Contractor: TBD

27700 Bishop Park Drive – Installation of Wireless Antenna System on Existing Roof Top –

PPN: 31-A-008-0-00-007-0

Plans stamped received by Building Department 3/12/10

Plans reviewed by Building Department 3/23/10

Present: Marthalie Porter with Clearwire

Owner/Representative Comments:

- Information about Clear Corporation was read into the record. They are now in a Build-Out phase in the Cleveland area. It will provide 4-G wireless internet service for businesses. 200 sites in Phase One are planned. Sites will be approximately 1-1 ½ miles apart. This site meets their coverage requirements.
- A photograph of the Fisher Park estates apartment building was distributed to show the roof top and the existing 50-foot tower on the rooftop where Nextel has equipment located. It is a tan brick building with a very long front.

- Clearwire plans to locate three panel antennas and three point-to-point microwave dishes plus an outdoor cabinet. The Clearwire equipment is not as large as other cellular companies. It is less noticeable.
- The panel antennas are about 4-feet tall. Two will be mounted on the penthouse and will face the front of the building about eight feet apart. The third will be one the side of the building mounted on a single pole on a non-penetrating sled on the west end of the building.
- The microwave dishes are about 26-inches in diameter.
- The ground equipment is just one outdoor cabinet. It is about the size of a small refrigerator (2x2x5). The cabinet will be mounted next to the side of the penthouse. It will not rest on or penetrate the roof itself.
- Page C-1 shows the locations of the equipment. Page C-4 shows the ballast frame.
- The microwave dishes and antennas can be painted to match the penthouse or to blend with the exterior of the building.

(Lillich) What is the size of the cables? *The coaxial cables for the microwave are only 1/2 inch. The others are 5/16 to 3/8 of an inch.*

(Weger) How tall is the existing tower on the rooftop? *It is about 50-feet tall. The equipment will be on the penthouse, not the tower. The city has two towers available for cell sites. We have two other locations in Willoughby Hills during this Phase. They [Ruff and the substation at Rockefeller and Eddy] will be at the next Architectural Board of Review meeting.*

City Architect's Comments:

- They are very simple and a good use of materials. It hidden by the height of the building.
- I suggest that we take them up on their offer to put a finish on the equipment that is complementary with the building colors and also guarantee to maintain the quality of the finish that is on them.
- The conduit running down the face of the building on E2 must also be finished to blend with the side of the building. That conduit is shown in front of the windows. I hope it will not obstruct the window. *I will have the A&E company include those components into our construction drawings since they will be different from your minutes and so that they will be within your approval guidelines.*

Board Comments:

No additional comments.

MOTION: John Lillich moved to approve the installation of the wireless antenna system on the roof top at 27700 Bishop Park Drive with the condition that all hardware, cables down the side of the building, cabling and equipment is painted to blend or color match the building.

Seconded by Madeleine Smith

Roll Call: Ayes Unanimous

Motion Passes

Additional Discussion:

(Lillich) Does the conduit running down the exposed elevations come in colors or is it in a cable tray? *It would be painted. There could be a cable tray over it. I will check on the available colors.*

2. Goldberg Companies, Inc. /Clearwire
Contractor: Sure Site Consulting, Agent for Clearwire
2250 Par Lane – Addition of Antennas & Equipment on Building Roof Top –
PPN: 31-A-014-0-00-009-0
Plans stamped received by Building Department 3/25/10
Plans stamped reviewed by Building Department 2/25/10
Present: Marthalie Porter with Clearwire

Owner/Representative Comments:

- Photograph of the site was shown. This also a long building.
- The set up at this site will be very similar as the one at Bishop Park. Most of the equipment will be located around the penthouse area except for the one antenna shown on page C-1 which will hang off the side.
- It will use the same type of equipment: three panels, three microwave dishes and the ground equipment cabinet which will be located on the side. Because it is small, it will not really be visible.

(Lillich) ComCast had a problem with this site. The elevator relays interfered with the microwave signals. Comcast abandoned the microwave station and ran fiber optic cable instead. *I will relay this information. We do want to go in an area with existing antennas.*

City Architect's Comments:

I make the same suggestion about the finishes and maintenance. Paint will fail so maintenance is important.

Board Comments:

(Schryer) We missed maintenance in the previous one but we need to include maintenance in the next one.

(Michalski) The ground going to grade shown on E-2 goes down the inside of the building. Therefore we do not need to worry about conduit going down the outside.

MOTION: John Lillich moved to approve the addition of antennas & equipment onto the building roof top at 2250 Par Lane with the stipulation that all exterior equipment and cabinetry be painted and color matched with the building and maintained throughout its life.

Seconded by John Davis

Roll Call: Ayes Unanimous

Motion Passes

Discussion:

(Michalski) How does the signal get to the locations? *Everything has to be 'line of sight'.*

(Schryer) Please provide the Building Department with a set of plan with the intended plans for color and maintenance. *Okay.*

PLANNING COMMISSION

Public Portion opened 7:38 P.M

None

Public portion closed 7:38 P.M.

1. JADCO Development, LP

Contractor:

**Sublot 5 & 6 Pine Valley – Lot Line Adjustment – PPN: 31-A-017-D-00-005-0 and
PPN: 31-A-017-D-00-006-0**

Plans received by Building Department 3/23/10

Plans received by CT Consultants 3/25/10

Plans stamped reviewed by CT Consultants 3/25/10

(Schryer) Mr. Wyss was to present this but he is off for the evening. This project was originally brought to the city in 2006. At that time it was approved but never came before the Planning Commission. It has now been redone and approved by CT Consultants. The ‘legals’ have been signed by CT and are waiting for approval by Planning Commission. Lots 5 & 6 are owned by the same person. The center line between them is being moved over to make the size of both lots more even. I do not know why the drainage easement was not also moved. It is not moved on the old plans either. But back then, not as much detail was required.

(Gallagher) The easement should be moved. They would lose service to the one property.

(Schryer) We will ask about the easement. Are there any objections to the lot split as long as the easement is moved?

(Fiebig) Can we vote to approve it as long as there is no objection to the easement being moved?

(Schryer) The lines would not change. Only the easement would move over on the plat. If the easement does not need to be changed, we would need to know why before it is approved and signed.

MOTION: David Fiebig moved to approve the lot line adjustment for Sublot 5 & 6 with the stipulation that the drainage easement is moved along with the line adjustment.
Seconded by James Michalski

Discussion:

(Schryer) What if there is a logical reason that they are not moving the easement?

(Michalski) The application would have to come back to the Planning Commission.

(Fiebig) They would need to explain the logical reason.

**Roll Call: Ayes Unanimous
Motion Passes**

UNFINISHED BUSINESS

Master Plan

It was sent out by email to the Board after the last meeting. The file name was “Master Plan – City of Willoughby Hills 3-3-10”. The chairman verified that everyone received it. We need to determine whether everyone on Council got it. Because it is such a large file, one CD for each member of Council will be put in their mailboxes. Mr. Fiebig asked about using ‘Google.docs’ for Council.

NEW BUSINESS

None

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

The Sign Code Ordinance passed at the last Council meeting. Mr. Fiebig expressed a big 'thank you' to the Planning Commission for all its work on this ordinance and all of its work over the last few years.

BUILDING COMMISSIONER'S REPORT

None

CHAIRMAN'S REPORT

None

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

Adjourned at 7:47 P.M

Katherine Lloyd
Clerk

Charlotte Schyer
Chairman

Date Approved April 15, 2010