

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
May 19, 2011

CALL TO ORDER: 7:02 P.M.

PRESENT: Chairman Charlotte Schryer, Mayor Robert Weger, Council Representative David Fiebig, John Lillich and John Davis (7:05)

ABSENT: Vice Chairman James Michalski and Madeleine Smith

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

MOTION: David Fiebig moved to excuse James Michalski, Madeleine Smith and John Davis from this evening's meeting.
Seconded by John Lillich
Roll Call: Ayes Unanimous
Motion Passes

Correspondence: Records Request dated May 11, 2011 from Mr. John Weber to the Cuyahoga County Airport for documents referenced in the Cuyahoga County Noise Abatement Joint Statement. Request was copied to the Willoughby Hills Planning and Zoning Commission and Architectural Board of Review together with the information requested.

David Fiebig recognized the arrival of John Davis for the record at 7:05 P.M.

Disposition of Minutes: Minutes of April 21, 2011

MOTION: David Fiebig moved to approve the Minutes of April 21, 2011 as presented.
Seconded by Mayor Weger
Roll Call: 4 Ayes and 1 Abstention (Davis)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:06 P.M.

None

Public portion closed at 7:06 P.M.

1. Erie Affiliates

Contractor: Brilliant Electric Sign Co., LTD.

29017 Chardon Rd –Installation of Non-Illuminated Ground Sign –PPN: 31-A-008-B-00-038-0

Plans received by Building Department 5-13-11

Plan approved by Building Department 5-16-11

Present: Lee Rodenfels (Brilliant Sign) and Mark Giorgi (the building)

Owner/Representative Comments:

We propose to replace an existing, non-illuminated identification sign for the building that reads ‘Erie Building’ with a non-illuminated monument sign with room for tenant names in the same location. It will be two sided and perpendicular to the road.

City Architect’s Comments:

- Is it a brick veneer? Does it match the building? *It is solid brick. It will be closest to matching.*
- What is the material of the gable shaped sign cap? *It and the cabinet are aluminum with a baked enamel finish for low maintenance. We are concerned about maintenance.*
- The material for the letters will be 1/2-inch the black PVC? *The letters for ‘Erie Center’ and the address will be white. The panels will be black vinyl.*
- The sign has a nice, solid, attractive look.

Board Comments:

(Lillich) It is appealing

(Davis) How will you landscape it? *It will be a low cover that does not cover the address.*

MOTION: John Lillich moved to approve the sign as submitted.

Seconded by Mayor Weger

Roll Call: Ayes Unanimous

Motion Passes

2. Don Scott

Contractor: not decided

3014 S.O.M. Center Rd. – Home Addition - PPN: 31-A-005-B-00-009-0

Plans received by Building 5-3-11

Plans re-reviewed by Building Department 5-16-11

Present: George Winkelmann, Don Scott and his daughter and son-in-law.

Owner/Representative Comments:

- Don Scott is the owner. An addition is planned to allow his daughter and son-in-law to live with him.
- The addition will be as unobtrusive as possible. Everything will match the house.
- The garage will be similar in appearance to the other garage. It is just wide enough for the garage door. The addition will be behind the garage and house.
- The door will match the other door. We will use 8-inch lap siding. The roof will be the same color.
- Pictures of the existing house provided. (circulated)

(Schryer) This project needs to go to BZA because of the overhang is in the set back. It was not sent to BZA first because they have been working on the plan for a long time and there are time issues. Any motion needs to reflect this.

- We have a 9-inch overhang encroaching. We could not make the addition narrower than 10-foot and still get an 8-foot garage door in it. The overhang should match the architecture of the house.

(Weger) Where is the house located? *It is on the west side of S.O.M. Center Road.*

City Architect’s Comments:

- We do want this to match as though it was original construction.
- There is casing on the existing house but no window trim on the addition? *Molding does come with the window but we can put on the wider casing. There are no casings on the side facing the street, Casing rather than the J-trim butting against the window will help maintain the character of the house.*

- The wall section shows a concrete foundation but the pictures show that everything else is brick. Can you put brick on the lower level? *We can put a brick veneer above grade.* There is only about two feet of exposure and the grade drops off.
- The overhang does affect the design.

Board Comments:

(Lillich) How old is the roof? *The existing roof is eight years old. It is in very good shape.*

(Cihula) I am aware of the pending BZA review. The drawing refers to the addition as an in-law suite. We should not approve a drawing that refers to a use not permitted in the city regardless of what the use will be.

(Wyss) The Zoning Ordinance of Willoughby Hills specifically states that there cannot be separate living quarters on one property. The applicant has worked with the city and revised their original plans. He has eliminated the separate kitchen and the closure between the kitchen and the hallway leading to the laundry room. A door has been added at the end of that hallway separating the master bedroom suite. It meets what the Board has discussed in the past regarding families living together. They opened the wall between the single car garage and the second garage to create a continuous entry. The second door will be helpful if a wheelchair access is needed in the future. Statements on the plans can be stricken. If we approved the plan, the only issue pending will be the overhang.

(Lillich) The two criteria we have used in the past are no separate cooking facilities and the addition is not closed off entirely from the rest of the house. If those criteria have been met, we have approved this type of addition.

(Davis) It seems reasonable.

MOTION: John Lillich moved to approve the architectural plans for the home addition contingent on the window casing trim, brick above grade on the new foundation and pending the BZA approval of the 9-inch encroachment of the overhang into the side line clearance.

Seconded by David Fiebig

Roll Call: Ayes Unanimous

Motion Passes

3. Chris Smith

Contractor: Perrino Construction

2316 Rivers Edge Drive – Fence and Pool - PPN: 31-A-017-C-00-016-0

Plans received by Building 5-11-11

Plans approved by Building Department 5-16-11

Present: Chris Smith

Owner/Representative Comments:

- Construction of the house is almost completed. Pictures of the front and back were provided. Pictures of the neighbor of the street's fence are included because their fence is similar.
- Installation of the proposed pool will be delayed until their other house sells. That is estimated for end 2011 or early 2012.
- We want to install the fence now because of seeding grass, cementing patio and the dogs. It will be 6-foot white vinyl PVC for minimal maintenance. It will be well inside the property boundaries: 2 ½ foot on one side, 3-foot on the other side and a long way off the back.

City Architect's Comments:

- The fence is attractive, modular, maintenance free and will provide privacy.

- Regarding the pool, is this the standard ladder that goes into the pool? *The example submitted may not be the pool we install. If we changed the type or decided on an in-ground pool, we would re-apply. The ladder would probably be on the outside of that type of pool.*
- We are concerned about pool security. Are there openings in the fence? *There is a vehicle gate and a man-gate at the end of the driveway.* If there is no locking mechanism on the ladder, you need to have self-closing gates because of pool regulations. *A self-closing mechanism on a vehicle gate would be difficult.* Then you would need to be able to lock the ladder in a secure position.
- As long as the fence meets code, I have no other comments

Board Comments:

(Lillich) He will probably need to come back because the permit for pool will expire in six months

(Fiebig) There are self-closing pool gates for above-ground pools that meet security regulations.

(Wyss) A second gate at the rear may be advisable for septic system and other maintenance access. *We will have a double gate on the drive. A second would be a good idea.*

(Fiebig) A second gate would also give access for cutting the rear grass.

MOTION: John Lillich moved to approve the application for a fence and pool at 2316 Rivers Edge Drive.

Seconded by Mayor Weger

Roll Call: Ayes Unanimous

Motion Passes

Mr. Gallagher left at 7:40 P.M.

PLANNING COMMISSION

Public Portion opened at 7:40 P.M.

None

Public portion closed at 7:40 P.M.

No Pending Business for the Planning Commission

UNFINISHED BUSINESS

Master Plan: The Clerk of Council provided a copy of the Comparison Book of Master Plan showing the 2003 and proposed 2010 plans. A copy will be available in the office for this Board to review. We will continue updating the Census information.

NEW BUSINESS

None

MAYOR'S REPORT

The Mayor reported on business development for the City.

- Loehmann's Plaza area: DDR Diversified is interested in working with new tenant or possibly selling the property. The Mayor discussed potential tenants and other development companies. Ideas to revitalize the area are being discussed. The other large owner in Shops of Willoughby Hills is also discussing these issues.
- Purchase of the house and property next door will be on the Council agenda on Thursday.
- Jim Brown was repaid the monies borrowed by the City under the TIFF program. He would be willing to do business with the City again.

- O'Reilly Auto Parts is moving forward
- A D-5 Liquor Permit was requested for the old Baker's Candies site by Jay Wright. A Wine Bar may be possible. It is the last liquor permit in the City.
- The Old Clubhouse has a liquor permit that is still up.

MEMBER'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

- A constituent requested that we not approve any more 'slot machine places'
(Weger) Council may be getting some correspondence from a Nautical-type business that will handle all games except craps and roulette. It is different from the sweepstakes. City Council needs to act on that because the permits actually go through the City. It does fund raisers.
- Master Plan: The Comparison version of the Master Plan has been distributed to all the Council Members. We hope to get it finalized before the Council recess in August.
(Schryer) We will continue to do our update. As soon as the Census information is in, they will get a new copy of the plan with the edits. Hopefully, that will be in the next month. It will not be a major change.

BUILDING COMMISSIONER'S REPORT

- O'Reilly Auto Parts is working on the site plan. They wanted an egress onto Stratford Way but it is not a public road. All easements need to be in place before the Preliminary Review. Proposed egress toward Fifth Third Bank would 'wipe out' the storm water management plan for the Fifth Third property. They are using Missouri-based architect and Engineer. We do not know whether the surveyor will be local. The building looks good; it is all brick with pilasters. We have the preliminary elevations for the building.
(Davis) Will there be access for semi-trucks doing deliveries? We have been anticipating box trucks so far. Maybe there can be cooperation with Fifth Third for the back of their parking lot without touching the 'green space'.
- Maple Valley: Legalities are being worked out between the Engineer and the developers.
- Violation letters have been sent out re: blighted properties, grass and rental property. Most are first notices.
- Rental Properties: We are building a database so we know which properties are the non-owner occupied rental properties. The Multi-Family Ordinance may need to be changed by Council.
- Window signage on internet cafes could be 'policed' so they look a little more like other signs in the City.

CHAIRMAN'S REPORT

Next meeting, June 2nd, I will be out of town. Jim Michalski may be able to chair the meeting. John Lillich is willing to chair if Jim cannot be here. Please let the clerk know if there is a problem with attendance.

MEMBERS' REPORT

Mr. Lillich reported that the round sign approved for the internet café at Rt. 6 and Rt. 91 is gone. (Wyss) The partnership dissolved. Spectator's was the 70% partner. They will continue the café and plan to bring in their own, but fewer, machines and a new system.

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

Adjourned at 8:01 P.M.

Katherine D. Lloyd
Clerk

Charlotte Schuyler
Chairman

Date Approved June 16, 2011