

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

**May 7, 2009**

**CALL TO ORDER:** 7:05 P.M.

**PRESENT:** Chairman Charlotte Schryer, Council Representative David Reichelt, John Lillich and Madeleine Smith

**ABSENT:** Vice Chairman James Michalski, Mayor Robert Weger and John Davis

**ALSO PRESENT:** Building Commissioner Fred Wyss, City Architect William Gallagher, Assistant City Engineer John Topolski, BZA Representative Frank Cihula and Clerk Katherine Lloyd

**MOTION:** David Reichelt moved to excuse the absence of John Davis for the evening.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**MOTION:** David Reichelt moved to excuse the absence of Mayor Weger for the evening.  
Seconded by John Lillich  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes:** Meeting of Meeting of April 16, 2009

**MOTION:** John Lillich moved to accept the Minutes of April 16, 2009 as submitted.  
Seconded by Madeleine Smith

**Discussion:**

(Reichelt) There is a non-substantive grammatical change on page 5 that I have discussed with the clerk.

**Roll Call: Ayes Unanimous**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:08 P.M.

None

Public Portion closed at 7:08 P.M.

1. Busy Bear Fireplace

Contractor: not given

**28920 Chardon Road – Sign – PPN: 31-A-008-G-00-003-0**

Plans stamped received in Building Department 4/28/09

Plans stamped approved by Building Department 4/29/09

Present: Peter Seebauer

**Owner/Representative Comments**

- A colored renderings of the sign were distributed to the Board
- The bottom will be a block base with Eldorado stone facing on it
- The sign portion will be aluminum, non-illuminated painted sign. The lettering is applied vinyl.
- There will be landscaping around the base. We plan to plant boxwood, arborvitae and juniper.

**City Architect's Comments**

- It is a very stylized sign. What type of landscaping is planned? *Low plants – two feet and under.*
- Is the color of the stone gray? *Yes, this is a sample [Sample of Adante Field ledge was shown].*
- Will the block be a dry stack or mortar in the joints? *That is open right now. Because of the size, we may go with dry stack. You need to keep it tight. Water control can be a problem with dry stacking.*
- Is Handy Propane a trade name? *Busy Bear and Handy Propane are two separate businesses. We have considered not listing 'Propane' because our customers know we have it and there would be more room on the sign for "Busy Bear". The sign is for the business name, not the products*

**Board Comments:**

(Lillich) It is an attractive, imaginative sign.

(Reichelt) What is an example of a seasonal sign and what would be its material? *They would be smaller aluminum hanging signs announcing 'grill sale' or 'wood stove sale'. Would it be the same type of print and font? They will be in the same font as the sign.*

**MOTION:** John Lillich moved to accept the sign at 28920 Chardon Road as submitted.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

2. David Rowell

Contractor: Strahan Construction

**2430 Pine Valley Rd – Single Family Residential – PPN: 31-A-017-0-00-073-0**

Plans stamped received by Building Department 4/22/09

Plans stamped approved by Building Department 4/30/09

Present: David Strahan, General Contractor for Strahan Construction

Schryer) Site plans had not been approved at the time this came through but it is approved now. Sediment and erosion control was approved and septic approval stamp is on the plan. Copies have been given to the Board.

**Owner/Representative Comments**

- The siding will be double-4 premium grade vinyl. We were going with a clay color, but the owners changed to the Briarwood color which is a premium grade
- Shingles are weathered wood, 30-year Landmark
- The stone is Desert Blend Cablefield – reddish color.
- The homeowners have a picture of a house in Willoughby that has exactly the color scheme that they want. [shown] They got the exact materials and colors from the builder that that homeowner used. (Gallagher) *It will have white windows, white trim, and white corner boards like the picture? Yes, the white really looks nice with the brown siding.*

**City Architect's Comments**

- It is a very nice design. I like the detail and the interest in the front and the roof shapes. The colors really pull it all together. The muntins go around the house 360 degrees.
- Is there a reason that the trim boards are not on all sides of the house? *Cost is an issue. On the one side of the house there is only one window. They do not believe that it reduces the effect. We always consider 360 degree detail. There is trim around the corner boards, the doors, and every other projection. There are only about six windows. Change in the color selection of the siding bumped the cost. They may make other changes. We don't feel that it detracts from look of the house.*
- The back patio area looks like the back gable end will be open and exposed. *That will be an enclosed porch with vinyl siding. The truss shape design will be concealed and you will put horizontal clapboard on the area. Yes. It is needed; otherwise the construction details will show.*
- Is there a reason for the three casement windows on the front, two on the garage and one on the master closet, versus double hung all the way around? We are concerned about mixing window styles. *The homeowners designed it with the architect. Our preference is having the same style windows matching through out. Double hung windows are less expensive. The savings could help with the cost of trim around the windows.*
- There is no style on the left elevation. It is a stark wall with only one small window for the bathroom. *They wanted flexibility to rearrange the bedroom in many ways. Also, there are 15-20 feet evergreens on that side. The trees are deep and dense. How far away is the neighbor? About 150-100 feet away on the other side of the trees. The house was placed in this location to keep the evergreens between them and the neighbors. There is not much of a view. The trees hide that side.*

**Board Comments:**

(Schryer) Having the windows trimmed out all the way around will keep your property values up and help with the resale value. When the motion is made, the board should include all items that have been decided on in the motion.

(Lillich) Windows should be trimmed all around. When you walk from the front to the sides, it will be noticeable. The other thing to consider is that the finished grade will come very close to the evergreen trees. If any fill is added, you could lose those trees. They are shallow rooted and very sensitive. *The beds on that side of the house will be narrow. We have made every effort to fit into this development. A house across the street is not trimmed out. I have not checked to see if there are others.*

(Reichelt) I have a question for the engineer. It is unusual that the leach field is 5-feet uphill from the septic system. (Topolski) I checked the grading. (Strahan) *There was discussion about putting it in the rear yard. That was changed with the lot split a few years ago.* (Lillich) The pump is shown on the plans. (Strahan) *A lift pump is planned. They want the option of an in-ground pool. Some of the trees in the rear right side would have been lost. That is why a lift pump was put in.*

**MOTION:** David Reichelt moved to approve the house at 2430 Pine Valley Road as submitted with the provision to enclose the gable end of the porch, use double hung windows in the front to match the other windows, and ask that the builder represent the Board's concerns about trim on the windows around the rest of the house to the homeowner  
Seconded by John Lillich

**Discussion:**

(Lillich) Aluminum wrap on windows is labor intensive, have you considered using a synthetic?  
*We will use Axac.*

**Roll Call: Ayes Unanimous  
Motion Passes**

3. Zahkar Keselman

Contractor: A2Z Remodeling Inc

**2367 Michelle Ct. – New Home – PPN: 31-A-017-D-00-023-0**

Plans stamped received by Building Department 4/30/09

Plans stamped approved by Building Department 5/1/09

Present: Zahkar Keselman

**Owner/Representative Comments**

- I will be building my personal house. It is identical to a friend's house that we built in Solon, except for the garage. It is reversed because the ground is higher to the right. It is the same color scheme.
- Roof will be 30-year Landmark weathered wood shingles
- The siding is Vintage by Allside. The insulation is Styrofoam so follows exactly the shape of the shingles and will not make waves in the sun.
- The front door will be a 6x8 feet Thermatru mahogany door with wrought iron.
- It will have Jeldwen casement windows. They are extruded. The aluminum grids are inside the glass. The trim is produced by the same company. It will weather at the same rate as the window. It has a 20 year warranty
- We know a guy who makes his own stone. He makes three different colors. It will be this tan color. He makes it look very natural. *He is fabricating the stone? Yes. Is it natural? Yes. He has built 10 houses in Signature of Solon. It will look very natural. My friend saw them and hired him.*

**City Architect Comments**

- It is a very stylized house. It has muntins and window trim on all sides
- What are the materials and style of the columns? *It is fyphon. It is a synthetic wood material? Yes.*
- Are the trim boards around the headers and window sills also fyphon? *Styrofoam. Then they stucco and cover it with drywall. It is a two color system? Yes, all the trim is white. It will be a stucco finish that is painted out white? Yes*
- On the side elevation on page A4, there is a lack of windows and fenestration. It is a wall of siding. *I cannot add windows to that side because there will be a vent-free fireplace with built-in shelving. I will leave the lack of detail on that side to the Board. It seems like as oversight.*

**Board Comments:**

(Schryer) The columns show grooves. *They will be fluted. This part of the roof will be copper [indicated on the drawing]. With that coloring, it will be sharp.*

(Lillich) The photographs really helped. The roof line on the drawing does not match.

(Reichelt) On the western elevation, would you consider sidelights on either side of the fireplace or windows above the built-ins? *I am considering putting picture windows above each side of the built-ins and adding another window in my office where you see the octagon.*

(Wyss) We can hand draw them in on the plans.

(Schryer) You need to include the sizes of the windows.

(Lillich) There is an architectural feature that looks like a window with a carriage lamp. It does not have to work, but it sets it off. *You see this side of the house when you drive up. If I add those windows, maybe I will do that side in stucco with nice trim on the bottom and top for contrast.*

(Smith) The way the triple garage and driveway is laid out, how will you get to the front door? *I was considering a front walkway with stamped concrete from the drive to the front door.*

(Wyss) I can re-present the final plans at the next meeting.

**MOTION:** John Lillich moved to approve the home at 2367 Michelle Court as submitted with stipulation that a window be added to the office and that he work on the architectural features on the west side which is the family room.  
Seconded by David Reichelt  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Minor Alterations**

1. Rob Prisco  
Contractor: Hodous Construction  
**37381 Eagle Road – Bathroom Extension – PPN: 31-A-010-C-02-029-0**  
Plans stamped received in Building Department 4/25/09  
Present: Fred Wyss, Willoughby Hills Building Commissioner

**Building Commissioner's Comments**

- The architect brought these plans when the project came to my office.
- There are no façade changes to the public with this house. All the architectural features will be duplicated. The architect made that clear when he designed the addition.
- It is between two wings of the house and there will still be a recess between the wings. They are just adding square footage to the adjacent bathroom

**City Architect's Comments**

None

**Board Comments:**

**MOTION:** John Lillich moved to approve the bathroom addition at 37381 Eagle Road.  
Seconded by David Reichelt

**Discussion:**

(Reichelt) I would like to commend the Building Commissioner for taking this on his own, saving the Planning Commission the work of review, and, most important, making it easier for the property owner to do what he wants to do. That is exactly what we are trying to accomplish.

(Lillich) Especially for a project this small, it avoids the need for many copies of prints.

**Roll Call: Ayes Unanimous**  
**Motion Passes**

**William Gallagher was dismissed at 8:02 PM**

**PLANNING COMMISSION**

**Public Portion**

Public Portion Opened 8:02 PM

None

Public Portion closed at 8:02 PM

We will switch the order of the last two items on the agenda.

Mr. Penfield was here on September 6, 2007 for a Work Session on the lot split

1. Paul Penfield  
Contractor:  
**River Road – Lot Split Review – PPN: 31-A-016-0-00-010-0**  
**PPN: 31-A-016-0-00-002-0**  
**PPN: 31-A-016-0-00-001-0**

Plans stamped received in CT Consultants 4/22/09  
Plans stamped approved by Building Department 4/27/09

Present: Paul Penfield

**Owner/Representative Comments**

- There were originally three lots. The back 7 ½ acres was sold to the Baltimore & Ohio Railroad. I re-acquired it. They gave me three parcels, one of which was landlocked.
- I want to split the back parcel straight down the middle where my dad's lot line was.
- I will end up with two parcels that will share the back landlocked parcel. Each parcel will have some river frontage

**City Engineer's Comments**

I checked the plat and legal description. Everything is okay. I recommend the lot split.

**Board Comments:**

(Wyss) Have you ever been given an address for the new lot? *I may have been given a provisional house number for the un-built lot.* I will check our records. I can assign an address for you.

(Reichelt) Some of this property is in Waite Hill. *If approved in Willoughby Hills, I will go to Waite Hill. That side of the property is landlocked.*

**MOTION:** John Lillich moved to approve the lot split for parcel numbers:  
PPN: 31-A-016-0-00-010-0,  
PPN: 31-A-016-0-00-002-0, and  
PPN: 31-A-016-0-00-001-0

Seconded by David Reichelt

**Roll Call: Ayes Unanimous**

**Motion Passes**

**Additional Discussion:**

(Schryer) You will come back with the 'legals' for review by the City Engineer.

(Lillich) It is nice to see someone making larger lots.

(Wyss) There is a deadline for filing six months after a lot split.

(Reichelt) How are things proceeding with the building? *We have a good board and we have had meetings.*

(Wyss) We have referred inquiries about the Frank Lloyd Wright house to your website. *We do maintain privacy for our guests. The website address is: [www.penfieldhouse.com](http://www.penfieldhouse.com).*

2. Wright Place

Contractor: Conor Services, Inc.

**34300 Chardon Road – Right of Way – PPN: 31-A-006-D-00-030-0**

Plans stamped received in Building Department 3/25/09

Discussion on the Motion of 4/16/09 with possibility of repeal and restatement of motion

**Chairman's Comments:**

This is on the agenda because the motion of 4/16/09 did not include comments and things that had been discussed and agreed upon. On page three of the 4/16/09 minutes, you can review the Board's discussion. It was a confusing discussion because Wright Place came to propose architectural changes. Later we found that the road was possibly being changed but it would not change their site plan. But then we see that the architectural changes will change their site plan. Mr. Wyss spoke with the Wright Place. They know we are doing this. They will be coming back with a landscape plan.

We need to repeal the motion and make a new motion. Page three lists four points that should be

Included: 1) Landscaping on the west side by Wright Place, but no bio-basin, 2) It will be a simple curbed island with landscaping, 3) Mr. McCrone will work with the Engineer on the landscape plan, and 4) They [Wright Place] plan to mirror the plantings on the Fazio side.

I asked Mr. Wyss how the plantings could mirror the plantings on the Fazio side when there is a bio-basin on the Fazio side. It means similar, not identical.

**City Engineer's Comments**

My comments are related to the catch basins on the Fazio side. I did not see any mention of that in the minutes. There are two catch basins on the Fazio side that we incorporated in improving and replacing and making them part of the sewer improvement. The one on the other side of the street could have curbing around them to make them part of the landscaping. One of the northern most catch basins is full of silt. The pipe that runs to next catch basin is full of silt. It needs to be taken care of by either the Wright Place or the city service department. That catch basin comes across the street to where our bio-basin will be. Somehow that drainage situation needs to fit into the landscape plan. There was a landscape plan submitted to us [Engineer's office] for review and we rejected it.

(Wyss) That was the landscape plan shown on 4/16/09.

(Lillich) It was an architectural rendering. (Wyss) It was not very specific.

The question is whether the curbing will be incorporated in the landscaping. If you feel it should be, then it will be.

(Schryer) If they are going to mirror each other, the Fazio side has curbing on it. [Sketch on the Fazio side was shown]

Fazio's has curbing and a gutter. If the Bio-retention basin on the Wright Place was eliminated, that would be reasonable. We costed ours out at \$1,200.00 for curbing, gutter, materials, and replacement of the pipe for the gutters.

(Reichelt) Who is 'ours'? Does the property owner absorb that cost?

No, the city does. Fazio's will do the repaving of her back parking lot. It is gravel now. She will do an overlay of asphalt.

(Reichelt) Does the repaving go to the Engineer's office for guidance? *I don't know*

**Board Comments:**

(Schryer) we need to repeal the motion. We have reconsidered the Motion. I check the correct the procedure. We gave public notice of the repeal the motion. It is on the agenda. The motion will be repealed as written.

(Reichelt) What was wrong with the way the motion was passed? Can we have the Engineer handle the details?

(Schryer) We moved to accept the site plan at the Wright Place at that address but there is no landscaping or curbing on it.

(Reichelt) Do we have a new site plan with all the details?

(Schryer) No. It says that they are going to do it. The restated motion would include the four points discussed in the Board's comments on April 16, 2009 discussed above. The landscaping will mirror the plantings at Fazio's.

**MOTION:** David Reichelt moved to repeal the motion made at the meeting of April 16, 2009 with regards the Wright Place.

Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

**MOTION:** David Reichelt moved to approve the plans for the improvements at the Wright Place with the provisions that were outlined in the discussion of the

minutes of April 16, 2009 and ask the City Engineer's office to coordinate any other details with the property owner.

**“Board Comments: [Meeting of April 16, 2009]**

(Lillich) I don't see the bio-basin on the plans on the Fazio side.  
(McCrone) *These plans are for the Wright Place, not Fazio's.* There will be landscaping on the west side by Wright Place, but no bio-basin?  
(Iafelice) *Correct. It will be a simple curbed island with landscaping.*  
(McCrone) *We will work with Rich on the landscape plan.*  
(Iafelice) *Our plan is also to mirror the plantings.*  
(Schryer) The planting will be on the east side for the ROW line?  
(Iafelice) *Correct*  
You feel that what is happening with Fazio's will go through?  
(Iafelice) *We are pretty optimistic. The whole intersection will be significantly enhanced.”*

Seconded by John Lillich

**Discussion:**

(Schryer) Include the paragraph with the Board Comments from 4/16/09 right in the motion.  
(Reichel) Are the property owners in agreement?  
(Topolski) I have not spoken with them.  
(Schryer) Mr. Wyss has discussed with the Wright Place.  
(Wyss) There has never been a discussion because there are no exact details of what they will be required to do. I have spoken with the contractor, McCrone. They cannot be in agreement or disagreement. The Board should know that the project has been put on hold because it is so late in the year and the businesses do not want to disrupt their business in the summer busy season and the costs have gotten high. I am concerned that the Engineer dictates to the planner of the landscaping how wide you want the pavement of Stark Drive to be and the details of the project.  
(Reichel) Is there a master drawing that incorporates the improvement at both properties and clarifies the city ROW intentions? Because there is uncertainty, we should have it for the record. The property owners should not bear the burden since the city is driving the project.  
(Topolski) We may have developed a sketch. We are making improvements at the pump station and adding electrical service and a generator at Fazio's This is more complex than drainage and paving.  
(Reichel) Do you intend to take the drawings to the two property owners and have everyone sign off on it? Because the project is on hold, it is important to get an agreement in principle.  
(Topolski) We should have something. We are pursuing actual easements.  
(Lillich) They did the Firehouse first and then came with the Wright Place.  
(Reichel) I am making a formal request to develop that and go through the coordination process.

**Roll Call: Ayes Unanimous  
Motion Passes**

**John Topolski was dismissed at 8:33 PM**

**MASTER PLAN REVIEW**

Charlotte Schryer gave an update on the progress. It is moving along slowly due to small segments of time available. The charts are almost done. The maps are done. I met with Mr. Gallagher and he sent

information on Western Reserve architectural features and their descriptions. The features are identified on the photos by number, which correspond to the descriptions. He will try to locate more information for the Town Center. I also showed him pictures of a new area in Dublin that has features similar to our three corners. Photos were shown to the board. It has a walkway through the center with arbors and trellises that connects the buildings. This was not a large area. I will get better pictures in better light. Mr. Gallagher will check his files to see if he has anything similar. (Lillich) We should all gather samples of features. It would be good to make a collection.

### **Public Portion for Master Plan Review**

Public Portion Opened 8:39 PM

None

Public Portion closed at 8:39 PM

### **Unfinished Business**

None

### **New Business**

1. The 2009 North East Ohio Planning and Zoning Workshop will be June 5, 2009. Charlotte Schryer circulated information to the Board.
2. We have started collecting research on pole signs and pillar signs. Mr. Reichelt said that the term 'elevated' has been suggested. The term 'pole sign' is stated in the Ordinance. We can add a definition to the Code.
3. We need to work on Minor Alterations to go into our rules for how to handle what the Building Commissioner is to approve. I had an appointment with Mr. Lobe to discuss Minor Alterations for Architectural Board of Review on how to handle them. He had to cancel our meeting; we will reschedule.

We have never documented the 180 square foot accessory buildings or sheds and smaller that we allowed the Building Commissioner to approve in our rules. We made the motion and the guidelines, but never documented it in the rules.

### **Mayor's Report**

None

### **Council Representative's Report**

The outcome of the election on Issue 1 Zoning Changes gave a resounding response from the voters about one-acre zoning. One acre zoning differentiates Willoughby Hills from other communities.

I heard that there will be an oil or gas well there. Surveying has started. Concerns were discussed about building of new homes near the well. One of the drawings submitted by Ackerman has a well drawn on it.

Approval for gas or oil wells comes from the state. We do have input on landscaping and access roads. The Building Commissioner was notified last summer about the Maple Grove oil well meeting 'as a courtesy'. He told the Mayor. In the future, he will notify the Board. There is little that can be done about existing gas or oil wells. Mr. Lillich offered to be a liaison from the Board to any meetings or review of proposed gas or oil wells. Mr. Reichelt questioned how we can be notified sooner.

### **Building Commissioner's Report**

The bathroom addition presented tonight was viewed by me as a test case for the Minor Alterations Ordinance. I am still learning what I am expected to do and what the Charter will

allow me to do. Being able to decide this project avoided a delay in approval. There were three weeks between last meeting and this one.

**Chairman's Report**

None

**Adjournment**

**MOTION:** David Reichelt moved to adjourn  
Seconded by John Lillich

**Voice vote: Ayes unanimous**

**Motion passes**

Adjourned at 9:00 P.M.

Katherine Lloyd  
Clerk

Charlotte Schnyer  
Chairman

May 21, 2009