

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

**July 16, 2009**

**CALL TO ORDER:** 7:06 P.M.

**PRESENT:** Chairman Charlotte Schryer, Mayor Robert Weger (left at 8:38 PM), Council Representative David Reichelt, John Lillich, Madeleine Smith and John Davis

**ABSENT:** James Michalski

**ALSO PRESENT:** City Architect William Gallagher, BZA Representative Frank Cihula and Clerk Katherine Lloyd

**MOTION:** David Reichelt moved to excuse James Michalski for tonight's meeting  
Seconded by John Lillich  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes:** Meeting of July 2, 2009

**MOTION:** David Reichelt moved to accept the Minutes of July 2, 2009 as submitted.  
Seconded by John Lillich  
**Roll Call: 4 Ayes and 1 Abstention (Madeleine Smith)**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:08 P.M.

None

Public Portion closed at 7:08 P.M.

1. Ms. Ginny Farrell  
Contractor: Exscape Designs, LLC  
**2368 River Road– Renovation Backyard / Deck Construction - PPN: 31-A-016-B-00-018-0**  
Plans stamped received in Building Department 7/10/09  
Plans stamped approved by Building Department 7/13/09

Present: Gary Dysert, Ginny Farrell and Mike Morgan

**Owner/Representative Comments**

- We plan to remove the existing deck and put in the new deck
- Details were indicated on the color drawing. It will be multi-layer. There will be a walkway from the driveway to the deck, steps down to a lower deck area and then more steps down to a gravel patio area. As the grades come down they will be retained with boulders
- This is Phase I of the proposal. The hot tub and some of the other steps are not included in this phase.

(Schryer) We will note the phases on the application so you will not need to re-file the paperwork.

**City Architect's Comments**

- These are very detailed and intricate plans
- What are the materials, construction and guards that will be used on the deck?
  - *Decking will be five-quarter board. Posts will be 6x6 treated; 42 inches deep with a concrete pad at the bottom for a footer. There will be 2x12 treated beams on either side of the 6x6 using Fasten-Master ledger locks designed to carry the weight. They will not rust because of the treated lumber.*
  - *Floor joists will be with 2x8 treated, 16- inch on center with a 2x8 band around.*
  - *Posts will be notched in with a handrail system, 4x4's ledger locked on.*
  - *In between the posts will be 2x4's on edge with manufactured brackets that secure them to the posts. There will be aluminum tube accent spindles, 4-inches or less on center.*
- There will be a picketing system that connects to the 2 x 4's? *Yes, it is a strong secure system*
- What color are the pickets, deck and post? *Spindles will be black. The deck will probably be stained.*
- Staining is recommended for preservation and finished look. *It will be stained or sealed.*
- What about the Fire pit. *It will be on gravel surrounded by boulders on the lower level. The pit itself will be low or below grade.*
- Is the Landscaping part of Phase I? *It is Phase I.*

**Board Comments:**

(Smith) It is very nice deck.

**MOTION:** David Reichelt move to approve the deck at 2368 River Road as submitted.  
Seconded by John Lillich  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

(Schryer) The Building Commissioner is still looking for a site plan that shows the deck drawn to scale on the site plan and show the whole septic system. This is needed before the permit.

2. Robert Stegmeyer

Contractor: **Yard Pros, LLC**

34055 Rosewood Trail – **Construction of Pavilion - PPN: 31-A-005-K-00-027-0**

Plans stamped received in Building Department 7/7/09

Plans stamped approved by Building Department 7/8/09

Present: Daniel Zudic

**Owner/Representative Comments**

- We are constructing a patio. On the far northeast corner of the patio will be a pavilion-style structure that will be a dry area for couches and tables. There are steps coming down from the house. It will all be behind the house.
- Everything will be built from scratch. Everything is on the plan. I have reviewed each stage with the Building Commissioner
- My printer is down. Pictures were shown to the Board on a laptop computer.
- The previous deck has been removed and the area has been excavated. Everything was hauled off site. It backs up to another property and to Rt. 271.

**City Architect's Comments**

- The pictures were helpful. We try to match construction as much as possible. The shingles will match the house? *Yes*
- Are the brick foundation, wing wall and posts painted concrete? *They are manufactured. The stain color is pre-mixed and goes throughout the block. The color was chosen by the home owner. There is no maintenance. It ties in the siding and the peach brick. The units are 4x8x12. So it is close to the size of the bricks.*
- What type of pavers are you putting on the ground? *They are standard Unilock 2 3/8 thick. Color will be the same as the block, coffee creek. I do not have a picture; it is a purplish color with some brown and other colors. It is a popular Unilock color. It is not standard concrete. That will be good detail.*
- Are you planning to encase the 2x4 beams with trim boards for a finished look to the ceiling? The drawing shows exposed 2x10 construction. *It will be a dropped ceiling. Everything will be flush with the 2x10's. The drawing shows the ceiling from the top. It is supposed to be from the bottom of the dropped ceiling. They drew the arrow in the wrong place. It should be 8 feet from the bottom of the patio to the top of the ceiling. It will be in line with the beams? Yes. You will put joist hangers up and hang them and bead board will run out to the soffits? Yes.*  
(Smith) Are you planning to have a fan? *They have recently proposed it. That will affect the height of the ceiling. The drop of the fan can be adjusted. Electrical is being considered now.*
- Is the bead board pre-finished or are you painting everything? *It is a straight white vinyl color. It notches together like Pergo board and then we put trim board along the edges.*
- All the soffits and fascia will also be white? *Yes*
- What is the shingle color? *Charcoal/black to match the existing home.*
- Will the columns be painted? *Columns will be encased in concrete with white vinyl sleeve from the top of the pillar to the top of the bead board. It is shown as bare wood. It will have a vinyl casing with the same matching material. There will be no exposed wood. Everything will be enclosed.*

**Board Comments:**

(Reichelt) Will there be a patio between the pavilion and the house? *Yes, it will be made of pavers. The location of the patio is not indicated on the drawing. The whole patio will be 25 wide x 30 feet deep. This area is 15 feet x 15 feet; it will extend another 15 feet high. There will be 1 1/2 feet between the foundation wall and the beginning of the patio straight out with the landing.*

(Reichelt) What is the landing? *It will be same type of concrete blocks as in the columns. There already is a 36 to 42 inch poured concrete footer underneath the grade of the entire landing which Fred has seen.*

(Reichelt) What is under the pavers? *It will have six inches of 411 limestone base, compacted, with geo-textile fabric between the granular material and the subsoil. Will there be steps coming out from the house? There will be three steps down from the house made out of the concrete blocks.*

(Schryer) Are they solid? *Yes, they weigh about 40 pounds each. They are the same as the columns. It is a pie-shaped / arc landing. They are not cinder blocks.*

(Lillich) Is it the same color? *Same color as the concrete columns and pavers.*

(Reichelt) I am concern about the lack of detail on the drawing.

(Schryer) It is important to show the steps and the pavers and how they will be built. It is for safety.

(Davis) Railing? *There is a railing.* (Schryer) It should be on the drawing also.

(Reichelt) There should be a cut-away elevation would show the fill and the fabric. It is helpful for the inspector. It would be good to submit that.

(Schryer) Side of the house to scale.

(Zudic) *We have already done an over-dig on the back of the house and excavated out bad fill and put in geo-grid to stabilize the area.*

Davis) Will there be landscaping to screen the neighbors? *Next year. Now there will be mulch beds around the patio. In future, the owner may plant trees for privacy.*

(Smith) Is the yard fenced? *No, it is currently open.*

(Reichelt) There should be an elevation drawing.

**MOTION:** John Lillich move to approve the pavilion at 34055 Rosewood Trail as submitted pending the receipt of detailed elevation drawing that include the landing, steps, railings, pavers and a depiction on the site plan.  
Seconded by Madeleine Smith

**Discussion:**  
(Schryer) I would like to suggest that he can draw in the details rather than going back to the architect.

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

### **PLANNING COMMISSION**

Public Portion Opened 7:43 PM

None

Public Portion Closed at 7:43 PM

No Pending Projects

### **WORK SESSION**

1. Gales Garden Center

Contractor: Joseph L. Myers, Architect, Inc

**2730 SOM Center Road – Preliminary Building Plan - PPN: 31-A-006-B-00-020**

Plans stamped received in Building Department 7/8/09

Present: Joseph L. Myers, Architect, Inc.

#### **Owner/Representative Comments**

- Site plan was shown on an easel.
- There is currently a temporary tent housing the Farmer's Market on the corner.
- Gale's would like to build a permanent structure to house the Farmer's Market in place of the tent and tie it back by a canopy to the Garden Center building
- The building will have vertical stained cedar siding, a large front porch with railings to control access in and out, and a standing seam metal roof that is similar to the canopy on the Garden Center. Colors would be similar to the barn on the property.
  - Glass overhead doors all around the sales area will provide light. In good weather, the doors will open to provide air and a feeling of an open air market. During inclement weather, the doors would be closed but light comes in and the area heated for year-round sales.
  - The doors will be all across the front side and facing Chardon Road. On the east side facing SOM Center, just the three on the south end are rolling doors; the rest of the wall is just glass.
  - Canopy will act as a gateway to the Nursery, Garden Center and the Market. It would facilitate a flow of people to all areas.

- Across the front of the Garden Center on the porch and behind the railings will be fruit stands.
- At the other end, there will be a hood-type canopy over the garage door.
- The back side of the building is where produce is brought in for prep. There is currently a free standing trailer cooler unit.
- Beyond that is a split-face block wall that will enclose the outdoor staging and receiving yard
  - Deliveries would come in through an overhead door or through the staging yard. They would be in the evening or after hours.
  - Any produce debris, cardboard or pallets would be contained out there.
- Trash will be in the same location over by the barn. That will be the collection point.
- The building would sit in the southeast corner of the parking lot behind the 25-foot set back.
  - Parking spaces lost will be made up by re-striping the whole lot.
  - Landscaping around the outside
    - Tall arborvitae trees that hide the corner will be moved back to where the nursery area starts to so you can see in.
    - There is 20 feet on the property and another eight feet to the road which will be grass.
    - Around the back of the building will be ground-scaped to facilitate visibility
- The three dimensional pictures were explained, including the front porch area, the wooded area that faces Chardon Road, the glass cupola at the top and the canopy will come around to tie into the canopy at the Garden Center and the entrance to the Nursery area.

We are here tonight for feedback.

#### **City Architect's Comments**

- Are you considering the 25 feet a front, side or rear yard setback? *It is just 25 feet from any main road to any type of structure. Fred checked the zoning and the Code.*
- Have the Fire and Police reviewed this for sight lines, traffic and safety issues? (Schryer) No, this just came in. Paperwork will be sent to them. *We are no closer to the road than the tent is now.*
- The volume of the building concerns me. The tent looks like it is about 8-10 feet high. *The building is 12 feet high to the gutter. So the bearing height is three feet taller. It looks more massive than the tent.*

(Schryer) What is the roofing material? *It will be a brown standing seam metal roof, the same color as the Garden Center. Colors are similar to the barn, but the barn is taller with metal siding and asphalt shingles. The Garden Center siding will be vertical cedar, a little lighter than the barn. Vertical cedar is being used to get the Garden Center look.*

- It is complementary to the other structures on the property but not with the buildings across the street and with City Hall. *It fits with the setting of a Garden Center and a Nursery*

(Schryer) What is the fencing material? *The wood columns are a natural cedar with black aluminum railings that have a wrought iron look. The stone piers at the entrance way and the gateway have a sandstone caps to highlight the entrance points.*

#### **Board Comments:**

(Reichelt) It gets very congested on that corner. Had you considered putting this on the other side of the property? *Originally, yes, a larger market was considered that could have had a small grocery store. The open air market is working well in that location. It addresses two different seasons We need to have the tie in.*

(Reichelt) It does not seem to have much room now for deliveries. *You cannot see much because of the arborvitae. Fred stressed the need for it to be clean at all times.*

(Davis) The cooler and staging area seems larger. *The cooler is three times bigger. Inside the area there will be more staging area than there is now, plus the outside area is larger.*

(David) It is meant to be year round? *Yes.* Will it have big heaters? *Yes*

(Weger) You may need a roof or cover on the outside staging area. It can still be open on the ends. *We can leave the gable ends open.* At this location you have no room to expand. *They could go to the other lot.*

(Weger) Landscaping needs to be improved and extended. A maintenance plan is needed to prevent deterioration. Semi-truck cooler detracts. This is a business area and the city center. We are trying to tie the whole corner together. *I will take these ideas back.*

(Smith) It is a charming building, but I think it would work better at the other end. If it has to be located on the corner, it should tie in better with the brick, stone and pitched roofs of the buildings across the street. *I could put stone piers between the railings if you think that would look better. We can incorporate stone but probably not brick. They want to tie the structures together. Gale's is building the building; the market will rent the space.*

(Weger) Another design layout would help people get in and out.

(Schryer) The fire department may have some suggestions about the parking lot now that it is a permanent structure because they need good access. We will send information to them. Once the report is back, we will let you know so you can proceed.

(Smith) You may need to install posts to protect from cars.

(Lillich) You may need some protection from the snowplowing.

(Schryer) The landscaping needs to be carefully chosen for maintenance. It is good advertising. *There is a sidewalk and grass before the property line.*

(Cihula) Have you seen the visibility triangle in the code with 20 feet back and nothing over 2.5 feet high? *They want the landscaping low for visibility.*

(Cihula) There was a storage tank when they built the other building at the corner. It was an old gas station. *We need to get soil tests*

(Schryer) What type of signage do you plan? They have advertising signs and temporary banners. *It can have signs inside the glass windows.*

(Gallagher) What about onsite detention? *We are actually decreasing the asphalt area. We need to look at the grading.*

(Reichelt) Couldn't they develop the tie in on the other side of the parking lot? It would allow deliveries from the rear and potential future expansion

*The other area has a lot of lawn and garden stuff plus employee parking. Development would mean some radical changes. This is the center of activity and the cash registers would be in the same area.*

(Reichelt) There were improvements that they did not follow through on in the past.

(Weger) A market like this expands into food and deli areas. They need to look to the future. *They can expand on the other side. What happens to this building?*

(Gallagher) If you don't want to use stone, you can use complementary materials and colors to tie the corner together.

(Schryer) The barn could use some work. Is there a good proportion for cupolas and the size of the building?

(Gallagher) Cupola is a Western Reserve style rather than agrarian style.

(Schryer) Maybe whatever is done on the Garden Center could be done on the barn.

(Weger) Cupola does not fit a steel roof. It requires maintenance. Lightning rods or a clock might go better.

(Schryer) Come back for further discussion if you want. You need to come back here for preliminary review and then come back again for final review.

(Reichelt) What is the time frame on this? *They might start in November so it is ready for spring.*

### **Work Session Public Portion**

Opened at 8:35 P.M.

Linda Fulton, 2990 Marcum Drive

I am concerned about the present landscaping. When you are driving south on SOM Center, the bushes are so high they block the view of Chardon Road to the west. Will those remain?

(Schryer) On the plans they are all gone all the way around the corner to the first driveway.

Frank Cihula,

When they originally extended their display area toward Chardon Road, they had to get a variance for it. They had landscaping along SOM Center around the corner. It was very nice at first, but was never kept up.

(Weger) They need a program of maintenance.

(Lillich) They need to choose plants that are hardy for that area along the road.

**Work Session Public Portion closed at 8:38 P.M.**

**Mr. Gallagher was dismissed at 8:38 P.M.**

**Mayor Weger left at 8:39 P.M.**

**MOTION:** John Lillich moved to recess the session for 10 minutes  
Accepted by Charlotte Schryer.

**Session was recessed from 8:39 P.M. to 8:45 P.M.**

**MASTER PLAN REVIEW**

Board Review

John Davis worked on the wording. He sent it to me this afternoon. I will forward to everyone.

David Reichelt suggested that Frank Cihula be designated to review the grammar and flow once the 'red' areas are out.

**MOTION:** John Davis moved to remove the 'red' in the Master Plan.  
Seconded by Madeleine Smith

**Discussion:**

(Reichelt) This does not mean those areas are gone forever.

(Davis) There are parts that do not make sense.

(Reichelt) There are things from the original that do not make sense. It does not read well.

(Smith) When parts are removed and sections are put together, it can change the meaning altogether.

**Roll Call: Ayes Unanimous  
Motion Passes**

John Davis complimented all the work that has been done already.

Once the 'red' is out, we will keep working on it. We will incorporate John Davis' suggestions; his will be in a different color.

**Public Portion for Master Plan Review**

Public Portion Opened 8:48 PM

None

Public Portion Closed at 8:49 PM

**Unfinished Business**

Sign Code:

Mayor Weger gave the measurements he obtained for the signs that had been photographed. The dimensions are listed so we know what we are looking at in the city when discussing standards. Raise

<u>Signs</u>	<u>Height</u>	<u>Sign Area</u>	
▪ Baker's Square	12 ft high		no sign area noted
▪ McDonald's	12 ft high		no sign area noted
▪ O'Brian Used Car (their smaller sign)	32 ft high	82 sq ft	
▪ O'Brian (larger sign)	38 ft high	136 sq ft (11x12 )	
▪ Shops of Willoughby Hills (smaller sign) (in same photo w/ large O'Brien sign)	20 ft high	140 sq ft	
○ Directory (Tenant) signs	<u>Height</u>	<u>Sign Area</u>	
▪ Shops of Willoughby Hills (bigger one) The top part of sign Movie sign underneath it	30 ft high 13x9 ft	198 sq ft 5x11 ft	
○ National City with Pizza, Curves, Bogey's	15 ft high	39 sq ft	

Discussion included sign area calculations and method of calculation, spacing between signs, definitions, criteria for raised signs in the B-1, B-2 and B-3 districts, monument signs. Discussion points were added to the draft of the Sign code for further discussion.

**New Business**

None

**Mayor's Report**

None

**Council Representative's Report**

None

**Chairman's Report**

We are sending a Get Well card to Fred Wyss.

**Adjournment**

**MOTION:** John Lillich moved to adjourn.  
Seconded by David Reichelt  
**Voice vote: Ayes unanimous**  
**Motion passes**

Adjourned at 9:26 P.M.

  
Clerk

  
Chairman

