

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**July 21, 2011**

**CALL TO ORDER:** 7:01 P.M.

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman James Michalski, Council Representative David Reichelt, Mayor Robert Weger, John Lillich and Madeleine Smith

**ABSENT:** 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:** John Lillich moved to excuse John Davis from this evening's meeting.  
Seconded by David Fiebig  
**Voice Vote: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes** Meeting of July 7, 2011

**MOTION:** John Lillich moved to approve the Minutes of July 7, 2011 as submitted  
Seconded by Madeleine Smith  
**Voice Vote: 5 Ayes and 1 Abstention (Fiebig)**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened at 7:03 P.M.**

**None**

**Public Portion closed at 7:03 P.M.**

1. Bozana and Zeljko Peric  
Contractor: not listed  
**28916 Eddy Rd. – Garage & Addition - PPN: 31-A-008-H-00-002-0**  
Plans received by Building 6-13-11  
Plans approved by Building 7-15-11

Present: Bozana Peric

**Owner/Representative Comments:**

- We would like to add a garage for more space because our two children will soon be driving.
- We want to build up on the existing breezeway that connects the existing garage to the house so the children can have a bathroom upstairs and extra bedrooms.
- The house is brick. We plan to make the garage addition in brick (sample provided). The top floor addition will have beige vinyl siding where it is not brick.

- There will be a new roof for the whole house; color is charcoal.
- We have already purchased new Pella windows for the second floor. We went by the architect's specifications. Decorative stone around the windows is being considered. That may not be on the blueprints.

**City Architect's Comments:**

- This is quite an undertaking. Do you plan to live in the house during construction? *Yes*
- You plan stone around the window rather than a brick soldier course? *Yes, I would like header and sill to be stone for decoration.* Brick is more traditional but that will look nice.
- What type of shingles is planned? *This sample does not say.* Dimensional shingles are heavier than the standard 3-tab. They have a shake or slate look. *I think it is the standard because of the cost.* Labor cost is the same. Cost of the 3-tab may have gone up.
- What is the style of the garage door which is now in the front of the house? *It will have a half arch of little windows like the ones we have in the back.*
- I would suggest that you add trim around the windows to give the vinyl siding more detail and style. *Okay.*

**Board Comments:**

(Lillich) Do you have any pictures? *[Pictures were distributed and reviewed.]*

(Fiebig) Would the Building Commissioner explain his notes about the roof?

(Wyss) That is a zoning note that the roof of the addition would comply with the 35-foot height Code requirement if the peak was at 9:12 like the rest of the addition

(Gallagher) 4:12 would be okay but might be oversized

**MOTION:** James Michalski moved to approve the plans for the garage and addition at 28916 Eddy Rd. as submitted with the addition of trimming out the windows on the vinyl siding portion of the addition.

Seconded by Mayor Weger

**Voice Vote: Ayes Unanimous**

**Motion Passes**

2. Laurence Santagata

Contractor: Anthony Gatto

**2333 River's Edge Drive – Residential New Construction – PPN: 31-A-017-C-00-027-0**

Plans received by Building Department 7-7-11

Plan approved by Building Department 7-13-11

Plans received by CT Consultants 7-11-11

Present: Laurence Santagata (owner) and Anthony Gatto (contractor)

**Owner/Representative Comments:**

We are building a new vinyl siding and stone home on River's Edge Drive. Samples were shown. The vinyl siding will be a Tuscan clay color. Stone work will be Hillstone Verona. The Timberline shingles are called weathered wood. The shake will be the same color as the siding.

**City Architect's Comments:**

- What color do you plan for the casing, trim work, rake board and everything in the gables? *White.*
- What are your shutter colors? *They will be a little darker than the Tuscan clay siding.* Good contrast.

- What color are the actual windows. *White to match the white trim.*
- On the drawings you show the bay window with a copper roof and a cupola with a copper roof. Do you plan to do that? *Yes.*
- He has great detail on all sides. This is easy to approve.

**Board Comments:**

(Schryer) We do not yet have a letter from Lake County Soil and Water or the approval for the septic system.

(Lillich) This architect always does a great job.

**MOTION:** John Lillich moved to approve new house at 2333 River's Edge Drive pending approvals from Lake County Soil and Water and for the septic system being received by the Building Department.  
Seconded by David Fiebig  
**Voice Vote: Ayes Unanimous**  
**Motion Passes**

3. Timothy Piccirillo

Contractor: TBD

**2630 River Rd – New Residence – PPN: 31-A-011-0-01-032-0**

Plans received by Building Department 7-8-11

Plan stamped approved by Building Department 7-13-11

Present: Timothy Piccirillo (owner), Joe Meyers (architect), Scott Stefl (legal counsel for owner)

(Schryer) A new site plan was requested by the Building Commissioner but septic approval will not be necessary because the new house is being built on the same foundation. They did check with septic; there is no problem. The new site plan was given to the Board in advance of the meeting.

**Owner/Representative Comments:**

- The existing house was so badly damaged by fire that it will be taken down.
- The new house has been designed as close as possible to the original plan to recreate the original house where the owner has lived for many years.
- The original house had a series of additions and rooflines. The new roofline line has been simplified for better function.
- Existing outbuildings will be combined into one larger garage located to the north of the house.
- The house will go into the same 'hole' so the location will be the same. The drive leading up to it will be the same.
- There are actually two properties that will be consolidated into one so that the garage will fit without any side yard variance issues.
- The house will have white vinyl siding and a gray shingle roof which is the same as the original house. [Timberline sample]

(Schryer) The properties have not been consolidated yet? *They are working on it.* Approval would be pending the consolidation of the properties. The Board does not vote on the consolidation.

**City Architect's Comments:**

- This house has a lot of character. It has the muntins on the windows throughout, casing around the windows, dimensional shingles, and plenty of fenestration and detail
- It is a nice design.

**Board Comments:**

(Smith) Do you plan to take the all of the original house down? Will any of it be salvaged? *It will all come down.* The new house is a nice design.

(Lillich) The original garage doors came out the back. Will you make the driveway wider because of the new garage location? *The drive way will be reconfigured because the old garage was free-standing and separate. The apron at the top and the approach to the house will be wider. From the street leading up through the trees, you will see the same width.*

(Smith) Widening the whole driveway would be good for safety concerns and accessibility. *Heavy vehicles in and out after the fire have broken up the old drive. We will be replacing the entire driveway in the future after demolition and construction.*

(Wyss) On behalf of the Board, please accept our condolences on the loss of your brother.

**MOTION:** James Michalski moved to approve the plans for the new house at 2630 River Rd as submitted pending the owner receiving approval in consolidation of the two properties.

Seconded by Madeline Smith

**Voice Vote: Ayes Unanimous**

**Motion Passes**

4. Willoughby Hills Friends Church

Contractor: Ruff Neon Sign

**2846 S.O.M. Center Rd. – Sign for School – PPN: 31-A-006-0-00-006-0**

Plans received by Building Department 6-24-11

Plan approved by Building Department 7-1-11

Plans received by CT Consultants 6-28-11

Plans approved by CT Consultants 6-28-11

Present: Lou Marino (church trustee representing the church), Bruce Landeg (church member representing Cornerstone Christian Academy), Steve Maltry (school trustee representing Cornerstone Christian Academy) and Jessica Ruff (Ruff Neon Sign)

(Schryer) This is the sign for the school located at Willoughby Hills Friends Church

**Owner/Representative Comments:**

- A new design for the sign with specifications was distributed.
- 2-4 lines in the Message Center part of the sign are recommended for best visibility. If there are 2 lines, the letters can be as tall as 11 inches. With 3 lines, it would be 7 inches. If 4 lines are used, the letters could be as tall as 5 ½ inches.
- The second page of the handout shows the brightness and the distance and angles that the letters can be seen.
- The design for the top of the sign was changed to read ‘Cornerstone Christian Academy’ with a patriotic theme background.

(Landeg) Revisions reflect designs that were considered during our review process. We are happy that the previously viewed was during Preliminary Planning.

**City Architect’s Comments:**

- What is the color of the LED? *Amber.*
- The improved design and color is not as heavy as the initial sign we reviewed. They have added more detail.

**Board Comments:**

(Michalski) Is this taller than the previous sign? *No*

(Fiebig) Have you chosen the number of lines or are those an option? *The representative recommends 2-4 lines but it could go smaller. They have an option to use a different number of lines based on the message to be displayed. The message center has the capability to display a message that is 25-inches high.*

(Weger) Once this sign goes up, will all the temporary sign you now have up come down? *(Marino) Those are church signs that are advertising particular events. They are still needed until the new church sign is amended. We hope to have the new sign designed soon.*

(Weger) To the rear of your property there is an entrance onto Stark Drive with a gate that is broken and falling off its hinges. Stark Drive residents have complained. It is unsightly for the residents at that end of the street. [Picture shown].The church owns the last house on the east side that has a beautiful fence. Can you fix the gate and dress up that area? *(Marino) I don't see a problem. We will study it.*

(Fiebig) If you are doing a sign like this out front, you could put up two pillars like the one in the front, dress it up with some landscaping and put it a nice gate. That is your entrance from Stark Drive. You would be being a good neighbor to the residents on Stark. *(Marino) We have no objections.*

(Schryer) This is a final architectural plan approval just for the sign. The site plan itself will be reviewed in Planning Commission. The site plan also requests a digital sign for the church. There would be two digital signs on the same property in the same area. The Code says that we approve first in Architectural and then approve the final development plan in Planning.

**MOTION:** James Michalski moved to approve the details of the Cornerstone Christian Academy sign at 2846 S.O.M. Center Rd. as submitted.

Seconded by John Lillich

**Voice Vote: Ayes Unanimous**

**Motion Passes**

**Minor Alterations Approved by the Zoning Administrator**

1. Michael Kritzer

Contractor:

**33750 Eddy Rd – New Wood Storage Building - PPN: 31-A-006-B-00-011-0**

Plans approved by Building Department 7-18-11

Chairman Schryer read the Minor Alteration into the record.

**Mr. Gallagher left at 7:45 P.M.**

**PLANNING COMMISSION**

**Public Portion opened at 7:45 P.M.**

None

**Public portion closed at 7:45 P.M.**

1. Willoughby Hills Friends Church

Contractor: Ruff Neon Sign

**2846 S.O.M. Center Rd. – Final Sign & Development Plan – PPN: 31-A-006-0-00-006-0**

Plans received by Building Department 6-24-11

Plan approved by Building Department 7-1-11

Plans received by CT Consultants 6-28-11

Plans approved by CT Consultants 6-28-11

Present: Lou Marino (church trustee representing the church), Bruce Landeg (church member representing Cornerstone Christian Academy, Steve Maltry (school trustee representing Cornerstone Christian Academy) and Jessica Ruff (Ruff Neon Sign)

**Owner/Representative Comments:**

We have representatives here from the church and the school. The school is a tenant of the church. There are several phases in this plan

- The school is requesting a digital sign with a 5-foot setback in front of the parking lot and partially in the detention pond area.
- The existing Church ground sign will be replaced with a digital sign. It is requested to be closer to the street as well.
- In 2006, the retention pond overflowed onto Rt. 91. Subsequent survey work showed that it had not been built to plan. We submitted a plan that would fix it to the City Engineer /CT Consultants which was approved. That involved building a berm that varies in 9 to 12 inches in height based on the elevation between the two driveways where the pond also lies. The berm would force any future overflow water toward the north over the entrance driveway into the grass area further north.
- The cross-section in the upper left allows for the sign to be in the pond. The amount that is displaced by the signage, the fill around the pillars' foundations and the landscaping is worked by the increased elevation that we get by 10 to 1. That is why the City Engineer was willing to approve the modification.

**City Engineer's Comments [John Topolski, CT Consultant]:**

What he said is correct. The compensatory volume is 10 times what is displaced. That should work better. However, if there were another flood like 2006 it might still overflow.

**Board Comments:**

(Michalski) Is there anything in the Code that prevents these two signs or the existing sign and future sign from being so close together?

(Wyss) The sign requirements having to do with frontage of the church is 400 some feet which is well within the parameters of allowing them to have two signs. There are two separate properties. Each property has enough frontage to allow for its own free-standing sign.

(Schryer) I think the distance requirement between each sign is 200 feet. So if they have 400-foot frontage, they would need to have 200 feet between the signs.

(Cihula) The church is a use and the school is a use. They are separately enumerated.

(Fiebig) Do we know the proposed location of the other sign? (Wyss) It's on the plan.

(Schryer) We need to hold them to the exact position of the sign beyond the fact that they are allowed to have the sign and they need to follow the Code. They will need to re-submit and come back to the Architectural Board of Review for the church sign. This just says they are allowed to have a sign.

(Marino) *The only thing that will hinder the sign as drawn is CEI pole. We might need to go further back to get out of its way. We might also need to come forward instead.*

**MOTION:** Mayor Weger moved to approve plans as submitted for the Sign and Development Plan for Willoughby Hills Friends Church at 2846 S.O.M. Center Rd.  
Seconded by Madeleine Smith  
**Voice Vote: Ayes Unanimous**  
**Motion Passes**

2. Duane Mathias

Contractor: ProBuilt Homes, Inc.

**2586 River Rd. – Protected Area Approval – PPN: 31-A-011-0-01-045-0**

Plans received by Building Department 7-5-11

Plans received by CT Consultants 7-5-11

Plans approved by CT Consultants 7-7-11

Present: Duane and Sherry Mathias (owners) and George Davis (contractor with ProBuilt Homes)

**Building Commissioner's Comments:**

- This lot was a lot split approved by the Board in 2006. It is located on River Rd. just south of Eddy Rd.
- There is a femoral stream that runs from the city ditch through all of the properties. There are a couple of ponds on those properties on Eddy Rd. that take this water.
- It is a 25-foot setback from a stream of record. By the time it gets to this property, it is on our stream maps.
- It is a protected area which is why the Board is reviewing a driveway plan.  
(Lillich) Is this the same stream that crosses Eddy and goes underground? *(Topolski) Yes.*  
(Weger) Is this where the culvert pipe is being replaced? *(Topolski) We are replacing that. It is an elliptical. There have been problems with utilities. It is a 36-inch equivalent*

**City Engineer's Comments [John Topolski, CT Consultant]:**

- It is a Protected area as described by the Building Commissioner. The 25-foot setback is part of the Code which requires an oversized pipe in the ground 6-inches. They complied with that and put in concrete head walls. The pipe will be 36-diameter concrete. The driveway is gravel. This will provide access to their property in the rear.
- There will be rock channel dams during construction for erosion and sediment. There is an existing 36-inch corrugated pipe in the upstream culvert that allows less flow than this pipe [concrete] will be taking. They will be there during construction. They will serve two purposes: trap sediment impede flow.
- They are planning ahead by installing conduit for utilities on either side of the culvert for electric and gas. There is a 40-foot utility easement.
- The driveway had been on the property line but it has been moved.

**Board Comments:**

(Michalski) What length do the check dams need to be? *Just the width of the channel, approximately 4-foot wide by 2-foot high in that location. When removed, they can be used as part of outlet protection.*

(Davis) Our intent is to put the driveway in soon because the creek has almost no flow right now. Then when we are ready with the house, we have an established driveway.

(Smith) Is the driveway gravel? *(Davis) There is nothing there because we have not started work yet.*

(Michalski) There is no plan to change the course of the existing creek? *(Davis) No.* Will this have riparian protection on it when they build the house? *(Topolski) Yes.*

(Davis) We have to stay 25 feet from creek to avoid any disturbing action. During construction of the home we will mark that boundary with caution tape.

(Wyss) They have already applied for septic approvals from Lake County.

(Michalski) Thank you for working with CT Consultants.

**MOTION:** David Fiebig moved to accept the plans for Protected Area Approval at 2586 River Rd. as submitted.  
Seconded by John Lillich  
**Voice Vote: Ayes Unanimous**  
**Motion Passes**

**Mr. Toposki left at 8:07 P.M.**

### **MASTER PLAN**

The revised draft of the Recreation Commission addition to the Master Plan, page 53 was distributed to the Board in advance. Changes and additions were discussed and made. Tonight's revision will be added to the Master Plan. The Chairman will make a list of the changes that have been made to the Master Plan since the Board voted on them in March, 2010.

Census information for Willoughby Hills is not yet available and there is no indication of when it will be. It will be inserted where the information fits.

The Planning and Zoning Committee of Council will meet on Monday, July 25, 2011 at 5:30 PM. D.B. Hart will meet with them for an overall review and discussion of the 2010 Master Plan as submitted. The Chairman requested that Board members attend that meeting.

**Master Plan Public Portion opened at 8:15 P.M.**

None

**Master Plan Public Portion closed 8:15 P.M.**

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

### **MAYOR'S REPORT**

None

### **MEMBER'S REPORT**

None

### **COUNCIL REPRESENTATIVE'S REPORT**

There is a meeting of the Planning and Zoning Committee of Council on Monday, July 25, 2011 at 5:30 P.M. Bring questions for D.B. Hart.

### **BUILDING COMMISSIONER'S REPORT**

Mary Rose Estates is getting closer to being ready. Fees have been addressed.

**CHAIRMAN'S REPORT**

None

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

**Adjourned at 8:17 P.M.**

  
Clerk

  
Chairman

Date Approved Aug 4, 2011