

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

September 3, 2009

CALL TO ORDER: 7:00 P.M.

PRESENT: Vice Chairman James Michalski, Council Representative David Fiebig, Mayor Robert Weger, John Lillich, Madeleine Smith and John Davis

ABSENT: Chairman Charlotte Schryer, Council Representative David Reichelt

ALSO PRESENT: City Architect William Gallagher, City Engineer Richard Iafelice (7:23 PM)
BZA Representative Frank Cihula and Clerk Katherine Lloyd

MOTION: David Fiebig moved to excuse Charlotte Schryer for tonight's meeting.
Seconded by Madeleine Smith
Roll Call: Ayes Unanimous
Motion Passes

David Fiebig is representing Council this evening in place of David Reichelt.

Disposition of Minutes: Meeting of August 20, 2009

MOTION: David Fiebig moved to accept the August 20, 2009 as written.
Seconded by Madeleine Smith
Roll Call: 5 Ayes 1 Abstention (Lillich)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:02 P.M.

None

Public Portion closed at 7:02 P.M.

1. Mark Orlando

Contractor: Homeowner

2909 Erich Drive – New 12 x 12 Garage - PPN: 31-A-008-C-00-028-0

Plans received in Building Department 8/12/09

Plans stamped reviewed by Building Department 8/26/09

Present: Mark Orlando and Beth Brittain

Owner/Representative Comments

- It is not a 12 x 12 as noted. It will be 22 x 36 feet.
- We did not have good architectural samples so we are submitting digital pictures to represent what we intend to build. The current home is included in the pictures.
- Everything will be consistent with the current home. Siding will be the same. Windows will be exact replacement of the two-year old Gorjanc windows currently in place. Cranberry shutters will be the same. Brick fascia in the front will match the existing fascia.

- The intent is to extend the house and then convert the garage space to living area.

City Architect's Comments

- The pictures make it easier to see. You intend to move the side entrance to the front. *Yes*
- Are you reworking the driveway for access to the garage? *We will tear out the existing asphalt, grade it and pour a new cement slab with an apron to accommodate*
- You will put brick below grade to match existing material? *Yes. It will match. Yes.*
- We do want you to match all the materials as much as possible. That would include the trim work. It is not evident on the elevation that there are casings around the windows. *They will be all new casings.* We want to see the casing around the doors and the garage door elevation. It is not shown but we want it understood that you need to match the rake board and the gable end details. You put a couple of windows that gives it nice character
- How will you make the starting and stopping point on the siding match and look original, especially on the front? *We are replacing all the roofing throughout. The existing siding in the front will be the same to be one continuous run, even if I have to purchase more siding.* You will replace back as far as you need to make it look original at the window and, if need be, to the corner board. *Yes*

Board Comments:

(Smith) It is very nice, especially the shutters.

(Fiebig) There is a garage door in the back of the house. Does it open to grass? *It goes to a stone path and the yard.*

(Fiebig) Do you have at least 15 feet from the neighbors? *Yes*

MOTION:

Madeleine Smith moved to approve the garage at 2909 Erich Drive as submitted with the comments from the City's Architect that the siding match the existing siding, the homeowner will be replace the existing roofing, the brick at the foundation will match the existing and the ridge vent should go to the end of the house

Seconded by John Davis

Roll Call: Ayes Unanimous

Motion Passes

2. Jeff Luburger

Contractor: P. Perrino Custom Homes

2378 Pine Valley Drive – New Home - PPN: 31-A-017-D-00-031-0 & 31-A-017-D-00-032-0

Plans received in Building Department 8/13/09

Plans stamped approved by Building Department 8/14/09

Plans received by CT Consultants 8/13/09

Plans stamped approved by CT Consultants 8/14/09

Present: Pat Perrino (Perrino Custom Homes) and Chris Greenwalt (Greenwalt Architects).

Owner/Representative Comments

- It is a two story residence with attached garage in Pine Valley.
- It will be sided all the way around with stone in the front of the house.
- Color of the stone is earth tone. The roof is weathered wood. Siding is maple. Trim is white.

City Architect's Comments

- It is a natural stone in an ecru pattern? *Yes*
- What is the material of the water table that runs horizontally? *It is a stone cap piece from the manufacturer to complement and accent the stone.*

- What material is the trim board? *Party plank that will be painted white. The columns and the windows will be white. The field color is maple. Not just the gable end? It will all be maple and the trim will white.*
- The corner boards are not specifically indicated? *It is vinyl siding with channels that run on the side. It is not shown. Usually it is a 3-inch corner board. It will be maple also? Yes*
- We like detail all the way around. On the rear elevation, it is void of window casings that you have on the front side. Some of the windows have muntins; the others do not. *We don't put muntins in the back so the view is not obstructed. There are muntins in the front and sides for curb appeal. It was drawn half and half but in our specs we have no muntins in the back.*
- Is this a speculative house? *No, it is sold.*
- What about casings around the windows? *White. On all sides? It is not shown but you are planning on matching the same detail and party board as you are showing on the front? Correct*
- The foundation stone stops 4 inches above. What will be seen? *We are leaving room for mulch in the beds. It will have black tar waterproofing all around. If the stone goes all the way to the bottom, it absorbs moisture and pops off. So, it will be coated; nothing will be exposed? Correct. It will have beds all the way around.*
- What about the garage door? *It is an insulated steel panel door.*
- The muntins will be on the front and the sides? *Correct. The owner has elected to not have muntins on the back?. Correct.*

Board Comments:

None

MOTION: Mayor Weger moved to approve the plans for the garage at 2378 Pine Valley as submitted with the comments that corner boards will be included on the vinyl siding and the windows will have casements on all sides of the home.
Seconded by John Lillich

Discussion:

(Gallagher) for the record, there is a detached two-car garage. It is detailed out as we want it. There are muntins and casings on all sides. It is a nice complement to the house. That should be noted for the motion.

(Weger) The builder knows what it is we want. We do not need to amend the motion.

**Roll Call: Ayes Unanimous
Motion Passes**

City Engineer Richard Iafelice arrived at 7:23 PM

PLANNING COMMISSION

Public Portion Opened 7:23 PM

None

Public Portion Closed at 7:23 PM

1. Bruce Matthews

Contractor:

37700 Milann Drive – Lot Split - PPN: 31-A-009-A-00-020-0

Plans received in Building Department 8/26/09

Plans received by CT Consultants 8/26/09

Plans stamped approved by CT Consultants 8/31/09

Present: Bruce Matthews

Owner/Representative Comments

- The back half of my neighbor’s property adjoins mine right on the river. He offered to transfer to me the back third of his land. I have been cutting it for 10 years. To avoid any potential problems in the future, we decided to go forward with it.
- I had it surveyed. The piece is about 1/10 of an acre and half of that is the river. It is about 40 x 140 feet. The property line is in the river.

(Lillich) All the properties on that side have their property line in the river. For historical information, when Milann Drive was first developed in the late 20’s, this property along the river was set aside for access to the river for properties on the inside of Milann Drive. It was eventually sold for back taxes. Rudy and Rose Strauss purchased it. I do have a question about the three plots they own. On the prints, R&R Strauss have two plots with one permanent parcel number and are they are joined. The third 40 foot lot has a separate number. If it is not already joined, we can not make it less conforming by splitting the piece off. There is no expense to joining it, if it has not been done.

- The surveyor had to submit it as one property. CT told him to do it that way. *(Lillich) The county probably thinks it is two properties because of the two PPN’s. It will all be taken care of at one time when the property is split and then consolidated.*

City Engineer’s Comments

We determined that Mr. Strauss should not have to resurvey the property when his neighbor has already done the survey.

(Michalski) There is a lot split for Mr. Matthews and a lot consolidation for Mr. Strauss? *Correct.* Mr. Strauss does not need to appear before us to do that? *Correct.*

Board Comments:

MOTION: John Lillich moved to approve the lot split and consolidation at 37700 Milann Drive as submitted.
Seconded by John Davis

Discussion:
(Fiebig) Does the legal deed for the original property need to be reviewed before this process goes forward? There could be a deed restriction that needs to be clarified because of how the property was originally set up.
(Iafelice) The consolidation plat cleans that all up.
(Lillich) The fact that the County sold it as back taxes indicates that the deed has been reviewed.

**Roll Call: Ayes Unanimous
Motion Passes**

2. Mary Rose Estates
Contractor: Tom Ackerman
Maplegrove Rd & Gullybrook Lane – Senior Congregate Facility - PPN: 31-A-017-A-00-004-0
Plans received in Building Department 8/28/09
Plans received by CT Consultants 8/28/09

Present: Thomas Ackerman, (contractor), Eileen Nacht (DHPY architect), Marla Caserta (DHPY architect), Cornelia Hodgson, Tim Stary (with New Alternatives, the HUD consultant) and Stan Loch (Aztec Engineer)

Owner/Representative Comments

(Ackerman) We have the elevations and how they affect the surrounding areas. One of the questions was the entrance of the property and how close it is to the other drive. We have samples for the roof and the siding.

(Hodgson) We would like to continue where we left off at the Work Session. We will address the issues raised in the Work Session and discuss what we have been doing and how we have been working through the issues with CT. Stan Sary will talk about some of the site issues related to the proximity of curb cut to the adjacent curb cut on Gullybrook Drive, the erosion control for the slope and some of stormwater management strategies. Then we will move into the landscape plan and some of the architecture design.

(Stan Sary) I have been working with Rich Iafelice and John Topolski from CT Consultants on those issues.

1) Proximity of the Curb cuts: We provided CT with an aerial with the site elevation and sight distances. The existing apron is about 110 feet from the entrance of Preserve Drive. You can see where the retaining wall of the Marriott is and where it starts to flatten out. It is 110 feet from center to center to where it starts to flatten out. There should be very minimum traffic coming out.

2) Grading: We are working with Solar Testing on the slope stability and compliance with the Hillside Ordinance regulation of a 3:1 ratio. We currently have a 2:1 ratio. We are working on getting engineered walls. They [Solar] are reviewing that and will report on their findings. Then we will work with CT.

3) Erosion Control: We are working with Lake County Storm Water Department setting plans. The basin is currently designed for storm water but we need to add water quality. We are working with John Topolski and Lake County Soil and Water on that, the slope to avoid additional erosion, reducing point discharges, dress up the area at the bottom and add some bio-retention. Compare with the previous site, there will be less pavement.

(Marla Casarta) Landscape plan shown. The parking lot has changed, but we are still providing 21 parking spaces; 20 are required. There are existing trees along the north and east property line. The pine trees on the east are mature. The trees on the north are on a mound which slopes to the area behind us. We will maintain both buffers. The new landscaping on the west side, which is steeper, will be more natural with ornamental tall grasses. There will be new trees along the Maple Grove curb. There will be screening by the service entry drive on the east side and ornamentation at the building entrance and the back patio area. The residents asked for gardens. Axtec created a flat space of about 1200 sq feet (30 x 40ft) in the back.

(Eileen Nacht) Architectural: It is a 40-unit congregate care building in an L-shape to reduce the footprint. There are 10 units on the 1st floor, 15 on the 2nd and 15 on the 3rd. Floor plans were shown. The 1st floor plan has a community room for gathering space which opens to the patio and overlooks the gully. The computer lab and the office are at the front door. There is an entry that goes into a secured vestibule. Building services are located in the short wing of the building.

(Michalski) Will there be a resident manager? *There is no resident manager. Because of the proximity to the Lithuanian Center, they will share a manager. There will be someone in the office during the day to address maintenance and other questions.*

(Smith) What is the egress to the patio from the community room? *There will be one 3-foot accessing the patio and lots of windows*

(Fiebig) What about security at the front desk? *There will be security cameras to supplement a 'buzzed in', secured front door. One will be at the front door and we are discussing conduit for future cameras at selected areas throughout the building*

(Smith) How far above ground level are the windows on the first floor? *Two feet. They are located low to accommodate view from a wheelchair.*

(Fiebig) Are those windows sealed or operable? *They are operable, vinyl single hung windows, insulated, with a low-E glazing.*

(Michalski) Are the units air conditioned? *Yes, they have vertical p-tack units in the individual units with multiple discharges from the living room and bedroom. The only duct is within the unit.*

(Fiebig) Is there a full screen on the window? *Yes*

(Michalski) What is the floor plan for each unit? *Each unit is 540 sq ft with one bedroom. You enter into a small foyer. There is a small kitchen with a refrigerator, range and sink. No garbage disposal. A large closet serves as pantry and entry foyer closet. It has a living room, bedroom with closet and an accessible bathroom.*

(Gallagher) How does the size compare with the Lithuanian Center? *They are the same size.*

(Fiebig) Is there air conditioning in the corridors? *The computer lab and the community room have some vertical p-tack units. The corridors are off a central system. They also have individual units within the mechanical space.*

(Smith) Is there any storage space or locker? *There is no dedicated storage space.*

(Hodgson) Elevation Plans: Conceptual elevation was shown. Possible bands of siding and different heights of stone to is being considered to create depth and interest. There will be two colors of siding, clay and herringbone. We are looking at a synthetic stone base. The roof will be dimension fiberglass shingles.

We are adding texture with the use of different materials. View from Maplegrove was shown.

(Smith) Is there anyway that the driveway can be consolidated with the one to the condominiums so there would only be one curb cut? *The curb cut already exists from when the original office building was proposed.*

(Hodgson) Perspective toward the southeast was distributed. It faces Preserve Lane.

City Engineer's Comments

The preliminary plan is good. We are working through several issues. There is nothing from the engineering perspective that gets in the way of the preliminary plan. I do have some comments on things that need to be done before final approval.

1) Ingress/Egress: The curb cut is the only ingress/egress and it is only about 100 feet from the other road which is in Willoughby. I am looking for an traffic engineering evaluation following ITE standards which evaluates the eye height of the driver versus the design speed on Maplegrove. there is abrupt change in grade on Maplegrove which is significant. I have to reserve comment until I speak with the Willoughby city engineer. It is so close with conflicting movements that we should coordinate plans. I will get back to Stan and Marla after speaking with the Willoughby engineer.

2) Vacation of ROW: It was never formally done. The city needs to issue a letter to ODOT. We need to do an Ordinance to accept the vacation. The vacation plot was done several years ago but never recorded. We will get it done.

3) Slope and Stability of the hillside: Stability is the most significant issue. We are discussing a terrace or walls. The former project had one wall and we were not concerned with additional fill. Now, the proposal calls for 14 feet of fill in the northeast corner and up to 8-9 feet of fill in the southeast corner. Based on the Geotechnical Report from 2006, it will not work. The Geotechnical engineer is updating the analysis based on this design. It is still pending. This falls under the Protected Areas Ordinance. A professional landscape plan is required for the hillside. Immediate stabilization and vegetation on hillside is required, whatever ends up being disturbed.

4) Fire Chief Harmon: He confirmed that the turning radii is not enough for the fire equipment. He also is concerned about the accessibility of the fire hydrant. He may need a hydrant on the back or the northeast corner. He is concerned about the ability to use the east-northeast for the vehicles. Rather than paving, the pad area needs to be stabilized with granular material before top soil, seeding and grass. The Chief will meet with the architect and engineer for further review.

5) Court Case: The approved office building project was done with a court case but the district has subsequently been re-zoned. We need to ascertain whether the new zoning supersedes the court case. I do not know if we have to file something with the court.

(Wyss) We have not specifically addressed that yet. However, since vacation of the ROW has not been done, the change in the zoning does not include that vacation area. Including the zoning for that area needs to be addressed. Right now it is in the R-1 zoning district. I believe the Chairman and I spoke with Mr. Ackerman about this in the past. I will check to see if there is anything formal that we need from Mr. Ackerman.

City Architect's Comments

- I will just comment on the planning and site plans at this time. We will address architectural review of the building when we get to those.
- The landscaping is a little sparse, especially across the front of the building and at the main entrance. I would like to see more green space in front of the building, instead of so much asphalt. There could be more aesthetic and decorative landscaping by the building. On the hillside to the northeast which will be disrupted, we would like to see something above and beyond what is required by the Hillside Ordinance. You seem to imply a preserve-like atmosphere, but I am not seeing it. The whole site needs to be further evaluated. The plan needs to be more developed and more concise.

Board Comments:

(Smith) If the building were moved further to the west, would you still have the same problems with the fill? (Iafelice) *Yes, it's grade.*

(Smith) The drawing shows a green space with planting in front of the building before the parking lot starts. Is that the plan? *Yes.* Then there would be a sidewalk? *Yes.* Do you plan for something that would stop the cars at the edge of the pavement? *There will be wheel stops and ramps for accessibility.*

(Michalski) Specifically where will the fill be?

(Iafelice) On the northeast and southeast corner. It is a massive earthwork project as designed.

(Stan Loch) We have discussed with Solar Testing the idea of lowering the whole building 2-3 feet to relieve the slope because that is the critical side. We plan to make those changes. There already is a slope on the west side

(Michalski) Mr. Ackerman, did you own the property when they were filling it in? *Yes.* So you are familiar with how they filled it? *Yes*

(Lillich) We appreciate the effort of the City Engineer and the cooperation of this group.

(Weger) Your team is working well with the city officials. Suggestions are immediately updated into your presentation.

(Smith) Your presentation is excellent.

(Michalski) Did the Police Department look at this?

(Wyss) Yes, he did, immediately after the first work session. As an aside, lowering the building would bring it closer to the code.

(Ackerman) Some of the residents of Gullybrook were hoping it was taller to block view of the hotels.

(Cihula) The vacated land which was not recorded falls under 1105.3(f) of the Code which states that '...the zoning districts adjoining each side...shall be automatically extended'. It will be moved to the centerline of Maplegrove.

MOTION:

John Lillich moved to approve the preliminary concept plans for Mary Rose Estates at Maplegrove Rd and Gullybrook Lane as submitted.

Seconded by Mayor Weger

Roll Call: Ayes Unanimous

Motion Passes

Mr. Gallagher and Mr. Topolski were dismissed at 8:28 P.M.

Unfinished Business

Sign Code: After some discussion, consensus was to postpone any further discussion until the Chairman and Mr. Reichelt are present.

New Business

None

Mayor's Report

None

Council Representative's Report

The Corn Fest is next weekend. There will be helpers available to carry food to the table for people.

Building commissioner's Report

None

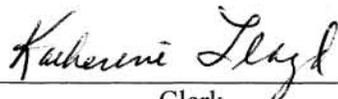
Chairman's Report

None

Adjournment

MOTION: John Lillich moved to adjourn.
Seconded by Mayor Weger
Voice vote: Ayes unanimous
Motion passes

Adjourned at 8:31 P.M.



Clerk



Chairman

9.17.09
