

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

**January 3, 2013**

**CALL TO ORDER:** 7:05 pm

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman John Lillich,  
Council Representative David Fiebig, Mayor Robert Weger,  
Madeleine Smith,

**ABSENT:** John Davis

**ALSO PRESENT:** City Architect William Gallagher  
Building Commissioner Fred Wyss  
BZA Representative Frank Cihula  
Clerk Pro Tem Joan Motuza.

**MOTION:** Councilman Fiebig moved that the absence of John Davis be excused for tonight's meeting.  
Seconded by John Lillich  
Roll call: Ayes Unanimous  
**Motion Passes 5/0**

**2013 ORGANIZATION**

**Nominations opened for Chairman.**

John Lillich nominated Charlotte Schryer.  
Chairman Schryer asked three times for additional nominations.  
Nominations were closed.  
Roll Call: Ayes Unanimous

**2013 Chairman: Charlotte Schryer**

Nominations opened for Vice Chairman  
Madeleine Smith nominated John Lillich for Vice Chairman.  
Chairman Schryer asked three times for additional nominations.  
Nominations were closed.  
Roll call: Ayes Unanimous

**2013 Vice Chairman: John Lillich**

**MOTION:** John Lillich moved to affirm the Mayor's appointment of Katherine Lloyd as clerk.  
Seconded by Councilman Fiebig.  
Roll call: Ayes unanimous  
**Motion passes 5/0.**

**2013 Clerk: Katherine Lloyd**

**Disposition of Minutes** Meeting of December 6, 2012

**MOTION:** John Lillich moved that the Minutes be accepted as presented.  
Seconded by Madeleine Smith.  
Roll call: Ayes – 4, Abstain - Fiebig  
**Motion passes.**

Building Commissioner Wyss provided an information packet for a shed at 29471 Eddy Road. Chairman Schryer requested that it be added to tonight's agenda. The square footage of the shed requires review and approval by the Board.

**MOTION:** John Lillich moved that 29471 Eddy Road be added to the agenda.  
Seconded by Councilman Fiebig.  
Roll call: Ayes Unanimous.  
**Motion passes 5/0.**

**Added to tonight's agenda:**

4. Nancy Turo  
GMC Contractors  
**29471 Eddy Road – Addition of Shed – PPN: 31-A-013-A-00-035-0**  
Plans received in the Building Department 1-3-13.  
Plans under review by Building Commissioner.

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened at 7:12 pm.

No input.

Public Portion closed at 7:12 pm.

**1. Mary Rose Estates Apts, LP**

Contractor: The Douglas Company

**35253 Maple Grove Road. – Sign - PPN: 31-A-017-A-00-004-0**

Plans stamped received by Building Department 12-14-12

Plans reviewed by Building Department 12-14-12

Present: Rick Dries, The Douglas Company

**Owner/Representative Comments:**

This is a monument sign – 6' long, 4' high, 18" wide and will be set 5' back from the ROW.

**City Architect's Comments:**

Nice match, good color.

**Board Comments:**

Brick on sign will match the brick on the building. The sign is back lit. The letters of Mary Rose Estates and address will be lit and visible in the dark. The logos and handicap sign are imprinted on the sign itself. Councilman Fiebig asked the contractor how they felt about using a complete address adding "Willoughby Hills, Ohio" under the street address as this sign will be located at the gateway of our City. Madeleine Smith felt that would be superfluous since the welcome to Willoughby Hills sign is located across the street. Other members of the Board stated that they had no strong feelings either way. Mr. Dries responded that it would be no problem for them to add Willoughby Hills, Ohio as requested but that he would need the approval of the developer. Mr. Dries stated that he would take this request to the developer.

**MOTION:** Councilman Fiebig moved that the Board approve the sign as submitted.  
Seconded by John Lillich  
Roll call: Ayes Unanimous.  
**Motion passes 5/0.**

**2. D.D.R. Corp. – Tenant: Dollar Tree**

Contractor: Anchor Sign

**27597 Chardon Road – Renovation of Existing Retail Space & Signs - PPN: 31-A-008-0-00-017-0**

Plans stamped received by Building Department 12-20-12

Plans reviewed by Building Department 12-27-12

Present: Dawn M. Lyon, Real Estate Manager, Dollar Tree

Joshua Muckelvaney, National Account Manager, Anchor Sign

**Owner/Representative Comments:**

Looking to add 42" Dollar Tree channel letters to the façade being constructed by Dollar Tree. They are also adding Dollar Tree signage to the multi-tenant pylons. Dollar Tree is a publicly traded company with 5000 stores. They are trying to create a brand and they rely on signage for advertising.

**City Architect's Comments:**

- Architect Gallagher questioned the colors – regarding their relationship to colors at the site. Ms. Lyon responded that the colors are part of their national branding.
- The sign is eye catching – good colors.
- Architect Gallagher questioned whether or not the sign will have depth. He is concerned whether it will have some mass and substance at the return. Mr. Muckelvaney of Anchor Sign stated that the sign will have some depth. It will not be a flat panel as it needs support to properly secure and carry the weight of the sign. Architect Gallagher stated he would take Mr. Muckelvaney's word for the fact that the returns would be sufficient.

**Board Comments:**

Chairman Schryer questioned the section on the print that is all grey and stated it would be nice to treat the entire area as one. Ms. Lyon advised that the grey portion of the drawing is all metal. Unfortunately, the space is in poor condition and as it exists today Dollar Tree is making a \$300,000 investment into the shopping center in internal renovations. The money that has been allotted for the façade will not allow them to redo the entire area. Chairman Schryer asked Building Commissioner Wyss if he was aware of any indication in the prints that the sign has some depth. He stated that he could not recall this information. Board members expressed concern that the steel studs would not be encased and could be viewed by the public. Chairman Schryer stated that the Board had two choices - accept the sign as is, or ask that it be taken back and redone. Architect Gallagher stated the return should be a minimum of 2' on the return. Ms. Lyon stated that they are scheduled to take turnover on this space on January 15<sup>th</sup>. Mayor Weger pointed out that the print, page A-3.1 #2, indicates the angle to be 1-1/2' – this would look good

**MOTION:** Councilman Fiebig moved that the Board approve the sign proposal as submitted.  
Seconded by Mayor Weger  
Roll call: Ayes Unanimous.  
**Motion passes 5/0.**

- continued -

**3. Bruce Morrison (manager) – Justin Sell (new owner)**

Contractor: Ruff Neon

**2749 S.O.M. Center – Wall & Ground Sign -PPN: 31-A-004-0-00-022-0**

Plans received by Building Department 11-28-12

Plans reviewed by Building Department 12-3-12

New Plans reviewed by Building Department 12-18-12

Signage for the BRindALIERS Bar & Grill was approved at the December 6, 2012 meeting. When Commissioner Wyss discussed this sign with the sign company he asked if the sign case color could be black rather than the proposed color red. The basis for this request was that the entire downtown area with the Loreto sites had black bases. Neither the sign provider nor owner had any objections with the requested color change. The drawing provided this evening shows the black case.

Commissioner Wyss requested that the Board approve this sign. Chairman Schryer stated that actually the vote did include approval of the ground sign. Commissioner Wyss stated that he confirmed that the ground sign should be brought back.

**MOTION:** John Lillich moved that the Board approve the ground sign for 2749 S.O.M. Center Road.  
Seconded by Councilman Fiebig.  
Roll call: Ayes Unanimous.  
**Motion passes 5/0.**

**Minor Alterations Approved by the Zoning Administrator**

1. 7 Eleven, Inc.

Contractor: Harbinger

**2865 Bishop Road – Signage at BP Station - PPN: 31-A-008-D-00-034-0**

Plans approved by Building Department 12-11-12

4. Nancy Turo

GMC Contractors

**29471 Eddy Road – Addition of shed (pre-built Dutch garage) – PPN: 31-A-013A-00-035-0**

Plans received in the Building Department 1-3-13.

Plans under review by Building Commissioner.

Commissioner Wyss presented this request.

The location of the accessory structure (single car garage size) is in the side yard to the right of the house. The colors tan – brown. Roofing material is brownish shake. Once the new building is erected Mrs. Turo has indicated that she will be demolishing an existing out building.

**City Architect's Comments:**

The building looks considerably different from the existing house. Is it in an obscure location?

Commissioner Wyss stated that it is totally obscure because of the tree line and the hillside.

**MOTION:** Councilman Fiebig moved that the Board accept the plans for 29471 Eddy Road as submitted.  
Seconded by John Lillich  
Roll call: Ayes Unanimous.  
**Motion passes 5/0.**

**City Architect Gallagher excused at 7:45 pm.**

**PLANNING COMMISSION**

Public Portion  
None  
Public Portion closed

No Pending Business

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**MAYOR'S REPORT**

None

**COUNCIL REPRESENTATIVE'S REPORT**

Councilman Fiebig advised that the City took delivery of 2 new snowplows.

**BUILDING COMMISSIONER'S REPORT**

Advised he has a couple of new homes coming up.

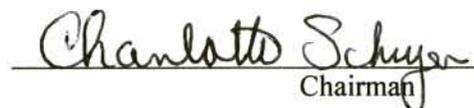
**CHAIRMAN'S REPORT**

It is time to update our Zoning Code. Chairman Schryer stated that a code revision regarding house numbers was submitted to Council and the Planning Commission has yet to receive a reply.

**MOTION:** John Lillich moved to adjourn.  
Seconded by Mayor Weger  
Voice Vote: Ayes Unanimous  
**Motion Passes 5/0**

**Adjourned at 7:50 pm.**

  
Clerk Pro-Tem

  
Chairman

Date Approved 2-7-2013