

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
November 3, 2011

CALL TO ORDER: 7:03 P.M.

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

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Representative Frank Cihula and Clerk Katherine Lloyd.

The City Architect William Gallagher is away on business.

Disposition of Minutes Meeting of October 6, 2011

MOTION: John Lillich moved to approve the Minutes of October 6, 2011 as presented
Seconded by John Davis

Discussion:

(Smith) On page 4, the name 'Marty Brookhart' should be spelled 'Marty Burkhart.'

Voice Vote: Ayes Unanimous
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:05 P.M.

None

Public portion closed at 7:05 P.M.

1. Chowco, LLC

Contractor: Kline Construction Corp.

2735 S.O.M. Center Road - Roofing - PPN: 31-A-011 C-00-008-0

Plans stamped received by Building 10-31-11

Present: Kelly Kerwin, Hospital Administrator and Rob Grieser, Kline Construction

Board members all have the updated photo of project.

Owner/Representative Comments:

- Plans only show Phase I of the project. Phase II was taken off.
- The gable ends are closed in. The siding will match the existing. The rake boards and gutter boards will be wrapped in white aluminum to match the building. The white gutter will run down to existing downspout drains.
- The 4x4 posts will be wrapped in vinyl. [Shop Wrap by Evergreen sample shown]

Board Comments:

(Fiebig) It is a great addition, much more like what the Board had in mind.

(Smith) What shows from Chardon Road?

(Lillich) The end piece by the notch in the buildings will show. It will be pitched.

MOTION: John Lillich moved to approve the plans for the Phase I Addition at 2735 S.O.M. Center Road - as submitted.

Seconded by Madeleine Smith

Further Discussion:

(Kerwin) The address should be corrected to read '2735' instead of 2733". *We will correct it.*

(Smith) Have you considered putting sides of any kind on the addition for protection in the winter? *Not at this time. We do want to keep it as open as possible for light and air.*

(Wyss) The address on the minutes and agenda need to be correct as well. *Okay.*

Voice Vote: Ayes Unanimous

Motion Passes

2. Mr. and Mrs. C. Salvatore

Contractor: Village Construction

3008 SOM Center Rd – Master Bedroom– PPN: 31-A-005-B-00-008-0

Plans stamped received by Building Department 10-20-11

Plans stamped reviewed by Building Department 10-21-11

Present: Doug Mocny, Village Construction

Owner/Representative Comments:

Photographs of house distributed to Board.

This is a bedroom addition off the rear of the house.

All material for siding, gutters and roof will match the existing house.

Board Comments:

(Schryer) The architect is not here tonight. The Board will ask his questions. On the doorway to the addition there is a concrete landing. Will the height require addition of steps? *It will be level with the floor. No steps will be needed.*

(Smith) You plan to match the siding? *Yes, it is 4-inch white Dutch lap siding*

(Davis) Where will the air conditioning unit go? *It will go on the other side or at the rear of the master suite.*

(Lillich) How old is the roof? *The owners have lived there about one year. The existing dimensional shingles are fairly new and are easily matched.*

(Schryer) The small windows on the side are high in relation to the rest of the house. *The elevations on the side and the tops of the windows match.*

(Michalski) On the left side elevation will the new siding will meet and match the existing siding? *If they do not match exacting, we will put in a trim piece.*

(Davis) Will the new windows be trimmed with a band around them? *Yes, we will put a band around them to match the existing windows.*

MOTION: James Michalski moved to approve the plans for 3008 SOM Center Rd as submitted.

Seconded by Madeleine Smith

Voice Vote: Ayes Unanimous

Motion Passes

PLANNING COMMISSION

Public Portion opened at 7:24 P.M.

Public portion closed at 7:24 P.M.

No Pending Business

MASTER PLAN

Councilman David Fiebig sent back the Master Plan (MP) draft from the Planning and Zoning Committee of Council. This document reflects all the work done by this Commission, Council review and the recommendations of David Hart.

Mr. Fiebig highlighted the major changes or recommendation. Changes suggested by David Hart have been integrated. Some of Mr. Hart's suggestions still need to be done. Mr. Hart also recommended that issues which are policy in the City, such as Chapter 7 Architectural Features, do not need to be in the land use vision of the Master Plan.

Discussion included the following points:

- The guidelines developed in Chapter 7 will be included in a handout from the Building Department. That information will be referenced in the body of the MP document.
- Map 4 in Chapter 5 is duplicated in the final draft. The duplicate needs to be removed
- Footnotes for Table 5 and the legend for the correct Map 4 need to be included.
- The corrected Map 6 in Chapter 5 still needs to be inserted.
- 2010 Census data needs to be completed, especially for cities of Eastern Cuyahoga county. Table 2 and corresponding text needs to be updated.
- Historical data in Chapter 2 does still have a place in the Master Plan.
- Page references within document need to be checked.
- Once completed, the 2011 Master Plan can be uploaded onto the City website as individual chapters to allow for easy downloading. Pages for each chapter could be numbered separately.
- Hyperlinks could be inserted to allow for easy navigation back to rest of document.
- Some of the concepts included in the MP, i.e. City Center will require additional research and development in the future.
- When the front cover of the 2011 MP is reprinted, the PCABR date will be changed to 'November 3, 2011. Council's date and the Ordinance number will be filled in once the MP has been accepted and adopted.

The next Master Plan is due in 5 years. Recommendations included starting from scratch rather than following this format, using an outside planner and updating the City's vision for land use. The next Census data should be available by 2021. Therefore, census data can be included in every other Master Plan.

Mr. Fiebig anticipates that Master Plan can be completed in 2011 once it passes the Planning Commission and Council Readings

MOTION: James Michalski moved that the Board adopt the changes as presented by Council to the 2011 updated version of the Willoughby Hills Master Plan with the minor editorial corrections discussed at this meeting.
Seconded by Madeleine Smith
Voice Vote: Ayes Unanimous
Motion Passes

Public Portion opened at 7:50 P.M.

None

Public portion closed at 7:50 P.M.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

- Physician's Weight Loss closed recently. Sears is closed.
- The Dodd Road project may be completed in the next few weeks.

MEMBER'S REPORT

John Davis passed out announcements of the opening reception of "Take Two" exhibit at the Willoughby Hills Community Center Gallery on Friday, November 11th from 7:00 – 9:00 P.M.

COUNCIL REPRESENTATIVE'S REPORT

- The Laundry Basket closed. They cited the economy.
- The Planning and Zoning Committee of Council is discussing a proposal for a gambling center in the old Vanity Fair site. The City would have to be the 'leasee'. Another meeting has been requested by the applicant.
- Thank you to the Board for the vote of confidence on the Master Plan.

BUILDING COMMISSIONER'S REPORT

Mr. Davis asked about the incomplete landscape and front gate by the new housing development on Rt. 6. The mayor responded that the gate is needed to restrict traffic to the private road and landscaping is moving ahead.

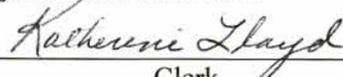
Mr. Lillich inquired about the abandoned houses on Dodd Road. The Law Director is researching the situation. The Building Department has not received any official complaints about them.

CHAIRMAN'S REPORT

None

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

Adjourned at 7:58 P.M.


Clerk


Chairman

Date Approved 12-1-11