

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

**February 7, 2008**

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

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

**ABSENT:** Dale Fellows

**ALSO PRESENT:** Building Commissioner Mario DiFranco, Assistant Engineer John Topolski,  
Architect Bill Gallagher, BZA Representative Frank Cihula and clerk  
Katherine Lloyd

**MOTION:** David Reichelt moved to excuse the absence of Dale Fellows  
Seconded by John Lillich

**Roll Call: Ayes Unanimous**

**Motion Passes**

**ORGANIZATIONAL SESSION**

- Madeleine Smith was sworn in tonight for a new term
- We need to add a case to the Agenda

**MOTION:** David Reichelt moved to add the Burger King signage to the Agenda tonight.  
Seconded by James Michalski

**Roll Call: Ayes Unanimous**

**Motion Passes**

**Disposition of Minutes:** Meeting of January 17, 2008

**MOTION:** John Lillich moved to accept the Minutes of January 17, 2008 as submitted.  
Seconded by James Michalski

**Roll Call: Unanimous (1 Abstention: Mayor Weger)**

**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:05 P.M.

None

Public Portion closed at 7:05 P.M.

1. Jean LeSeur

Johnson Home Improvements

35585 Chardon Road – New Home - 31-A-011-A-00-012-0

Plans stamped received in the Building Department 1/24/08

Plans stamped received by CT Consultants 1/24/08

Present: Jean LeSeur and Dan Johnson, Johnson Home Improvement

**Owner/Representative Comments**

- (Topolski) There have been drainage issues. During construction, there is an 8-inch pipe that drains toward neighbor. The well-head will increase run off. We recommended a permanent silt trap. (Johnson) *We are working with the Engineer and owner to protect the neighbor. The site is wooded.*
- Siding – Timberstone double bore profile.
- Trim on house, windows, shutters– clay color
- Roofing - Owens Corning dimensional shingles – teak or dark brown
- Cupola – may be left off. Decision will be made based on budget.

**Architectural Comments**

- The siding will be a timberstone. What color are the rake boards? *Clay color*
- The Aztec material will also be clay color? *Yes*
- Will the header stones on the windows be a different color or material? *We may not do the soldier course above the stone. It really needs the detail. Perhaps cut stone or an accent band would work. I will work with the supplier.*
- The casings around the windows will also be the clay material? *Yes*
- The house has lots of window, trim, muntins, and detail.

**Board Comments**

(Reichelt) Is there a window in the unfinished attic space? *It is designed with a fypon back. We have discussed putting a circle window in it. Is there a requirement for a window?*

(DiFranco) It has the potential to be built out as sleeping quarters or living quarters in the future. There would need to be a window properly sized to code.

(Schryer) Mario will need an updated drawing of the front elevation with the window addition.

(Gallagher) The window must be operable, if the space is to be occupied.

(DiFranco) We will look at it for today's use. If the space is to be occupied by you or a future owner, we will need to re-address the issue. Our purpose is safety.

(DiFranco) On the plan review submitted with the drawings, I noted four specifics with reference to the Building Code which must be met during construction. The plan review must remain with the plans on site. I need shop drawings on the engineered trusses and guard rails. We also need a residential energy check for the R factors.

**MOTION:** John Lillich moved to accept the architectural drawings of the home pending the resolution of the drainage issues on the site plan with the City Engineer

Seconded by David Reichelt

**Roll Call: Ayes Unanimous**

**Motion Passes**

2. Burger King

Newman Sign Company

28101 Chardon Road - Signage – 31-A-008-0-00-015-0

Plans stamped received in the Building Department 1/22/08

In-House Approval 1/23/08

Present: Jim Newman, representing his father at Newman Sign Company

**Owner/Representative Comments**

- We will take down the channel letters and swap them out. It is on back side of the Burger King property. It is a new color and style of letter to go with the logo.

- It is the same type of mounting brackets bolted on the raceway.

**Architectural Comments**

- It is changing color? *Yes. Will it match the red band? Pretty close*
- Is it the same size, width, and height? *It would be about the same. There are neon letters now. It will be LED, which is more energy efficient, stays cooler, and has less chance of fire.*
- (Lillich) What about brilliance? *It is about the same*
- (Schryer) Are you using the same raceway? *No, the letters are pre-fastened to the new raceway. It is lag bolted to the wall. We take down the existing raceway and lags. Then the new unit goes up.*
- Why is just the one sign being changed? Will anything else be changed in the future? *I don't know*

**Board Comments**

(DiFranco) In the past, a variance was issued. The new Code is more lenient.

(Cihula) Only one wall sign was permitted in 1989. A variance was granted for a 22 ½ sq ft sign on the north face of the building.

(Reichelt) What is the current code?

(DiFranco) It falls within the guidelines of the current code. A variance not needed.

(Cihula) In 1989, a side sign was requested and denied.

**MOTION:** Jim Michalski moved to accept the Burger King sign package at 28101 Chardon Road as presented  
Seconded by David Reichelt  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

Mr. Gallagher was dismissed at 7:33 P.M.

**PLANNING & ZONING COMMISSION**

Public Portion opened 7:34 PM

None

Public Portion closed at 7:34 PM

**Unfinished Business**

- Request for historic name “Dodd’s Mill” for the new Lake MetroPark on Pleasant Valley Road
  - A response letter dated February 4, 2008 from Stephen Madewell, Deputy Director of Lake MetroParks, was read into the record. There will be a historic marker about the mill. The name will be Pleasant Valley Park.
  - A reporter from the Plain Dealer spoke with John Lillich and Charlotte Schryer about the park.
- Cuyahoga County Airport Expansion  
There will be a meeting of the Technical Advisory and Focus Group on February 20, 2008 @ 9:30 A.M. and another in the afternoon at the Holiday Inn in Wickliffe. It will cover the Master Plan, including the 4 new plans. Plan #38 will be recommended. Impact on Willoughby Hills would include relocation of Bishop Road and the airspace easements. Charlotte Schryer will take written questions from the Board to the meeting. The importance of Safety Zones and general sentiment about the Airport doing expansion across the county line was discussed. There will be other community meetings for Willoughby Hills and Richmond Heights.

### **New Business**

**Gas Well Drilling:** There was an article in the paper about problems with oil well drilling. Question posed to the Board: Should Willoughby Hills conduct its own research about any complaints or problems for purposes of documentation and advising the ODNR?

- (DiFranco) We have had a couple complaints. Most recently, there is one about Hunter's Woods
- (Weger) There are many issues with Hunter's Woods. Trucks which remove oil and brine on regular basis must access through a private drive. The trucks would traverse a stream which raises EPA issues. The city has no standing with ODNR about the oil well itself. The new standards are related to water quality, drinking water, and anything shoved into the Clinton sandstone formation. There have been no complaints, but we have city water.
- (Schryer) It's never been tested.
- (Lillich) If we are part of the initial permitting meetings, the city would exercise some control about access roads, gating, and appearance of the storage tanks. We need to advise ODNR that the City wants to be present during the initial permit meetings.
- (DiFranco) They are not required to notify us.
- (Weger) City Council passed a resolution that ODNR must notify the city when the permit is issued. Learning about the permit meetings or any information is difficult. The ODNR website has not worked for over a year.

### **Mayor's Report**

None

### **Council Representative's Report**

None

### **Building Inspector's Report**

We will host a General Contractor Workshop on March 6, 2008 from 8AM to 12 PM at the Willoughby Hills Community Center. Participants will include Soil and Water, Chagrin River Watershed Partners, WH Building Department, and CT Consultants. We will go over policies, procedures, storm water management and general information for general contractors. In 2006, the State of Ohio adopted a state-wide residential code. It mandates that all Building Departments that inspect or enforce the Code are mandated to be certified by the State. General contractors need not be licensed yet, but the sub-trades must be.

(Lillich) Mayor, have you received any questions from citizens regarding the \$17.00 charge on their taxes from storm water.

(Weger) A storm water management plan is required in Lake County and the EPA.

Willoughby Hills is in Phase II. We are eligible to receive funds from the county to do storm water management projects. Residents pay \$15 per half year. Commercial properties pay according to a formula.

(DiFranco) Water management is becoming very important.

(Schryer) Residents do not always understand what is going on.

(Weger) We will write an article for next month.

### **Chairman's Report**

Tree Ordinance 1165

Rich Iafelice plans to contact Charlotte Schryer. Jim Michalski handed out copies of his notes and comments to the Board.

**Adjournment**

**MOTION:** David Reichelt moved to adjourn  
Seconded by Mayor Weger  
**Voice vote: Ayes unanimous**  
**Motion passes**

Adjourned at 8:05 P.M.

Katherine Lloyd  
Clerk

Charlotteschuyser  
Chairman

March 6, 2008