

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
November 4, 2010

CALL TO ORDER: 7:03 P.M.

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

ABSENT: John Davis.

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Representative Frank Cihula, City Architect William Gallagher and Clerk Katherine Lloyd

MOTION: John Lillich moved to excuse the absence of John Davis.
Seconded by Madeleine Smith
Roll Call: Ayes Unanimous
Motion Passes

Disposition of Minutes: Minutes of October 21, 2010

MOTION: James Michalski moved to approve the minutes of October 21, 2010 as submitted.
Seconded by John Lillich
Roll Call: 5 Ayes and 1 Abstention (Reichelt)
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:05 P.M.

None

Public portion closed 7:05 P.M.

1. Debbie Dennis.

Contractor: Leisure Spaces, Inc.

2644 River Rd. – Pergola – PPN: 31-A-011-0-01-034-0 and 31-A-011-0-01-035-0

Plans received by Building Department 10/21/10

Plans stamped reviewed by Building Department 11/110

Present: Debbie Dennis (owner) and Kevin Powell (contractor)

Owner/Representative Comments:

- The pergola will go on the back of the house which is 45 feet across and goes out 20 feet.
- It is a vinyl structure by Williamsburg (brochure shown) which measures 30 feet across and will project 16 feet 9 inches out from the house. The roof was pointed out in the brochure.
- There will be 3 post-tapered 10-inch columns which will sit on top of 42-inch deep footings. It will be ledgered to the house with a core to grade anchor.

- The pergola will be situated over the existing flagstone patio which will stay. A few of the stones will need to be removed.

City Architect's Comments:

- It is an attractive design and will fit in nicely.
- The color will be white? *Yes. On a white house? Yes*
- The 1x1 stringers are listed as optional on your design. Will you be using them? *Yes*

Board Comments:

(Schryer) Do the poles go all the way to the ground? *They will sit on top of the concrete work. All the vinyl is aluminum reinforced and then covered by the vinyl for structural strength.* For clarification, the house is yellow with white trim

(Lillich) Do you plan to put a cover or awning on the structure? *Not at this time, but my purpose is to get shade on left side of house*

(Smith) This will be at ground level with no need for step? *Yes, it will be built over the existing patio at ground level.*

(Smith) Will it block any windows? *It will start from the corner and go across in between the two bay windows.*

MOTION: John Lillich moved to approve the pergola at 2644 River Rd. as submitted.
Seconded by Madeleine Smith

Roll Call: Ayes Unanimous

Motion Passes

William Gallagher left at 7:12 P.M.

PLANNING COMMISSION

Public Portion opened 7:13 P.M.

Public portion closed 7:13 P.M.

1. Sprint

Contractor: Olympus Communication

**27700 Bishop Park Dr.–South Building – Antenna Relocation on Roof
- PPN: 31-A-008-0-00-007-0**

Plans stamped received by Building Department 10/25/10

Present: Mike Pitchure (Project Manager for Site Quest, LTD)

Owner/Representative Comments:

- A brief history of the project was presented. Sprint contracted Site Quest regarding a problem with its equipment on the roof top that had been there since the 1980's. Because of structural deficiencies, they applied for and received permits to dismantle the equipment and make a temporary replacement. It was done the day after approval.
- Since then Sprint has conducted drive tests and analyzed the 'drive data' in order to evaluate placement of the antennas and performance of the cell site compared with the old equipment.
- They plan to lower the antennas by 45 feet. Coverage was affected on the northern portion. The north building blocks some of the signal to I-90.
- An aerial photograph of the buildings and existing installations was explained.
- Sprint is working together with Clear Wire on this project as they have in other areas. Clear Wire has antennas hanging off the perimeter of the penthouse and a sled on the west end of the building. Installation of Sprint antennas in the same area will 'mimic' that of Clear Wire.

- Sprint will take down its antennas and the tower. They will have three sleds with antennas on the roof. Two will remain in the same location. The north-facing sled needs to have its three antennas raised above the penthouse roof to project the signal. They will be mounted on the penthouse adjacent to the Clear Wire antennas that are already there. (Photo shown). New Co-axial cables to the antennas will be wall mounted.
- Part of the tear-down of the previous structure will include in-filling the pockets left in the bricks. We will also fill in any holes left by the part of the structure that had been tied off to chimney
- RF exposure in front of the antennas is a danger. Site Quest has requested that Sprint's contractor put a warning sign right at the ladder access to the penthouse so that people know that they will go into an exposure area.

City Architect's Comments:

None

Board Comments:

(Reichelt) I appreciate that you put in through-bolts that have back plates on the inside. We will need to verify that after installation. Will that bolt be captive from the front plate? Is it welded or is it all the way through? *It will go all the way through. I call for everything to be double "nuttled".*

(Michalski) What is the width of this portion of the antenna? *This model is 11-inch wide. The height shown is 8-feet but they may change to 6-feet. It depends on the coverage problem that they are resolving.* So there is one antenna per installation? *Correct. There are three locations, three pipe mounts and three antennas.* The mounting tube is galvanized? *Three inch schedule 40 galvanized pipe. It is all one piece, not sections spliced together.* Are there any photos of the top of the building? *No.*

(Reichelt) The penthouse structure at the top of the elevator on the roof is called the 'elevator penthouse'. It is not a residential structure. The bolts will protrude into the block of the penthouse.

MOTION: John Lillich moved to approve the Antenna Relocation on the roof at 27700 Bishop Park Dr.–South Building.
Seconded by James Michalski

Discussion:

(Smith) When do you plan to start the project? *We plan to have it completed by the end of the year.*

**Roll Call: Ayes Unanimous
Motion Passes**

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

- Gale's Farmer's Market will be moving in soon. The landscaping is in. The parking lot is striped and the concrete curbing is being poured. It 'fits' the rest of the intersection. Board discussion included continuing concerns that the paint on the roof is incomplete, that the sign on Rt. 91 is down, the condition of the rear of the property that faces the residents on Morningstar and the fact that the vinyl criss-cross privacy strips have not been installed on the higher rear fencing.

- Movies 10 closed last week with a sign saying “Thank you for 20 years”. It was sold to Juniper Movies which opens on Tuesday. There will be 3-D in two of the theaters. They will have a job fair to hire people.
- Vanity Fair Outlets will be closing by the end of the year or sooner.

MEMBER’S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER’S REPORT

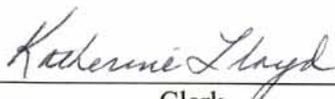
Chief Collins has received reports that the Cyber Café playground has been open until 2:30 AM. It has also had some very large pay outs. They will be completing their application. The application for Cyber Cafes will include the permitted hours of operation. A copy of the City Ordinance that was passed in July, 2010 will be attached to the application.

CHAIRMAN'S REPORT

- The Ohio Planning Seminar was held last Friday. It was attended by Frank Cihula, Katherine Lloyd and Charlotte Schryer. The Chairman brought back power point notes from the Balanced Growth presentation. She reported on two presentations: Ethics and the Law and Redevelopment and possible implications for Willoughby Hills.
- There is a presentation on Regulating Controversial Uses on Wednesday, November 10th. It is free. Katie and Frank plan to go.
- The Chairman suggested that owners of properties be encouraged to attend a project review along with their architects and contractors. Often there are questions that cannot be answered immediately because the owner is not present. There was a suggestion that if questions about project cannot be answered or resolved, the Board cannot give approval or can only give a conditional approval. However, a clear cut motion is better.

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

Adjourned at 7:52 P.M.



Clerk



Chairman

Date Approved 11-18-10