

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**  
**June 17, 2010**

**CALL TO ORDER:** 7:02 P.M.

**PRESENT:** Vice Chairman James Michalski, Mayor Robert Weger, John Lillich, Madeleine Smith and John Davis

**ABSENT:** Chairman Charlotte Schryer, Council Representative David Fiebig

**ALSO PRESENT:** BZA Representative Frank Cihula, City Architect William Gallagher and Clerk Katherine Lloyd

**MOTION:** John Lillich moved to excuse Charlotte Schryer for this evening's meeting.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**MOTION:** John Lillich moved to excuse David Fiebig for this evening's meeting.  
Seconded by Madeleine Smith  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes:** Minutes of June 3, 2010

**MOTION:** Madeleine Smith moved to approve the minutes of June 3, 2010 as presented.  
Seconded by John Davis  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion opened 7:05 P.M.**

None

**Public portion closed 7:05 P.M.**

1. Dale & Kathy Giffin

Contractor: ProBuilt Homes, Inc

**2386 Pine Valley – New Home Construction – PPN: 31-A-017-0-00-034-0**

Plans stamped received by Building Department 5/25/10

Plans stamped approved by Building Department 6/8/10

Plans stamped received by CT Consultants 6/10/10

Plans reviewed by CT Consultants 6/10/10

Present: Dale & Katherine Giffin, George Davis, President of ProBuilt Homes, Inc.

**Owner/Representative Comments:**

- It is a single family home with a three-car side-load garage that conforms with all the deed restrictions of Pine Valley.
- A photograph of the same house except with front load garage that was built in Concord was shown as a sample of the finished house. The colors will be slightly different.
- The house will have soft earth tones. Siding on the main house will be a Tuscan clay color with vintage wicker colored trim. The stonework is a natural weather. The shingles on the roof will be driftwood by Cambridge IKO.

**City Architect's Comments:**

- It is a nice design
- The drawing does not have the side columns under the entrance canopy. *It is supposed to have side columns.*
- The three bay shows on the plan but you are going with a different configuration? *We want a large window with no post in the window.* It shows on the plan but not on the elevation.
- There is a lot of detail in the front. You have the surrounds and muntins on all elevations
- We would like all the windows to be trimmed out on all elevations rather than just on the front. It will give a detailed, finished look. If you put a solid trim board between the bay on the rear elevation, it will help with the siding and will unify the look.
- What is the water table unit that is terminating between the siding and the stone? [*Dutch Quality sample shown*]. So it will be 3x23 inch unit that will be a continuous horizontal band made by the same manufacturer as the other stone.
- We would like to see the stone wrapped around the corners about two feet on the left front elevation and the garage elevation rather than terminating at the corners. That would avoid a fine line at the two far ends of the building. *Can we wrap it only one-foot? It would be an issue with the light.* Do what makes it look right as we discussed.
- You are going copper roof on the cupola? *No, we want to have simple maintenance.*  
*Would a written letter detailing the changes and attached to the print be sufficient? Yes*

**Board Comments:**

(Smith) It is a nice design. *We are anxious to get started.*

**MOTION:** John Lillich moved to approve the plans for the home at 2386 Pine Valley as presented with the inclusion that the windows be trimmed out 360 degrees and the stone will be returned on the right and left elevations.

Seconded by Madeleine Smith

**Roll Call: Ayes Unanimous**

**Motion Passes**

2. Alan J. Leinweber

Contractor: Bill Glavac

**2418 Pine Valley Dr. – 3 Season Room Addition & Front Modification – PPN: 31-A-017-0-00-072-0**

Plans stamped received by Building Department 6/8/10

Plans stamped approved by Building Department 6/8/10

Present: Alan Leinweber, Bill Glavac

**Owner/Representative Comments:**

- There are two separate projects. Bill Glavac built the original home. (*Michalski*)*Just to clarify, it was submitted as one project on one application.* Okay.

In the front, the owner wants to more stone. To keep symmetry we added a bay window and changes to the windows.

The three-season room will be added to the back. The materials will be the same as the original structure. The Owens-Corning stone, the siding and the roof shingles are still made.

A drawing of the front and a drawing of the back were shown after all discussions.

**City Architect's Comments:**

- It is a very attractive design with lots of character.
- How old is the house? *It is almost three years old.* The materials should not be so worn they would not match.
- How are you handling the return? We will come around far enough to mimic the other stone. But cannot go too far because of the drop-off. Two feet might not look good. *As said before, it should look right with no abrupt termination.*
- What is the water table material? *The water table detail is down the garage elevation. It is a pre-cast stone by the stone manufacturer.* It will be a modular unit? *Yes*
- There is horizontal banding on the window to the left of the main entrance way? *It is a small roof overhang that will project out 18-inches.* What is the overhang on the rest of the house? *18-inches.* It is not flat stock? *No.*
- What is the roof material of the bay on the right side of the entranceway? *It will be copper standing seam made by Blakemore in Willoughby.* The bay will have azec panels to reduce painting.
- On the three season room, there is a casement window with no muntins which does not seem to match the rest of the house. *We wanted the sunroom to be separate. There are casements next to it in the kitchen.* I am concerned about the lack of muntins.

**Board Comments:**

(Weger) I think the sunroom looks fine without the muntins. You will spend a lot of time in the room enjoying the outside view.

(Lillich) I agree. A sunroom should be as open as it can be. Thank you for not putting a flat roof on it.

(Davis) How far does the front entryway come out? *Two feet. The side roof slides into the projections.* I like the balance and aesthetics of the changes? *It gets away from the traditional center hall.*

(Michalski) Should the fascia board on the little projected roof match the fascia board on the addition?

(Gallagher) The gutter board should line up. *We are fighting the 8-9 feet ceiling inside. We could bump the windows up.* You could also put a frieze board in.

(Michalski) What type of roof is on the cupola? *It will have shingles.*

**MOTION:** Madeleine Smith moved to approve the three season room and front modifications at 2418 Pine Valley Dr as submitted with the suggestions from the architect that the frieze board above the windows be lined up with the existing frieze board and the roof on the bay will be copper  
Seconded by John Lillich  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

3. Bill Sederholm

Contractor: Thomas H. Truitt

**29484 White Rd. – Ranch Home Re-Submittal – PPN: 31-A-005-D-00-014-0**

Plans stamped received by Building Department 6/7/10

Plans stamped approved by Building Department 6/8/10

Present: Bill Sederholm and the contractor, Tom Truitt (arrived at 7:40 P.M.)

**Owner/Representative Comments:**

We have been here several times and have made the modifications suggested. We are back for further review.

**City Architect's Comments:**

- Are you satisfied with the changes that have been made? *Yes, but I am open to suggestions.*
- You put shutters on, gave it more detail, wrapped it around and put on gabled ends to give it nice detail. It is all working.
- However, now that we see it on paper, the gable over the garage door does not seem as aesthetically pleasing as we had anticipated. *Good, I agree.*

(Davis) The gabled end would be a large architecture change for a garage that will not have a room over it. It would not warrant the expense. *We did have a concern about the snow load in the valley where the two roofs came together.*

- It may be better to keep it simple by eliminating the reverse gable and keeping the feature at the entranceway.

**Board Comments:**

(Lillich) The change in the garage doors looks good. *My wife would like to have a double and a single garage door to make parking easier. If you do it with the carriage style doors, it almost looks like three doors without the center piece.*

(Smith) If there were more detail over the front door, it would help the look of the door being off center.

(Gallagher) I think this is a matter of drafting style vs. probably as-built detail. You will have the details of the headers, capitals over the columns and the picket fence in front. You could paint garage the same color so it blends and put carriage lights on the side of it.

(Lillich) I am in favor of removing the reverse gable on the garage, particularly if they do double and single doors. The single is usually situated at the end of the building. *That is what we were thinking.*

(Gallagher) I agree with the concept and the placement of the garage doors.

(Wyss) A marked up print will be sufficient. We are eliminating something without adding anything.

**MOTION:** John Lillich moved to approve the ranch home at 29484 White Rd as submitted with the addition of the single reverse gable over the front door and double garage door and a single garage door being added to the plans.

Seconded by John Davis

**Roll Call: Ayes Unanimous**

**Motion Passes**

**Further Discussion:**

(Smith) We did not discuss the colors of the house. *We kept the same colors discussed in the past. Siding will be harvest slate by Journeyman. The trim will be a white or very light. The shutters will be black or a dark color Decision will be made when we actually see them. The shakes by Classics may have a look of cedar [Sample shown].*

(Gallagher) Because of the gray, a darker color or a charcoal would do well. Not brown.

(Truitt) The roof will be dark, almost black, architectural shingle with light flecks.

**PLANNING COMMISSION**

**Public Portion opened 7:50 P.M.**

**None**

**Public portion closed 7:50 P.M.**

1. Mike Faralli

Contractor: Pro Builder Specialties

**2804-Rear S.O.M. Center Rd. – Child Care Center– PPN: 31-A-006-F-00-012-0**

Plans stamped received by Building Department 6/11/10

Plans stamped approved by Building Department 6/14/10

Present: Paul Vilbbert (applicant and lessor of property), Carol Keller (administrator) and Kara McCall (Paul's daughter and assistant administrator)

(Michalski) There is a new site plan that has been brought for review. Site plan and photographs from the packet were circulated to the board members.

**Owner/Representative Comments:**

- Mr. Faralli is the owner of the property. Paul Vilbbert is leasing the building from him,
- The existing building is a 4000 square foot structure in the rear of the strip mall at that address. We plan to convert the building for use as a child care center. It is a brick building that is in good condition. We plan to add 4 baths and 6 sinks.
- The location is secluded. There will be a 50-foot fenced playground which will end at the existing wooded area that continues 50-foot further back. We will not disturb the woods which screen the neighbors. We want part of the playground shaded.
- Location of the building and fence were indicated on the site plan.
- The site plan shows another 30x50 feet structure that the property owner (Faralli) plans to build for use as storage. He will present the project at another time.

**City Architect's Comments:**

- I have one question. An earlier submittal showed a chain link fence. This drawing shows a 4-foot aluminum fence. What do you plan to put in? *In the picture we sent, it showed a vinyl coated chain link fence that most day cares are using.* We need clarification of the conflicting information and style.
- What are we reviewing? This is not Architectural Review Board. *It is a change of use. We need to go through a change of use from industrial to child care center. I will be dealing with Jerry Flanek in Lake County on the required construction changes inside the building.*

**Board Comments:**

(Wyss) They are here for preliminary project approval for a new business in the City of Willoughby Hills.

(Michalski) Is it a work session?

(Wyss) Charlotte and I discussed the fact that it is not a major change for the site. We planned it as preliminary review. It could be a work session or preliminary approval.

(Michalski) My concern is that we have one party here representing the site change. We do not have the other party here representing the site change. There is another structure on this drawing that we have no representation for.

(Wyss) We are not approving that. It is not being considered. It was on the site plan that the landlord (Faralli) started for his project. I suggested that the Day Care use his site plan to show the change to the back of the building for purpose of showing the playground. Faralli's building is not being considered here and it is not on the plans

(Michalski) For the sake of discussions, we can assume that the other structure is not there.

(Wyss) Correct.

(Smith) Should this go to the BZA?

(Wyss) It is not a project subject to variance. As stated on my zoning approval, a Child Care Center is allowed by right in a B-2 area.

Michalski) So this is a preliminary site plan approval for the addition of this fence, fence material and a change of use.

(Cihula) This is a permitted use but a change from what was originally approved for that site.

(Wyss) I brought this to the Planning commission because they are redeveloping the building into a Day Care Center

(Smith) Do we consider parking availability for this site?

(Wyss) The parking availability onsite is sufficient for this proposal.

(Gallagher) If it is approved by zoning, it is a zoning issue. I do not consider this a development. That would be a new use for that area. This is a commercial building; it remains a commercial building. The inside of the building may change. Change of occupancy is not change of use.

If zoning approves it, we can endorse the zoning official.

(Smith) We are trying to follow the proper steps. I do not like the chain link fence.

(Lillich) By the Code and State regulations, there are things that are required.

(Cihula) Change in occupancy in an existing structure is subject to development plan review. Fred brought it here properly.

(Wyss) With the clarification that Frank gave, a development plan requires the Board to have a preliminary approval as well as a final approval. It is possible to combine both in this meeting.

**MOTION:** John Lillich moved to approve the development plan for the Child Care Center at 2804-Rear S.O.M. Center Rd with the recommendation to the Building Department that they approve the Day Care Center and fence on this site plan and that this will be both a preliminary and final approval.

Seconded by John Davis

**Roll Call: Ayes Unanimous**

**Motion Passes**

**Further Discussion:**

(Wyss) To complete the zoning, I will need Richard Beck to complete the plans because of the changes inside so that I can submit them to the Fire Department for review and approval.

**Mr. Gallagher was excused at 8:13 P.M.**

(Cihula) There is a little history on this building. It was built under the old code. Kitchen cabinets were constructed there. That use was not permitted under the old Code. The business was closed down by the Health Department because the septic system for that building had failed. The building was not used prior to the adoption of our current zoning Code. It is an obvious change of use but the use it was changed from was not conforming. A Child Care Center is a permitted use by right in the B-2 Zoning District. The only issues would be parking and percentage of lot coverage.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**MAYOR'S REPORT**

None

**COUNCIL REPRESENTATIVE'S REPORT**

None

**BUILDING COMMISSIONER'S REPORT**

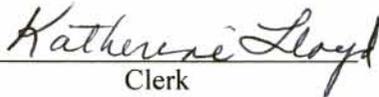
None

**CHAIRMAN'S REPORT**

None

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

**Adjourned at 8:15 P.M.**

  
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Clerk

  
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Chairman  
Date Approved 7-1-10