

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

**June 18, 2009**

**CALL TO ORDER:** 7:03 P.M.

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

**ABSENT:** John Lillich

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

**MOTION:** David Reichelt moved to excuse John Lillich to tonight's meeting  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Disposition of Minutes:** Meeting of June 4, 2009

**MOTION:** David Reichelt moved to accept the Minutes of June 4, 2009 as submitted.  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Correspondence**

Memorandum from Richard Iafelice regarding the Rt. 90 & Rt. 91 Classic Campus, dated June 8, 2009

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:05P.M.

None

Public Portion closed at 7:05 P.M.

1. Mike Khalil

Contractor: Mike Khalil

**2902 SOM – Detached Garage - PPN: 31-A-005-G-00-058-0**

Plans stamped received in Building Department 6/8/09

Plans stamped approved by Building Department 6/12/09

Present: Mike Khalil

**Owner/Representative Comments**

- I am building a standard 960 sq ft detached garage for storage purposes. I appreciate the change in outbuilding size from 600 sq ft to 960 sq ft.
- Older picture of house and yard shown. Some of the trees have been removed.

- It will have medium gray vinyl siding and a 3-tab Timberline black asphalt roof.
- Picture of garage kit shown. It has a standard solid Genie garage door and a man door.

**City Architect's Comments**

None

**Board Comments:**

(Schryer) The garage should match the house. *The house is currently white with black roof. We are planning to repaint the house gray later this summer.*

(Davis) What size is the siding? *They will be whatever the house is.*

(Schryer) The dimensions of the siding in the picture are different from the house. *They will be the same.*

**MOTION:** David Reichelt move to approve the garage at 2902 SOM as submitted.  
Seconded by James Michalski

**Discussion:**

(Schryer) Do you want to include matching color of the siding to the house in the motion?

(Reichelt) I trust that he will make them match. Also, there is about 150 feet separating the two. The motion stands

(Smith) What is the foundation? *It is a concrete footer with siding above grade.*

(Smith) It should be noted that the garage should match the house so there is continuity.

**Roll Call: Ayes Unanimous  
Motion Passes**

2. Robert & Carolyn Patton

Contractor: Champion Patio Rooms

**35336 Martin Road – Patio Room - PPN: 31-A-004-C-00-016-0**

Plans stamped received in Building Department 6/15/09

Plans stamped approved by Building Department 6/15/09

Present: Jeffrey Leonard for Champion Patio Rooms

**Owner/Representative Comments**

- We will be building an all-season room where the deck is. It will be all vinyl with 6-inch walls and 4-inch roof. The color is all white to match the existing house.
- We will add a structural support beam to the deck to support the extra weight all around. The deck has a beam but it is 18 inches off. The support will be 42-inches in ground and 4-inches of concrete.
- Pictures of house and three-season room on other side of the addition were shown. This addition will be on top of the existing deck.
- Sample sections of the 18-inch knee wall and 6-inch corner post shown.

**City Architect's Comments**

None

**Board Comments:**

(Schryer) It is built on top of the deck? *Correct. We just need to add additional structural support. Is it an open floor? The floor will be insulated underneath and on top with all treated wood.*

(Smith) It has a shed roof? *Correct*

(Smith) What does this room open off of? *It will be a quiet reading room off the master suite. Will it darken the inside of the suite? It will have glass walls.*

(Schryer) Is it open underneath? *Yes, that is the homeowners' preference. There are other things we could do but this is their choice.*

(Michalski) The other screen room is also open? *Correct.*

**MOTION:** David Reichelt moved to approve the sunroom at 35336 Martin Road as submitted.  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

3. Bill Trouten & Sue Gulzeth  
Contractor: Jack's Pools and Spas  
**2886 Lamplight Ln. – In-Ground Swimming Pool - PPN: 31-A-006-M-00-005-0**  
Plans stamped received in Building Department 6/11/09  
Plans stamped approved by Building Department 6/11/09

Present: Bill Trouten & Sue Gulzeth

**Owner/Representative Comments**

- Pictures of the house and property distributed. The installer gave pictures of the project to the Building Department.
- The black aluminum fencing around the pool is Doria Residential Aero.
- The 16x36 feet pool will sit behind the house. It is the Emerald style by Infinity. A homemade sketch showed where the pool will be. Dimensions from the property line are on the drawing.
- There will be concrete between the garage door and the pool, a 4-foot walk around it and concrete steps into the pool

**City Architect's Comments**

None

**Board Comments:**

(Reichelt) Will the fence have a self-closing gate? *Yes*

Where will the pool equipment go? *Location is indicated on the drawing.*

(Michalski) Why is the pool located away from the house? *The yard goes down in back. We also will get some privacy from the garage.*

**MOTION:** Madeleine Smith move to approve the pool at 2886 Lamplight as submitted.  
Seconded by David Reichelt  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

4. Mark & Ann Wagner  
Contractor: Charles A. Russo & Chuck's Aluminum  
**34505 Parkview – Extend Rear Overhang - PPN: 31-A-005-B-00-030-0**  
Plans stamped received in Building Department 6/3/09  
Plans stamped approved by Building Department 6/3/09

Present: Charles Russo

**Owner/Representative Comments**

- I am a friend of the Wagners. They asked me to extend the rear overhang and cap it in metal.
- The previous aluminum awning came down.
- Flush panel soffits panels for underneath the roof were shown. It will look seamless.
- We will encase the posts. The beam and post construction was demonstrated. It will be finished with 28-year paint.

**City Architect's Comments**

None

**Board Comments:**

(Michalski) Will it extend over the patio? Yes, it will come out 14 feet.

(Smith) What about the shingles? *When the overhang is done, the shingles on the house will be ripped off by Mike's Home Improvement and the whole roof will be done with 30-year three-dimensional shingles.* So the roof will all match? *Yes*

**MOTION:** David Reichelt move to approve the extension of rear overhang as submitted at 34505 Parkview.  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Minor Alterations**

1. Bernard Faulk

Contractor:

**2472 River Rd – Addition to Garage - PPN: 31-A-012-E-00-004-0**

Plans stamped received in Building Department 6/5/09

Plans stamped approved by Building Department 6/5/09

The Building Commission presented the approved project to the Board

- The property sets way back from River Road. Behind the house there is a two-car, two bay garage with a double door. In the past he added another bay. Now he needs one more bay for additional storage..
- The addition is less than the depth of the present garages. The siding will match exactly.
- He has plenty acreage for the additional square foot of the accessory structure.

**PLANNING COMMISSION**

**Public Portion**

Public Portion Opened at 7:39 PM

Fay Sivazlian, 37250 Chardon Road

There is a problem with drainage on Hays Drive. It started when the roadway was re-paved. Water is being directed on my lot. I reported it to Nate in the past. There is a dip that used to have a pipe that used to drain into the Chagrin River. That water should not drain onto my lot. I would like to use that riverfront lot. I will make an appointment for the Building Commissioner to come down to the site with me.

Sue Washko, 2893 Stratford Way

I presented a plan for a 12x16 foot deck. There is a controversy about the size. The contractor was told that I could only have 9 foot deck. I am on Stratford Way in the section that backs up to Emerald

Lakes. I spoke with my neighbors in the rear. We measured 43 feet and 8 inches from the back of my house and their property line. With a 20 foot buffer and I would still have 20 foot 8 inches which would allow my deck. I brought a letter from the neighbors. According to the county design guidelines, the decks may be 12 feet in depth and no deeper. It would be away from the swale.

Also, the original rules of the organization said that the decks must be of pressure treated wood. rot-resistant wood. We have since approved the use of equivalent rot-resistant material. I want to use trexx as a building material. I have picked a neutral color: saddle. The board approved my plans. I would like to have approval for a 12 foot deck made out of trexx. My contractor presented the plans yesterday. The building department has a copy of everything discussed tonight.

It would also be important to get approval for 12-foot decks in writing so others will not have such difficulty. Our units are about 27-29 feet wide. Other people want to keep the 12-foot depths but continue the deck across the back of the unit, as long as it does not go beyond the edge of the unit.

(Schryer) City will take measurements and discuss it with the City Engineer. Some of the papers and the site plan give the buildings and sizes written up between the City and the Association lawyer.

Robert Kowalsky, 2585 Timberline Drive

We need to designate a name and an identity for the whole area at Bishop and Chardon. Many people still refer to it as Lohmann's Plaza. There are different names each strip. There needs to be one name for the whole area. It would be a start for future planning. We could have a contest to determine a name that could be a destination for people outside this area.

**Public Portion closed at 7:50 PM**

**MASTER PLAN REVIEW**

The draft was sent out to everyone. The photos are being resized. There are several areas that need more information and input. Changes have been made to Chapter 6 including the new Town Center and Bishop-Chardon. We need to get the 'red' out to allow for formatting and footnotes. Consensus was that the board would review the information and discuss it further at the next meeting.

**Public Portion for Master Plan Review**

Public Portion Opened 8:00 PM

Robert Kowalsky, 2585 Timberline Drive

I do think that I have all the sections that were sent out. I got the first email on Saturday. I will check to see if the other sections sent out on Sunday got to me. There could be a problem with my email.

My concern is the Senior Citizen Residential District regulations. I hope that the Master Plan will consider stipulations for the assisted living. I am concerned that it would allow four units per acre and would allow a percentage of non-seniors that would live there. It would set a precedent. There needs to be discussion about it.

**Public Portion closed at 8:05 PM**

**Unfinished Business**

Sign Code: The Old Sign Code and the draft compiled by the Chairman were sent out. Descriptions, definitions and samples of signs were sent out to supplement that information. The chairman's draft combined information derived from other communities' codes and parts of the old Willoughby Hills

sign code. Before we can cross reference with the rest of the Willoughby Hills code, we need to determine the height and sign size that we want. Mr. Davis suggested that under definitions we change the term 'pole sign' to 'raised sign'. Pole sign sounds like a sign on a stick. Changing the terminology can help perception and discussion. The original definitions came from a glossary from the sign industry. The clerk will replace the terminology in the chairman's draft and send it back out to the board.

**New Business**

None

**Chairman's Report**

- A memo was received from Rich Iafelice regarding the plat for Classic Auto Park. The plat is finally being completed. It shows property that was deeded back to the City. The plat was shared with the board.
- There was an article in the News Herald on June 17th about John Lillich. Copy of article shared.

**Mayor's Report**

None

**Council Representative's Report**

Regarding the decks in Stratford place, I thought there was a standardized plan for the decks. The deck built by Ryan Homes encroaches and that sets a precedent. The documents say that it can be amended by the board.

(Schryer) The site plan reviewed by CT Consultants and Stratford Place shows the properties that have smaller decks because of the bio-swale and buffer zone. We spent hours try to be fair and still protect the swale and buffer zone. Other property owners have complied. She will need to submit a deck plan that shows the dimensions for review by the board.

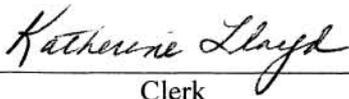
**Building Commissioner's Report**

Sweets and Treats and the sign are gone.

**Adjournment**

**MOTION:** Madeleine Smith moved to adjourn.  
Seconded by John Davis  
**Voice vote: Ayes unanimous**  
**Motion passes**

Adjourned at 8:22 P.M.

  
Clerk

  
Chairman

