

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

**June 4, 2009**

**CALL TO ORDER:** 7:05 P.M.

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

**ABSENT:**

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

**Disposition of Minutes:** Meeting of Meeting of May 21, 2009

**MOTION:** David Reichelt moved to accept the Minutes of May 21, 2009 as submitted.  
Seconded by James Michalski  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Correspondence**

The old Pole Sign Code was received from Frank Cihula on May 28, 2009

**ARCHITECTURAL BOARD OF REVIEW**

**Public Portion**

Public Portion opened at 7:07 P.M.

None

Public Portion closed at 7:07 P.M.

1. Terrence L. Rogers  
Contractor: Litehouse Pools  
**36905 Skyline Drive – Phase 1: Above Ground Swimming Pool - PPN: 31-A-009-I-00-004-0**  
Plans stamped received in Building Department 5/2209  
Plans stamped approved by Building Department 6/1/09  
Present: Terry Rogers, owner of the property

**Owner/Representative Comments**

- The project that I propose and the drawings that you have are for the addition of an above ground swimming pool, approximately 16 x 32 feet.
- It replaces an existing in-ground pool that has since been demolished. The new pool will be slightly to the side of the previous pool site.
- Phase II is planned for later this summer. I hope to put an addition on the house. It is shown on the shaded areas on the prints. This is the house I grew up in. My father designed and built the house. We need to make the addition to suit for my wife's and my needs.

- All we are doing tonight is the swimming pool.
- There are stairs that are inside the pool. A ladder on the outside is detachable with a U-clip.

**City Architect's Comments**

- One of our standard requirements is that the pool be behind the house. Without the proposed addition, there would be some exposure. We would ask that you do some more permanent privacy screening or fencing to conceal the pool from view in the event that the addition does not happen.
- The filter is located near the block cistern which will be well concealed.

**Board Comments:**

None

**MOTION:** John Lillich move to approve the pool as submitted.  
Seconded by David Reichelt  
**Roll Call: Ayes Unanimous**  
**Motion Passes**

**Minor Alterations**

1. Marc's

Contractor: Archer Sign

**28121 Chardon Rd – New Sign - PPN: 31-A-008-0-00-012-0**

Plans stamped received in Building Department 5/14/09

Plans stamped approved by Building Department 5/22/09

The Chairman read the Minor Alteration at 28121 Chardon Road into the record. It is a new Pharmacy sign for Marc's.

**PLANNING COMMISSION**

**Public Portion**

Public Portion Opened 7:15 PM

**Robert Kowalski, 2585 Timberline Drive**

When the pole sign was voted, it was a 'watershed' event, just like with the ground signs. It was voted in and Sam's went down. Pole signs won't help that section. Money has been invested in that area. I suggested there be a vision for that area. All those people need to be brought together to plan and know what is expected.

The power point from the meetings about the new Chapter 1145 SCR District regulations in the Code Book showed four units per acre. Willoughby Hills is supposed to be a one acre town. This should be changed. There should be a requirement of so much assisted living before getting less than one unit per acre.

**Public Portion closed at 7:21 PM**

New Business will be heard out of order. Mr. Gallagher was asked to stay for a discussion in New Business.

**New Business**

The Board has had discussions on muntins recently. Establishing guidelines for muntins based on the style of the house was discussed. The importance of clear expectations for spec houses was stressed. Other aspects reviewed were personal preference of the home owner, visibility from the street, historical house design and changed window designs which do not allow a current or future

homeowner to remove muntins from between the window panes. Mr. Gallagher commented on styles that do and do not usually have muntins. He also reminded the board that his role is to give ideas to the board and the applicant and to facilitate conversation. The board then uses the information to make sure the project 'fits'. After discussion and consensus, it will be important to make sure all applicable points are included in the motion. Mr. Gallagher will bring in samples for further discussion.

Trim, soffits and landscaping are separate discussions. There are many little things that make a building look like it has quality. It affects the look of a house and people's impression of the community. Establishing guidelines will facilitate the review process. They could be put in a design book.

**William Gallagher was dismissed at 7:48 PM**

**MASTER PLAN REVIEW**

Even with summer schedules, progress is being made. Photographs have been taken and are in. The last sections need to be edited before sending the draft out to the board. There is concern that the draft with all the red in it may be too big to go by email. In the Appendix, eight pages from 2003 that were suggested by D.B. Hartt for the new zoning code will be taken out. If the draft will not go by email, a CD will be prepared for people to pick up at City Hall.

**Public Portion for Master Plan Review**

Public Portion Opened 7:51 PM

None

Public Portion closed at 7:51 PM

**Unfinished Business**

Pole Signs: At the last meeting, an outline of research on pole signs and sign definitions was distributed. Questions about permitted height and square footage were raised. Therefore, building codes of the samples we got from other communities as well as the old sign code of Willoughby Hills were reviewed. Under the old code, the maximum height was 30 feet and 30 square feet. The rest of the old code may not apply because setbacks and corner signs have changed. Other communities have a range of 10 to 16 feet high and 30 to 36 square feet. Two communities had a height maximum of 14 feet. Some communities also list highway signs at 30 feet tall.

Pictures taken of area signs were shown to get a feel of how big and how tall they are. Heights were estimated. Change in terminology from 'pole signs' was suggested. The old Pole Sign ordinance and the research sheet from last meeting will be sent out to the board. Additional examples of each variety of pole signs together with their industry definitions plus website links will be gathered and distributed to the board.

**Mayor's Report**

There is a new two-story medical building for doctors planned for the old Rendina property. The project may be presented at the next meeting. They have 60-70% occupancy. It will take the place of the parking lot. There is room on the property for two similar buildings.

**Council Representative's Report**

None

**Building Commissioner's Report**

- The Building Department is working to get the parking replaced on the Rendina property.
- Sweets and Treats is coming down on Monday, June 08, 2009, together with the light poles and the infrastructure from the golf course and garage. The pole sign is still under discussion. There are three ordinances that say the sign should come down; it is in the right of way.
- The lot at the corner of Rt. 6 and River Road is being cleared behind house. It was sold to the owner of the house who wants grass behind the house. He knows he cannot bury the stumps or go close to the hillside. The old barn may be renovated.

**Chairman's Report**

Remember to send an email if you will not be at a meeting so we can be sure of having enough members for the meeting.

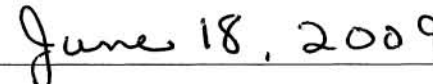
**Adjournment**

**MOTION:** John Lillich moved to adjourn.  
Seconded by Mayor Weger  
**Voice vote: Ayes unanimous**  
**Motion passes**

Adjourned at 8:13 P.M.

  
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Clerk

  
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Chairman

  
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June 18, 2009