



**PLANNING DEPARTMENT**

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**WESTLAKE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 6, 2023**

Present: Chairman Brad Lamb, Matt Jones, Duane Van Dyke, Lauren Falcone, Bonnie Smith  
Also Present: Planning Director Jim Bedell, Assistant Law Director Nathalie Supler, Clerk of Commissions  
Nicolette Sackman

The regular meeting was called to order at 7:38 p.m. by Chairman Lamb.

**APPROVAL OF MINUTES**

Mrs. Falcone moved, seconded by Mr. Jones to approve the minutes of the regular meeting of January 9, 2023.

**ROLL CALL ON APPROVAL:**

Yeas: Falcone, Van Dyke, Jones, Lamb, Smith

Nays: None, motion carried

Mrs. Falcone moved, seconded by Mr. Jones to approve the minutes of the work session meeting of January 12, 2023.

**ROLL CALL ON APPROVAL:**

Yeas: Falcone, Van Dyke, Jones, Lamb, Smith

Nays: None, motion carried

**ELECTION OF OFFICERS**

Mr. Van Dyke moved, seconded by Mr. Jones to elect Mr. Lamb as chairman.

**ROLL CALL ON APPROVAL:**

Yeas: Falcone, Smith, Van Dyke, Jones

Abstain: Lamb

Nays: None, motion carried

Mr. Van Dyke moved, seconded by Mr. Lamb to elect Mrs. Falcone as vice chairman.

**ROLL CALL ON APPROVAL:**

Yeas: Smith, Van Dyke, Jones, Lamb

Abstain: Falcone

Nays: None, motion carried

Mr. Lamb moved, seconded by Mrs. Falcone to elect Mr. Jones as secretary.

**ROLL CALL ON APPROVAL**

Yeas: Smith, Van Dyke, Falcone, Lamb

Abstain: Jones

Nays: None, motion carried

**COUNCIL REPORT**

Councilman Van Dyke reported on council matters as they relate to planning commission.

**BUSINESS**

**Ordinance 2022-123, Conditional Use Permit for a self-service storage establishment, Viking Pkwy., PP#21102015, Ward 3**

The applicant withdrew their application for a conditional use permit.

**Torton Center sign plan, 27312 Detroit Rd., 27321 Detroit Rd.,  
PP#21222022 & 4, Ward 1**

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Mr. Beeman explained the previous freestanding sign was destroyed when it was struck by a vehicle. The new sign will be in the same location and is proposed to be 2' from the right-of-way and 7' tall. The old sign was 6'10" tall and approximately 2' off the right-of-way. The new sign is smaller in area and will consist of tenant panels and the name of the center.

Mr. Bedell reviewed his staff memo and showed renderings of the previous sign compared to the new proposed sign. The new sign is on a pedestal that has a base where 50% of the base is in contact with the ground, which is permitted. The proposed setback is not recommended due to the height.

Members of the commission discussed: if the electrical meter can be relocated so it is not visible; they were not in favor of the height of the sign so close to the right-of-way; would like to see the sign setback further from the right-of-way; suggested changing the design and color so the name of the center is at the bottom and placing the address and tenant plaques above as that is what people are looking for; and changing the base of the sign to lower the height and having it the same width as the sign that is above it.

Mr. Beeman advised that his client wanted the sign as designed with a base so the bottom of the sign is not covered by snow or damaged by landscapers. He will talk to his client to see how the sign can be redesigned.

Motion: Ms. Falcone moved, seconded by Mr. Jones to table the Torton Center sign plan until March 6, 2023.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith

Nays: none, motion carried

**Spooner Inc. sign plan, 28301 & 26605 Ranney Parkway,  
PP#21207008, Ward 3**

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Mr. Brady reviewed the design and location for the multi-tenant freestanding sign and two wall signs for each of the main entrances for each business. The freestanding non-illuminated sign is along a slope so one side exceeds 8' in height as it is taller than the side along the street.



Mr. Bedell reviewed his staff memo noting a modification is needed for the height of the sign due to the slope. Members of the commission did not have an issue with the height modification due to the unique slope of the grade and this is the only location for a sign.

Findings of Fact

1. The proposed signage is requested for tenant identification/wayfinding.
2. The proposal meets requirements of Chapter 1223, Sign Regulations, with the only modification for the height that exceeds 8' due to the sloping grade.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to approve the Spooner Inc. sign plan with a modification to exceed 8' in height above grade.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith

Nays: none, motion carried

**McDonald's development plan, 25700 Detroit Rd., PP#21307012,  
Ward 1**

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Mr. Bumbarger reviewed the site for a small addition to enlarge the kitchen. They will infill a covered area of the corner of the building for this addition. The materials will match and he reviewed the layout. A third drive-thru window will be added.

Mr. Bedell reviewed his staff memo and an overview of the proposal. Members of the commission discussed the following: the drive-thru window; when the parking lot lights will be addressed; and design.

Findings of Fact

1. This proposal is being done in concert with site improvements approved in 2022 to improve traffic flow and drive-thru efficiencies.
2. The addition is designed to match the architecture of the building and will utilize similar building materials and colors for a seamless transition.
3. No zoning modifications are required.
4. Exterior lighting will be addressed during the construction of these improvements and the aforementioned site improvements.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to recommend approval of the McDonald’s development plan with the following:

1. Approval is subject to comments in Part III of the 2/1/23 staff report and approval of the final plans by the Building and Engineering Departments in compliance with the code and the ordinances of the City of Westlake; and, in the development process, should there be any changes necessitated by engineering requirements that visually alter the appearance of the development approved by the Planning Commission, the plan shall be re-submitted to the Planning Commission.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith

Nays: none, motion carried

**The Escape Game storefront and sign plan, 214 Crocker Park Blvd., PP#21125302, Ward 5**

Mr. Farr explained this tenant is going in the previous space where H&M was located; the storefront and sign design; and the possible addition of some vinyl graphics on the windows. Mr. Bedell reviewed his staff memo noting the following: the existing transparent canopy will remain and the signage will be in the same location, which makes sense; the wall sign is larger than the previous H&M sign; the proposed signage area is less the permitted, so there should not be an issue with window graphics but they do need to be submitted for administrative approval; storefront design.

Members of the commission discussed the following: the material colors; adding a stone base at the bottom of the windows to match the adjacent base’s height; illumination and it should be dimmable; and location of the wall sign.

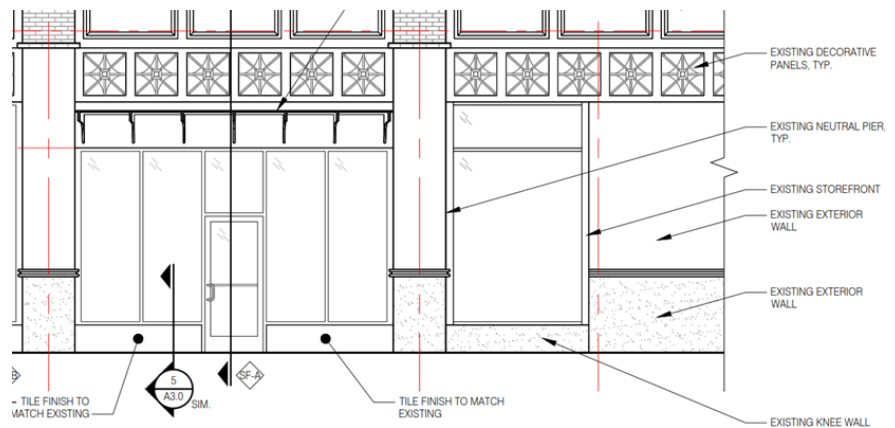
Findings of Fact

1. The proposed storefront and sign plan meets the requirements of the Crocker Park Mixed Use Area Design Guidelines and Master Sign Criteria.
2. No modifications are required.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to recommend approval of The Escape Game storefront with the following condition:

1. Condition that there is a stone base that is the same color and height as the adjacent base.
2. Approval is subject to comments in Part III of the 2/1/23 staff report and approval of the final plans by the Building and Engineering Departments in compliance with the code and the ordinances of the City of Westlake; and, in the development process, should there be any changes necessitated by engineering requirements that visually alter the appearance of the development approved by the Planning Commission, the plan shall be re-submitted to the Planning Commission.

ROLL CALL ON APPROVAL:



Yeas: Van Dyke, Jones, Lamb, Falcone, Smith  
Nays: none, motion carried

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to approve The Escape Game sign plan with the following condition:

1. Condition that the sign above the door will have a bronze background but the blade sign will be as submitted.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith  
Nays: none, motion carried

**Evereve storefront and sign plan, 124 Main St. 150 Market St.,  
PP#21125004, Ward 5**

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Mr. Levitz reviewed the storefront and sign plan designs. The storefront will navy blue painted brick, a stepped brick recessed entrance; awnings; and he reviewed the illumination. The proposed sign area complies with the master sign criteria. The door handles are the letter E so a modification is needed for a fourth style of signage. Mr. Bedell reviewed his staff memo. Members of the commission discussed they liked the design.

Findings of Fact

1. The remodeled storefront complies with the Crocker Park Mixed Use Area Design Guidelines with no modifications required.
2. The sign plan complies with the Crocker Park Master Sign Criteria except that a modification is necessary for a fourth type of secondary sign and this is acceptable as a design enhancement that is encouraged in the design guidelines. Furthermore, the total amount of signage is very low compared to what is permitted for this tenant, so the additional sign is not at all excessive or concerning.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to recommend approval of the Evereve storefront with the following condition:

1. Approval is subject to comments in Part III of the 2/1/23 staff report and approval of the final plans by the Building Department in compliance with the code and the ordinances of the City of Westlake; and, in the development process, should there be any changes that visually alter the appearance of the development approved by the Planning Commission, the plan shall be re-submitted.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith  
Nays: none, motion carried

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to recommend approval of the Evereve sign plan with the following modification:

1. Modification to allow a fourth type of secondary sign.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith  
Nays: none, motion carried

**Crocker Commons, master sign criteria revisions, 2205-2211, 2237  
Crocker Rd., Ward 5**

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Mr. Levitz and Mr. Rubin were present. Mr. Levitz explained the criteria is being amended to allow the two pre-existing buildings to have the same signage placement as the new buildings and what is being proposed is a simple clarification. Signs are not permitted to face east toward the residential subdivision. Mr. Bedell reviewed his staff memo.

Members of the commission discussed the following: the placement of signs on the buildings; maximum area; height; illumination; and if the signs should be allowed in the gables. Mr. Rubin advised all of the tenants have their own entrances; signage will make it easier for clients to find business, in order to attract tenants, they need to have signage and be competitive to other sites within the city.

Findings of Fact

1. The proposal addresses an oversight in the current master sign criteria that does not adequately address two

- office buildings that predate the development of Crocker Commons.
2. No zoning modifications are required because of this action.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to approve the Crocker Commons Master Sign Criteria revisions.

ROLL CALL ON APPROVAL:

Yeas: Jones, Lamb, Falcone, Smith

Nays: Van Dyke, motion carried

**Cleveland Smile Center sign plan, 2211 Crocker Rd., PP#21126078,  
Ward 5**

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Ms. Miller explained the signage as designed complies with the criteria that was just approved for the Crocker Commons buildings. The sign will be illuminated but can be turned off after hours. She reviewed the sign and location on the building. There will be a tenant panel on the monument sign. Mr. Bedell reviewed his staff memo and noted the panel on the monument sign is just a face change that is not typically reviewed by the commission.

Members of the commission discussed: the illumination; sign location; where other tenant signs will be placed; and turning off the sign after hours.

Findings of Fact

1. The proposed sign design is in accordance with the Crocker Commons Master Sign Criteria.
2. The location of the wall sign on the north elevation requires Planning Commission approval of the proposed revisions to the master sign criteria.

Motion: Based upon the findings of fact Ms. Falcone moved, seconded by Mr. Jones to approve the Cleveland Smile Center sign plan with the following conditions:

1. Condition that the sign is turned off after business hours.
2. Condition that the sign is centered vertically.

ROLL CALL ON APPROVAL:

Yeas: Jones, Lamb, Falcone, Smith

Nays: Van Dyke, motion carried

**Mission BBQ site improvements, 2209 Crocker Rd., PP#21126075,  
Ward 5**

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Ms. Williams and Mr. Rubin were present. The rustic patio design and layout was reviewed, which matches the branding at their other sites. The patio is fenced in; will have six picnic tables and black umbrellas. Mr. Bedell reviewed his staff memo.

Discussion ensued: as proposed, the patio is small and has there been consideration to increase the size; can it be closer to the woodshed and front entrance; including additional landscape with potted plants as a suggestion; and the style of the seating and if chairs had been considered.

Mr. Rubin explained the tenant requested the patio at the proposed size and he agrees that it is undersized. He will contact the tenant to discuss increasing the size. He noted it cannot extend too close to the wood shed as room is needed to access the building. The picnic tables go with their theme as a rustic BBQ restaurant.

Motion: Ms. Falcone moved, seconded by Mr. Jones to table the Mission BBQ site improvements to the March 6, 2023 meeting.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith

Nays: none, motion carried

**MISCELLANEOUS**

**The Apartments at Vitalia development plan, 26695 Center Ridge Rd., request for a one-year extension of time (approved council 3/17/22)**

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Mr. Bedell advised a request had been received for an extension of time. The development plan was approved prior to the current multi-family moratorium so it is possible to grant an extension of time.

Motion: Ms. Falcone moved, seconded by Mr. Jones to recommend a one-year extension of time until March 17, 2024.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Falcone, Smith

Nays: none, motion carried

Mr. Bedell reported on upcoming code amendment ordinances. One will be for outdoor dining. The other is code amendments for multi-family code changes that will need a lot of review as it is a rough draft. It was determined that there will be a subcommittee of two of the members to review the changes prior to future planning commission work sessions and meetings.

**ADJOURNMENT**

Meeting adjourned at 9:30 p.m. The next regular meeting is scheduled for Monday, March 6, 2023, in the Westlake City Hall Council Chambers.

Brad Lamb

Chairman Brad Lamb

Nicolette Sackman

Nicolette Sackman, MMC  
Clerk of Commissions

Approved: March 6, 2023