



PLANNING DEPARTMENT

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4324

**WESTLAKE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
SEPTEMBER 12, 2022**

Present: Vice Chairman Lauren Falcone, Councilman Duane Van Dyke, Matt Jones (arrived at 7:08 pm),
Bonnie Smith
Absent: Brad Lamb
Also Present: Planning Director Jim Bedell, Law Director Mike Maloney, Clerk of Commissions Nicolette
Sackman

The regular meeting was called to order at 7:03 p.m. by Chairman Lamb.

APPROVAL OF MINUTES

Councilman Van Dyke moved, seconded by Ms. Smith to approve the July 26, 2022 work session minutes.

ROLL CALL ON APPROVAL:

Yeas: Falcone, Van Dyke, Smith

Nays: None, motion carried

Councilman Van Dyke moved, seconded by Ms. Smith to approve the August 8, 2022 regular meeting minutes.

ROLL CALL ON APPROVAL:

Yeas: Falcone, Van Dyke, Smith

Nays: None, motion carried

COUNCIL REPORT

Councilman Van Dyke reported on council matters.

BUSINESS

**Brentwood Townhomes development plan, 29883 & 29765 Center
Ridge Rd., PP#21126004, 006, 007 & 012, rep. K. Hoffman, Ward 6**

Mr. Hoffman, Polaris Engineering and Mr. Torbit, Drees Homes were present. Mr. Hoffman reviewed the changes to the sidewalk, guest parking, additional trees and landscape. Mr. Torbit reviewed the changes to the elevations and the rendering showing what a building would look like with multiple style units. Mr. Bedell reviewed his staff memo.

Members of the commission discussed the following: the mound, landscape and trees to be used for the buffer; windows/mullions, adding architectural details present on the front of the units to the side and rear elevations; the sidewalk location and reconfiguration; screening of the guest parking spaces and that the mechanical protrusions shall match adjacent color schemes.

Findings of Fact

1. The proposed use is permitted in the R-MF-24/Multi-Family 24 district and the Guide Plan Future Land Use Map indicates multi-family residential (medium density).
2. Buffering will require field verification during construction with additional plantings added if needed to meet opacity requirements.
3. Signage will need to be approved at a future meeting.
4. A single zoning modification is required; otherwise, approval is in accordance with all applicable zoning regulations.
5. A fee simple title plat for recording purposes is included in this approval.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to recommend approval of the Brentwood Townhomes development plan with the following:

1. Condition that buffering will be field verified during construction with additional plantings added if needed to meet opacity requirements.
2. Condition that wall sconces are limited to 500 lumens 2700k maximum bulb.
3. A 4' setback modification is granted for Unit 10.
4. Plant material along the western property line shall be evergreen.
5. Windows, side gable detailing and materials used for the front façade shall be added to the side and rear elevations; the configuration shall be administratively approved.
6. The sidewalk at the corner of Brentwood Circle and the private drive shall be reconfigured to have a curb ramp on the west side of Brentwood Drive.
7. Mechanical protrusions shall match adjacent color schemes.
8. Approval is subject to comments in Part III of the 9/8/22 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.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Smith, Falcone, Jones

Nays: none, motion carried

**Crocker Professional Offices site improvements, 4350 Crocker Rd.,
PP#21726019, rep. J. Certo, Ward 6**

Mr. Certo reviewed the proposal to add 10 additional parking spaces that are needed. Mr. Bedell reviewed his staff memo. Members of the commission did not have any concerns with the proposal.

Findings of Fact

1. The proposed parking is required to meet the needs of the medical offices.
2. A modification is needed to encroach into the side yard setback and the buffer because this area is adjacent to vacant land that is zoned R-1F-80, One Family Residential. These modifications are not needed for the existing parking spaces that are adjacent to vacant land that is zoned Office Building.
3. The modifications are in accordance with Sections 1130.04, 1220.05 and 1220.06.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to recommend approval of the Crocker Professional Offices site improvements with the following:

1. Modification to encroach 10' into the parking setback and 20' into the buffer setback.
2. Condition that the proposed Celebration Maple tree is changed to two Colorado Spruce trees.
3. Approval is subject to comments in Part III of the 9/8/22 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, Smith, Falcone, Jones

Nays: none, motion carried

**McDonald's site improvements, 25700 Detroit Rd., PP# 21307012, rep.
B. Bumbarger, Ward 1**

Mr. Bumbarger reviewed the proposal to add a second drive-thru lane, the layout and signage. Mr. Bedell reviewed his staff memo.

Members of the commission discussed: correct the lighting on the site that was a previous condition of approval for a past proposal; the seating will be reduced to allow for the loss of parking spaces due to the new drive-thru lane; and the proposal is expected to alleviate the backup of traffic on Detroit Road.

Findings of Fact

1. There are no zoning modifications required.
2. The proposal is expected to improve vehicular traffic flow and stacking.
3. The proposed signage complies, because the Planning Commission, in accordance with 1223.03(c)(3), has allowed two sides of the building to be included in the calculation of total sign area in past approvals, as well as in this approval. This is memorialized in the second condition of the sign motion.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to recommend approval of the McDonald's site improvements with the following:

1. Condition that sheet C1 is redrawn to indicate six vehicles in front of the western remote station with the sidewalk to the building relocated to the south slightly to not interfere with this vehicle if necessary and the final design to be administratively approved.
2. Condition that exterior lighting complies with Zoning Code Section 1230.03.
3. Approval is subject to comments in Part III of the 9/8/22 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, Smith, Falcone, Jones

Nays: none, motion carried

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to approve of the McDonald's sign plan with the following:

1. Modification to allow the message on the digital menu boards to change more than once but no more than 4 times per day and to allow the electronic message center to exceed 33% of the sign face and have more than one color with the condition that the menu boards are not operated as animated signs, that there shall be no scrolling or flashing of the digital signs, and the level of illumination does not measure more than 10 lumens at three feet from the center of the sign face.
2. Condition that the Planning Commission has allowed the maximum square footage for signage to include a second side of the building (south side) in the calculations in addition to the east side that contains the main entrance.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Smith, Falcone, Jones

Nays: none, motion carried

St. Paul Lutheran Church sign plan, 27933 Detroit Rd., PP#21219006, rep. M. Houska, Ward 5

Mr. Krone, St. Paul Lutheran Church and Mr. Houska, sign contractor were present. Mr. Houska reviewed the changes to the existing monument sign, proposed materials, design and need for various directional signs to direct patrons through the site. Mr. Bedell reviewed his staff memo.

Members of the commission discussed: the height of the monument sign and some suggested design changes; suggested changes to the design of the directional signs.

Findings of Fact

1. The proposal updates signage on the campus.
2. Several modifications are necessary with two being the same as the existing monument sign (height and setback) and internal illumination being typical for monument signs in residential districts.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to approve of the St. Paul Lutheran Church sign plan with the following:

1. Modification for the monument sign to have a 2.5' height increase, 1' setback reduction, 2.42 s.f. area increase, 7 s.f. of additional EMC signage, and internal illumination.
2. Condition that all signs in this approval are moved at the applicant's expense if Detroit Road is widened in the future.

3. Condition that the EMC have a black background, with a single color of text and message that does not change more than once in a 24-hour period.
4. Condition that all new brick match existing brick on monument sign.
5. Condition to add a soldier course brick pattern or stone band to separate the existing and new brick.
6. Condition that wayfinding signage shall be on black panels with white lettering with the design to be administratively approved.
7. Approval is subject to comments in Part III of the 9/8/22 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, Smith, Falcone, Jones

Nays: none, motion carried

**Fix It Appliance Service sign plan, 799A Sharon Dr., PP# 21402011,
rep. R. Doyle, Ward 1**

Mr. Doyle, sign contractor, reviewed the proposal for a wall sign and window decals. Mr. Bedell reviewed his staff memo. Members of the commission discussed the following: reduction to the size of the wall sign to show brick around all edges of the sign.

Findings of Fact

1. The proposed signs do not require any zoning modifications.
2. The look of the sign should be improved as outlined above.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to approve of the Fix It Appliance Service sign plan with the following:

1. Condition that the bottom of the sign is even with the bottom of the adjacent second story windows.
2. Condition that the sign is made slightly smaller to show brick on the left and right sides of the sign that are equal to the amount of brick visible beneath the bottom of the sign.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Smith, Falcone, Jones

Nays: none, motion carried

**Sunoco sign plan 27179 Detroit Rd., PP#21310001, rep. M. Harrison,
Ward 3**

Mr. Harrison, sign contractor explained the proposal for signage for the canopy, wall, pumps, clearance sign, and ground sign. Mr. Bedell reviewed his staff memo noting some of the signage presented by Mr. Harrison was not included in the proposal to the planning commission and he was unable to provide an analysis. The new signs had not been reviewed and when a sign calculation matrix of the site (existing sign area/types vs new sign area/types) was request, one was not provided. The proposal is for a lot of signage and additional details are needed.

Members of the commission discussed the following: concerns with the changes to the lighting without approval; the proposed updates will be an improvement to the site but more details are needed and there is an excess of sign area being proposed; they did not support an EMC on both the canopy and the ground sign and the plans need to be updated.

Motion: Mr. Jones moved, seconded by Ms. Smith to table the Sunoco sign plan to October 3, 2022.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Smith, Falcone, Jones

Nays: none, motion carried

**Canterbury Manor sign plan, Hilliard & Salem Parkway, rep. A.
Deitch, Ward 2**

Mr. Keller, sign contractor, explained the existing monument sign for the subdivision had been hit by a vehicle and needs to be replaced. He reviewed the proposal and Mr. Bedell reviewed his staff memo. Members of the commission discussed the following: the new sign is modern and an improvement to the older outdated sign style; the base of the monument sign should be revised so it is 8" in height.

Findings of Fact

1. The proposed sign replaces one in the same location.
2. The new sign conforms to Chapter 1223, Signs, except that is 1' taller than allowed.
3. Only the top portion of the sign requires the modification.
4. The sign should be lowered slightly to reduce the amount of the modification that is required.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to approve of the Canterbury Manor sign plan sign plan with the following:

1. Sign is placed in the same location as the former sign and not less than 10' from the back of the sidewalk.
2. Sign is redesigned to have an 8" base from the ground to the bottom of the sign board.
3. Modification for the sign to be 4" higher than permitted by code.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Smith, Falcone, Jones

Nays: none, motion carried

Ordinance 2022-71 repeal §1218.03(h)(8) and (13) of §1218.03 so that new conditional use permits for par 3 golf courses, tennis/racquet facilities, fitness centers or similar recreational uses will no longer be permitted in the Exclusive Industrial District of the Zoning Code, ref. 7/7/22, tabled 7/11/22 and 60-day extension of time to 10/7/22, 8/8/22

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to table Ordinance 2022-71 to October 3, 2022.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Lamb, Falcone, Jones

Nays: none, motion carried

MISCELLANEOUS

Mr. Bedell reviewed plans that have been administratively approved.

ADJOURNMENT

Meeting adjourned at 8:52 p.m. The next regular meeting is scheduled for Monday, October 3, 2022, in the Westlake City Hall Council Chambers.

Vice Chairman Lauren Falcone

Nicolette Sackman, MMC
Clerk of Commissions

Approved: _____