



**PLANNING DEPARTMENT**

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**WESTLAKE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
OCTOBER 3, 2022**

Present: Chairman Brad Lamb, Matt Jones, Bonnie Smith  
Absent: Councilman Duane Van Dyke, Lauren Falcone  
Also Present: Planning Director Jim Bedell, Law Director Mike Maloney, Clerk of Commissions Nicolette Sackman

The regular meeting was called to order at 7:00 p.m. by Chairman Lamb.

**APPROVAL OF MINUTES**

Motion: Mr. Jones moved, seconded by Ms. Smith to approve the September 12, 2022 minutes.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: None, motion carried

**BUSINESS**

**Khuri – Kurup lot split and assembly, 2723 Forest Lake Dr.,  
PP#21109020 & 21, Ward 6**

Mr. Bedell reviewed his staff review memo to split off a portion of one parcel to complete an agreement from 1995 to convey a small strip off to the neighboring property for their driveway. Mr. Scanlon reviewed the proposal.

Findings of Fact

1. There are no zoning or platting issues with this proposal.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to approve the Khuri-Kurup lot split & assembly involving permanent parcel numbers 21109020 & 21 with the condition that approval is subject to the plat meeting the requirements of the County and State as indicated in the Ohio Revised Code and approval by the Engineering Department in compliance with the code and the ordinances of the City of Westlake.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

**St. Bernadette's Parish site improvements, gazebo, 2259 Clague Rd.,  
PP# 21411016, Ward 1**

Mr. Macoska reviewed the proposal for a pavilion behind the church to be used for outdoor worship. The site is 22 acres and the pavilion will be 18' x 18'. He reviewed the site plan, structure design, materials and presented renderings. Mr. Bedell reviewed his staff memo noting the property is zoned single family and the code does not specifically address accessory structures like this for an institutional use, only a residential use but it is allowed with only a single modification needed.

Members of the commission discussed the structure design, location on the site and there shouldn't be any drainage issues on the site due to the proposed structure.

Findings of Fact

1. The proposal is a permitted accessory use.

2. The only modification is for the roof to exceed 15' in height, but it is acceptable because the roof pitch matches the adjacent church building.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to recommend approval of the St. Bernadette Parish site improvements, gazebo with the following:

1. Modification to exceed 15' in height.
2. Approval is subject to comments in Part III of the 9/29/22 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: Smith, Jones, Lamb

Nays: none, motion carried

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

Mr. Harrison reviewed the proposed ground sign on a brick base in the same location as the existing sign. He stated the price sign on the canopy has been removed from the proposal and the lighting concerns are not part of his portion of the project. Mr. Bedell reviewed the plans and clarified: the location of the ground sign, only two sides of the canopy will have signage, the proposed area, existing excess window and door signage needs to be removed, the ATM needs to be painted a neutral color, and while a modification is needed for the area, the proposal will not be over-signed as the amount permitted is limited due to the small building. The new LED fixtures that were installed at an angle do not comply with 1230.03 and will need to be corrected.

Member of the commission discussed: correcting the lights, removing excess signage and they did not have an issue with the proposed new sign area, as it is not excessive for a gas station.

Findings of Fact

1. Lighting and some existing signage is not in compliance and will need to be addressed.
2. There are numerous modifications required in order to approve this request.

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

1. Modification for the total of all signage to exceed 52 s.f.; for the freestanding sign to exceed 30 s.f. and allowed with signage on two sides of the canopy; and for canopy signage to exceed 30 s.f.
2. Condition the ATM kiosk is painted a neutral color such as the gray color used for the building; all but 2 s.f. of window signage is removed; exterior lighting is modified to comply with Section 1230.03; and approval is subject to comments in Part III of the 9/29/22 staff report.
3. Modification to allow the freestanding sign to be located at the same location as the existing sign.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

### **Lake Erie Electric site improvements, 25730 First St., PP#21306001, 2 & 3, Ward 1**

Mr. Watkins reviewed the proposal for a new driveway, relocation of the retention basin due to a future expansion, and underground utilities. Mr. Bedell reviewed his staff memo and site. Members of the commission appreciated the applicant's desire to preserve trees and were not opposed to the modification being requested so trees can be preserved.

Findings of Fact

1. This proposal is in preparation of an upcoming building expansion (future submittal).
2. The modifications for the retention basin are needed in order to save trees.
3. The modification for the parking/storage is de minimis and adjacent to the railroad and their existing outdoor storage.
4. Modifications are in accordance with Section 1220.06.

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

1. Modification for the retention basin to be located within the front (east) and side (south) setbacks and the parking/storage to be located within the side (north) setback.
2. Condition that the approved fence is 4' tall, ornamental metal style, in black or dark green, with the design to be administratively approved.
3. Condition that approval is subject to comments in Part III of the 9/29/22 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: Smith, Jones, Lamb

Nays: none, motion carried

**Acadia Trace site improvements, 2021 Acadia Trace, PP#21427305, Ward 1**

Mr. Wilson reviewed the site plan, location for the fireplace, setback from the house noted there is not a location to place it in the rear yard due to a drainage easement, and the existing patio is in the proposed location of the fireplace. Mr. Bedell reviewed his staff memo explaining the proposed fireplace is in a cluster housing development so the planning commission and council will need to grant a modification instead of a variance. Outdoor fireplaces have been a common request for the Board of Building and Zoning Appeals but since this is cluster housing development the planning commission reviews the proposal.

Discussion ensued that the proposed location makes sense due to the layout of the houses in the cluster development, being on a cul-de-sac, and drainage easement.

Findings of Fact

1. This request is coming to the Planning Commission because Acadia Trace is a cluster housing development and not a single-family subdivision.
2. The location of the fireplace is on the side of the house requiring a modification.
3. It will need to be verified that the distance from the fireplace to the house is a minimum 20'.
4. Otherwise, the proposal meets zoning and building code requirements.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to recommend approval of the Acadia Trace site improvements with a modification for the outdoor fireplace to be located in the side yard.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

**Claire's sign plan, 75 Main St., PP#21125004, Ward 5**

Mr. Farr reviewed the proposal explaining the applicant is moving to an existing storefront that will be retained (with the removal of some minor wood trim) and he reviewed the proposed signage. Mr. Bedell reviewed his staff memo for the signage.

Findings of Fact

1. All signs comply with the Crocker Park Master Sign Criteria, except for the LED window sign that is of a style that looks like skeletal neon that is allowed in section 2.1.
2. This waiver is largely reflective of the age of the master sign criteria that predates the use of LEDs for this purpose.

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

1. Minor waiver for the window (LED) sign to be considered a sign type similar to skeletal neon that is a permitted window sign in the Crocker Park Master Sign Criteria.

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ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

**Westside Christian Academy development plans, sign plan and assembly plat, 23096 Center Ridge Rd., PP#21427006-8, Ward 1**

Mr. Fant (architect), Mr. Stibe (architect), Mr. Plautz (civil engineer) and Mr. Whitman (WCA representative) were present. The following was reviewed: site plan, buildings for Phase 1 (classrooms) and Phase 2 (library and administrative offices), parking, driveway and relocation of the retention basin. Mr. Bedell reviewed his staff memo and read an email from Councilman Van Dyke. He discussed the following: relocating the retention basin to preserve the trees that would be removed based on the current proposal; reducing the area of the sign; adding wheel blocks where parked cars will overhang the sidewalk; additional buffering along the western property line; the site plan; building materials and design. Mr. Fant advised they are open to suggestions for the relocation of the retention basin and the proposed location is due to a future addition that has not been presented yet to accommodate future retention needs.

The following were present: Dale Schmidt, 2028 Acadia Trace; Robert Scarola, 1823 Horseshoe Blvd.; Darlene Louth, 23200 Center Ridge Rd. The following comments and concerns were discussed: will the existing fence on the west side of the property be removed or replaced; landscape and buffering along the west property line; screening the view of lights from the building and vehicles; grading as residents do not want water runoff issues; preservation of trees, and especially older trees along Center Ridge Rd. and one very old evergreen near the property line.

Members discussed the above mentioned items. The applicant will look at revisions to the retention basin, reduce the area of the sign, address buffering, the fence and tree preservation,

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to table the Westside Christian Academy development plans, sign plan, and assembly plat to November 14, 2022.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

**Corporate Circle storefront facades, 2207 and 2209 Crocker Rd., PP#21126075, Ward 5**

The applicant requested to be tabled.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Ms. Smith to table the Corporate Circle storefront facades to November 14, 2022.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

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, 60 day extension of time to 10/7/22, tabled 9/12/22**

Motion: Mr. Jones moved, seconded by Ms. Smith to request a 90-day extension of time for Ordinance 2022-71 (1/5/23).

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

Motion: Mr. Jones moved, seconded by Ms. Smith to table Ordinance 2022-71 to December 5, 2022.

ROLL CALL ON APPROVAL:

Yeas: Smith, Jones, Lamb

Nays: none, motion carried

**MISCELLANEOUS**

Mr. Bedell reviewed plans that have been administratively approved.

**ADJOURNMENT**

Meeting adjourned at 8:50 pm. The next regular meeting is scheduled for Monday, 11/14/2022, in the Westlake City Hall Council Chambers.

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Chairman Brad Lamb

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Nicolette Sackman, MMC  
Clerk of Commissions

Approved: \_\_\_\_\_