

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
JUNE 23, 2011  
REGULAR MEETING  
MINUTES**

**PRESENT:** R. Hart; B. Fiala; C. Cox, G. Merhar, Vice Chairman  
**ABSENT:** B. Irvine, Chairman  
**OTHERS:** Mike Germano, Ass't. Law Director; Jim Sayles, City Engr.;  
Richard Smith, Chief Bdg. & Zoning Inspec.; Janice  
Lipscomb, Econ. Devel. Mgr.; Chris Woodin, Ward 1  
Councilman; Betty A. Nardelli, Secretary

**Vice Chairman Gerald Merhar called the regular meeting to order at 7:02 p.m.**

**MINUTES**

**May 26, 2011**

The minutes of May 26, 2011 were approved as written.

**OLD BUSINESS**

A motion was made by Rick Hart and seconded by Bob Fiala to remove all tabled items from the table for discussion.

ROLL CALL:        Yeas:        R. Hart; B. Fiala; C. Cox; G. Merhar  
                     Nays:        None  
                     Absent:     B. Irvine

Motion **CARRIED**                    **APPROVED TO UNTABLE ALL TABLED ITEMS**

<b>ARBOR RIDGE SUB.</b> (Jim Pregararo)	P.P.#27B-53D-4 Tamarac Blvd.	<b>Final plat / Improve. Plans 73 S/F lots 17.2 acres RMF-LR / CO dist Using R-50 regs.</b>
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Frank Chorba of Land Design Consultants represented this final plat and improvement plans. Mr. Chorba said that sub lots 62 through 65 have a 40' environmental easement buffer shown on the plat that he would like to vacate to enable 40' rear yards. Originally this site was to be an apartment development therefore they needed the buffer between the apartments and the single family Tamarack subdivision 2B. Jim Sayles thinks the easement was created in 1988 when the overall plan for Tamarack was submitted. Mr. Chorba thinks the easement was shown on SUBDIVISION #4 plat.

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Mr. Fiala said that Council approves the vacation of property. Planning Commission doesn't.

Mr. Chorba wants Council approval for the final plat at their July 12, 2011 meeting so he would like a Planning Commission special meeting before Council's meeting so Planning Commission can approve the final plat and improvement plans. Jim Sayles, City Engineer, said that all of the issues have been worked out.

A motion was made by Bob Fiala and seconded by Rick Hart to schedule a special meeting July 7, 2011 for 6:00 p.m.

ROLL CALL:       Yeas:       R. Hart; B. Fiala; C. Cox; G. Merhar  
                  Nays:       None  
                  Absent:     B. Irvine

Motion **CARRIED**                   **APPROVED FOR SP'L MTG 7/7/11 @ 6:00 P.M.**

A motion was made by Rick Hart and seconded by Chuck Cox to table this final plat and improvement plans.

ROLL CALL:       Yeas:       R. Hart; B. Fiala; C. Cox; G. Merhar  
                  Nays:       None  
                  Absent:     B. Irvine

Motion **CARRIED**                   **TABLED**

**PLANNING COMMISSION**  
(Janice Lipscomb)

**Sunset Park/  
Osborne Park  
Sched. Work Session**  
W/council & public

Janice Lipscomb represented this proposal. Ms. Lipscomb said that a draft of the master plan will be presented June 29, 2011 at 6:30 p.m. and requested the scheduling of a work session be permanently tabled because one isn't needed

A motion was made by Chuck Cox and seconded by Rick Hart to permanently table this work session scheduling.

ROLL CALL:       Yeas:       R. Hart; B. Fiala; C. Cox; G. Merhar  
                  Nays:       None  
                  Absent:     B. Irvine

Motion **CARRIED**                   **PERMANENTLY TABLED**

**NEW BUSINESS**

**ADVENTURE CHRYSLER**  
36845 Euclid Ave.  
(David Pietrantone)

**Site plan -**  
P/lot expansion  
for dealers invent.  
G-B district

Dave Pietrantone, Engineer, represented this site plan for a

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three acre parking lot for 155 parking spaces for storage of the dealer's vehicle inventory. A retention basin will be constructed and the lot will be paved. Vehicles will not be shown or sold from this parking lot. A letter was received from Adventure Chrysler stating that the new lot is for excess vehicle storage and vehicles will not be shown from this lot until it is rezoned.

Richard Smith, Chief Building and Zoning Inspector said that the proposed site is located in a Limited Industrial zoned area and the site can be used for storage but will have to be rezoned to General Business if the lot will be used for vehicle sales. Also a conditional use permit is needed for the expansion of an existing conditional use.

If the site is used for storage the site must be fenced in. Mr. Pietrantone said there is an existing partial chain link fence and they will install additional chain link fencing.

A motion was made by Bob Fiala and seconded by Rick Hart to approve the parking lot site plan contingent on that the parking area is fenced in until the site is rezoned.

ROLL CALL:       Yeas:       R. Hart; B. Fiala; C. Cox; G. Merhar  
                  Nays:       None  
                  Absent:     B. Irvine

Motion **CARRIED:       APPROVED**

**PLANNING COMMISSION**  
(Janice Lipscomb)

**Amend.- add  
Resid. Infill  
In desig. areas  
Of downtown  
D-B dist.**

**Amend C.O. 1141.01,  
C.O. 1141.03,  
C.O. 1141.13, &  
C.O. 1161.04**

**Amend C.O. 1109.04 -  
Add (09) & (10) bldg.  
design elements in all  
dist. (11) other  
features**

Janice Lipscomb, Economic Development Manager, represented this discussion. A draft of the amendments was submitted. This draft will allow residential infill in designated areas of downtown. The draft also amends C.O. 1109.04 to include Building Design Elements for all construction in all districts.

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The **first amendment** is for C.O. 1141.01 "Purposes" to preserve the downtown for retail sales and provide opportunities for housing to support the downtown retail.

The **second amendment** is for C.O. 1141.03 "Schedule of permitted uses" deleting Multi-Family above the first floor and adding residential as a permitted use regulated by C.O. 1141.13 as new language.

The **third amendment** is the addition of C.O. 1141.13 "Residential Development/Use Standards in Downtown Business district" dividing the Downtown Business district into five sub-districts which are:

- (a) **Sub-District A** Traditional Commercial Core along Erie St. - residential uses permitted above first floor, (as permitted now)
- (b) **Sub-District B** - residential development permitted on any and all floors. (nothing there has to be preserved)
- (c) **Sub-District C** - Residential dwellings are permitted on any and all floors. These are homes along Clark Ave. The historic buildings are to be preserved with design flexibility.
- (d) **Sub-District D** - Historic buildings are to be preserved
  - (1) Buildings are to be preserved in their original state utilizing procedures of Chapter 1347.
  - (2) Buildings are to be preserved with design flexibility. The Design Review Board and Planning Commission shall work together to accomplish this.
- (e) **Sub-District E** - All other locations - includes parking lots. Residential development permitted on any and all floors.

The **fourth amendment** is to amend C.O. 1161.04 "Required Off-street parking".

**Add - (6) Residential in the D-B district - 1 space per dwelling unit.**

The **fifth amendment** - amend C.O. 1109.04.

**(b) Submission of development plan**

**Add - #9** The receipt from Design Review Board of any proposal related to a historic building or is in the historic district.

**Add - #10 Building Design Elements** - Paragraph A thru K.

**Add - #11 Other features** necessary for the evaluation of a development deemed necessary by the Building and Zoning Inspector or Planning Commission.

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No action was taken on this discussion. A public hearing will be scheduled at a later date.

There being no further business the regular meeting closed at 7:52 p.m.

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Gerald Merhar, Vice Chairman

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Betty A. Nardelli, Secretary