

**DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
SEPTEMBER 4, 2024 @7:00 p.m.**

PRESENT: Adam Brown; Paul Garcia; Bill Henrich; John Perkovich, Chairman

ABSENT: Nicole Chapman

OTHERS: Vicki Grinstead, Secretary

Chairman Perkovich called the meeting to order at 7:00 p.m.

OLD BUSINESS

38295 Prospect St.

(Rep.- Darryl Keller, City of Willoughby)

**Update on progress
of dilapidated home
(Barringer residence)**

Mr. Garcia moved to untable the Barringer home, 38295 Prospect St., Willoughby, OH 44094 and Mr. Henrich seconded.

ROLL CALL: Yeas: Mr. Henrich; Mr. Garcia; Mr. Brown; Chairman Perkovich
Nays: None
Absent: Nicole Chapman

Motion Carried: UNTABLED

Chairman Perkovich read a letter from Mr. Darryl, Chief Bldg. Official stating the city wishes to permanently table this application to demo the Barringer residence, 38295 Prospect St., Willoughby, OH 44094 because he has made substantial progress.

Mr. Henrich moved to permanently table the demolition for the Barringer property located at 38295 Prospect St., Willoughby, OH 44094 and Mr. Brown seconded.

ROLL CALL: Yeas: Mr. Garcia; Mr. Brown; Mr. Henrich; Chairman Perkovich
Nays: None
Absent: Nicole Chapman

Motion Carried: PERMANENTLY TABLED

NEW BUSINESS

Willoughby Police Dept.

37733 Euclid Ave.

(Rep.- Brian Hennies, Richard L. Bowen & Assoc.)

**Renovations of existing building w/
addition of new jail, firing range and**

(1) Illuminated freestanding ground sign

Mr. Hennies of Richard L. Bowen & Associates is representing the application for renovations of the existing building with the addition of a new jail, firing range, and an illuminated freestanding ground sign for the Willoughby Police Department, 37733 Euclid Ave., Willoughby, OH 44094.

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Mr. Hennies said they will be renovating the former Meister building, which includes a new jail, firing range and site improvements off the back of the building. The site improvements include parking in the rear and front of the building, a front plaza, and the plaza wall with signage. Both building additions will be one-story; the firing range is a separate building. The materials being utilized will be the same as the current building (samples provided for the board to view). The additions will be brick to match the existing building. The asphalt shingle roof will conceal the existing HVAC units for both additions. There will be jack arches around the windows and doors to match the existing. The previous owners kept extensive maintenance records for any work done on the building so they were able to match the existing items.

Mr. Hennies said they will be providing a 6' high fence for the lift gates and around the site perimeter for security. The fence is a black 3-rail panel that will match other buildings within the city. The same style fence will be installed around the dumpsters, generator enclosure and vehicles entrances, but will be 7' high.

Mr. Hennies said they will also be constructing a memorial plaza, similar to what they currently have, but larger. They will be installing a low knee wall for signage. This plaza will have flag poles, similar pavers to the existing plaza and they will also bring over the engraved bricks.

Chairman Perkovich thanked Mr. Hennies for the extensive packet and said they went the extra mile with the overall design. He likes the jail addition, which touches the building, is tucked into the corner and how it is stepped back to match the existing building. The building is somewhat underground so it is smaller in stature than they are seeing in two dimensions. He said from the site plan it looks like the additional parking they are adding to the front along the plaza is moved because of the jail addition. Mr. Hennies said yes, and they have a community room on the first floor which could also be used for after hours events.

Chairman Perkovich asked if they could add more landscaping along the memorial plaza on both sides toward the new spaces which will soften the edge. Mr. Hennies agreed and said they have approximately 3' from the plaza to the parking.

Chairman Perkovich asked for more details about the impound parking in the back corner which is close to the side street. Mr. Hennies said it would be a secured enclosure which contains six parking spaces. Chairman Perkovich asked will these be cars that have been found or junk cars etc. that will need screening. Mr. Hennies said they have not had a lot of discussion on this enclosure but believes it will be mostly bicycles. Mr. Henrich agrees with Chairman Perkovich and said the current enclosure is not an attractive site and needs a different style fence. Chairman Perkovich suggested maybe switching the location to the parking lot closer to the firing range where there is more green space and screen it with some pine trees or similar landscaping in addition to the fencing.

Chairman Perkovich said the signage is fine and is reverse halo lit which will look nice.

Mr. Henrich asked why the fence on the site plan jets in on what appears to be an entrance. Mr. Hennies explained that the black line is the property line and the red line is the fence on the site plan. He said it jets in, so the largest vehicle the city has can gain access, scan their credentials, and not block traffic. He was concerned about parking but is satisfied with Mr. Hennies' explanation in regard to public parking. Mr. Henrich said he spoke with Mr. Hennies before the meeting in regard to the elevations for the jail addition (east) and inquired as to why the roof line appears to be two different levels. Mr. Hennies said it is supposed to be all the same level and Mr. Henrich thanked him and said he just wanted this on the record.

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Mr. Garcia said he agreed with the comments of the other board members and said the presentation was very well done. He did agree with the comment that if they could move the impound lot over to the parking lot closer to the firing range that would be preferable. Mr. Hennies said he did not feel this would be an issue. Mr. Brown agreed with the other board member's comments.

Mr. Garcia asked about the lighting on the site amenities page. Mr. Hennies said the public parking lighting will be in the front and the more utilitarian lighting will be more along the rear of the property. These are illustrated on the site plan by small black dots.

Chairman Perkovich said the motion should include the impound lot being moved to the firing range lot and adding additional landscaping to soften the fence line. Also, the roof lines should be the same level for the jail elevation. Mr. Henrich agreed additional landscaping should be added to block the impound lot from the view of residents. Mr. Hennies said they can also look at a louvered style panel (similar to what is used for a dumpster enclosure) which is more solid. Chairman Perkovich said he would rather see natural buffering rather than a box in the parking lot. There is also an orchard there which will also provide some screening.

Mr. Garcia moved to approve the renovations of the existing building with the addition of a new jail, firing range and an illuminated freestanding ground sign with the stipulation the impound lot be moved to the firing range lot and the addition of natural buffering to soften the fence line in this area, the addition of landscaping for both sides of the memorial plaza and the rooflines in the rear will be the same levels for the Willoughby Police Department, 37733 Euclid Ave., Willoughby, OH 44094 and Mr. Brown seconded.

ROLL CALL: Yeas: Mr. Brown; Mr. Henrich; Mr. Garcia; Chairman Perkovich
 Nays: None
 Absent: Nicole Chapman

Motion Carried: APPROVED

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August 7, 2024

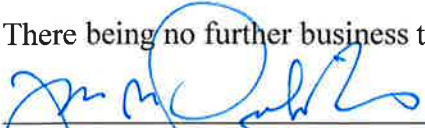
There were a grammatical error found on page 1 that will be corrected.

Mr. Garcia moved to approve the Design Review Board minutes for August 7, 2024 as amended and Mr. Henrich seconded.

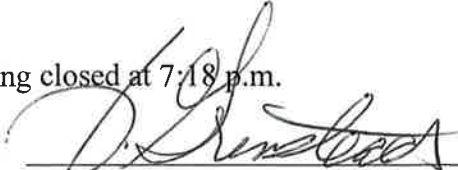
ROLL CALL: Yeas: Mr. Henrich; Mr. Garcia; Mr. Brown; Chairman Perkovich
 Nays: None
 Absent: Nicole Chapman

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:18 p.m.



John Perkovich, Chairman



Vicki Grinstead, Secretary