



**PLANNING DEPARTMENT**

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**WESTLAKE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
JULY 11, 2022**

Present: Chairman Brad Lamb, Duane Van Dyke, Matt Jones (arrived at 7:30pm), Bonnie Smith  
Absent: Lauren Falcone  
Also Present: Planning Director Jim Bedell, Law Director Michael Maloney, Clerk of Commissions Nicolette Sackman

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

**APPROVAL OF MINUTES**

Mrs. Smith moved, seconded by Mr. Van Dyke to approve the minutes of the regular meeting of June 6, 2022.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Lamb, Smith

Nays: None, motion carried

**COUNCIL REPORT**

Councilman Van Dyke reported on council items.

**BUSINESS**

**Wohleber lot split and assembly, 25929 & 25953 Center Ridge, PP#21125001 & 002, rep. J. Wohleber, Ward 2**

Mr. Bedell reviewed his staff memo explaining the applicant currently owns both parcels and would like to change the configuration from a "T" shape to an "L" shape. There are no setback or lot coverage issues resulting from this request. Ms. Wohleber advised they are looking to change the configuration as in the future they may sell the other parcel and want to retain ownership the property at the rear of their house so is part of the parcel with her house.

Findings of Fact

1. There are no increases in legal non-conformities from this proposal.

Motion: Based upon the findings of fact Mr. Van Dyke moved, seconded by Mrs. Smith to approve the Wohleber lot split and assembly involving permanent parcel numbers PP#21125001 & 002 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: Van Dyke, Lamb, Smith  
Nays: none, motion carried

**Brentwood Subdivision final plat, 29883 & 29765 Center  
Ridge Rd., PP#21126004, 006, 007 & 012, rep. K.  
Hoffman, Ward 6**

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Mr. Hoffman and Ms. Bailey were present. It was explained that the name of the subdivision is being changed to Brentwood from Bailey Woods. Sublots 1 and 7 are zoned multifamily and lots 2-6 are single family. They have submitted development plans for the multifamily-zoned parcels, which will be reviewed at a future meeting. Mr. Bedell reviewed his staff memo noting the preliminary plan was approved and this plan is in accordance with only minor changes stemming from more precise survey data.

Members of the commission discussed the proposal with questions relative to the sewer easement, tree preservation, and the driveway for the adjacent home at 29819 Center Ridge Road. They have spoken to that property owner regarding the driveway on the applicant's property, which had an easement that has since expired. They are working with them regarding the driveway and final plans will be discussed with the townhome development plan. Mr. Hoffman reviewed the easement and advised the desire is to retain as many trees as possible.

**Findings of Fact**

1. This final plat is needed for recording purposes in order to sell lots for new homes and is not allowed to be recorded until the city engineer approves the subdivision construction.
2. It mirrors the preliminary plan, with minor variations in lots square footages and no new modifications needed.
3. Modifications are needed due to the size and shape of the parcel to be subdivided and its relation to adjacent properties and in accordance with Section 1131.04.
4. The retention basin is a "wet basin" and the preliminary plan calls for a "4' high ornamental fence (unless fence waiver is granted from planning commission)" and a waiver is not granted.

Motion: Based upon the findings of fact Mr. Van Dyke moved, seconded by Mrs. Smith to recommend approval of the Brentwood Subdivision final plat with the following:

1. Modification for the depth to width ratios for Sublots 3, 4, and 6 and for lot depth for Sublots 3, 4, 5 and 6.
2. Modification for sublots 1, 2, 3 and 6 to have a front yard setback from the proposed roadway of 40' for townhomes.
3. Condition to erect a four-foot high black, brown or dark green ornamental metal picket fence around the storm water detention basin and any storm water control structure in excess of three feet in height.
4. Condition that a homeowners association is established.
5. Condition that approval is subject to the plat meeting the requirements of the County and State as indicated in the Ohio Revised Code with final Engineering Department approval subject to the review of the completed plat.

**ROLL CALL ON APPROVAL:**

Yeas: Van Dyke, Lamb, Smith

Nays: none, motion carried

**Verizon Wireless storefront and sign plan, 2207 Crocker Rd. Suite B, PP#21126075, rep. E. Williams, Ward 5, tabled 6/6/22**

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Ms. Williams and Mr. Rubin were present. The revisions and renderings of the proposal were reviewed: wall sconces added, the letter “i” reduced in size reducing the overall area of the sign, cladding materials, and colors. Mr. Bedell reviewed his staff memo noting the proposed lighting complies with code.

Members of the commission discussed the proposal. The following was discussed: plan views with more details of the elevation are helpful to see and it is desirable to see storefronts with more details and character.

**Findings of Fact**

1. Signage complies with the master sign criteria and no waivers or modifications are required.
2. Additional detailing has been added to the storefront.

**Storefront**

Motion: Based upon the findings of fact Mr. Van Dyke moved, seconded by Mrs. Smith to recommend approval of the Verizon storefront with the following:

1. Condition approval is subject to comments in Part III of the 7/8/22 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, Lamb, Smith

Abstain: Jones

Nays: none, motion carried

**Sign Plan**

Motion: Based upon the findings of fact Mr. Van Dyke moved, seconded by Mrs. Smith to approve the Verizon Sign Plan.

**ROLL CALL ON APPROVAL:**

Yeas: Van Dyke, Lamb, Smith

Abstain: Jones

Nays: none, motion carried

**Choolaah Indian BBQ storefront and sign plan, 2207 Crocker Rd. Suite A, PP#21126075, rep. E. Williams, Ward 5**

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Ms. Williams, Mr. Rubin and Ms. Seftas were present. The elevations, materials, pick up window, windows, patio and signage was reviewed. Mr. Bedell reviewed his staff memo.

Members of the commission discussed: the awnings; signage details, building materials and colors; the pick-up window and the location of the drive next to the patio; raised landscape beds or bollards should be added along the exit drive from the pick-up window for safety purposes; seating and the semi-transparent film to be used for the windows.

#### Findings of Fact

1. The storefront design is in accordance with the Corporate Circle Design Guidelines except that a waiver is needed for the west facade to be less than 40 percent windows and door openings. This is acceptable because the additional masonry, building articulation, corner entrance and roofline give it a sense of presence and stateliness that is expected for this highly visible corner.
2. Signage complies with the Corporate Circle Master Sign Criteria.

#### Storefront

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to recommend approval of the Choolaah Indian BBQ storefront with the following:

1. Waiver from the Corporate Circle Design Guidelines for less than 40% of the west façade to be doors and/or windows.
2. Condition bollards shall be added to the drive lane past the pick-up window to protect the building and outdoor seating area. The applicant shall work with the administration on the design and location of the bollards.
3. Condition the spandrel glass shall have semi-transparent film in white or light grey on the back side of the glass.
4. Condition approval is subject to comments in Part III of the 7/8/22 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, Jones, Lamb, Smith

Nays: none, motion carried

#### Sign Plan

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to approve the Choolaah Indian BBQ Sign Plan.

#### ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

### **Mission BBQ storefront and sign plan, 2209 Crocker Rd. Suite A, PP#21126075, rep. E. Williams, Ward 5**

Ms. Williams and Mr. Rubin were present. The elevations, materials, windows, storage area, lighting and signage was reviewed. Mr. Bedell reviewed his staff memo. There are windows that are infilled with wood or corrugated metal. These areas are framed, so windows can be placed in

them for a future tenant. He advised per the criteria at least 40% of the facades along Crocker Road shall be occupied by windows or door openings. Facades along Crocker Road shall have no more than 50' of blank horizontal wall space at the street space without an opening. At +/-12%, it is significantly under and requires a waiver from the design guidelines. If windows were constructed in these openings, it would be only slightly under at 38%. This is because many of the window openings are covered with wood or corrugated metal. This relates to their theme and how the building will be used on the interior (space is needed inside for displays). The longest "blank wall" is 11'. Mr. Rubin explained the tenant displays memorabilia from veterans, first responders, etc. that are provided to the restaurant from local patrons, so interior wall space is needed.

Members of the commission discussed the following: the infilled windows; the design of the infilled windows all for a future tenant to be able to install windows and for this tenant the infilled windows are cohesive with the storefront design; the storefront design; the LED accent lighting was not favored as it looks like outline lighting and should be revised; and what color will the flag pole be. Mr. Rubin requested approval without the accent lighting and they will bring that back if the tenant would like something similar, as he has to return with the patio seating and layout.

#### Findings of Fact

1. The storefront design is in accordance with the Corporate Circle Design Guidelines except that a waiver is needed for the west facade to be less than 40 percent windows and door openings. This is acceptable because the infilled materials fit the theme of the restaurant and look purposeful.
2. Signage complies with the Corporate Circle Master Sign Criteria.

#### Storefront

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to recommend approval of the Mission BBQ storefront with the following:

1. Waiver from the Corporate Circle Design Guidelines for less than 40% of the west façade to be doors and/or windows and for the building height to exceed 30'.
2. Condition approval is subject to comments in Part III of the 7/8/22 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, Jones, Lamb, Smith

Nays: none, motion carried

#### Sign Plan

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to approve the Mission BBQ Sign Plan with the following conditions:

1. Condition that outline lighting is not approved.
2. Condition that flagpole lighting complies with Section 1230.03

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**Westlake Porter Library pavilion development and sign plans, 27333 Center Ridge Rd., PP#21509002, rep. A. Hill, Ward 4**

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Mr. Hill reviewed the proposal for a pavilion to the east of the library between the commercial property to the north and the residential property to the south. He reviewed the site plan, design, materials, storage area, landscape, and signage. The sign is pin-mounted individual letters on the interior of the pavilion. Mr. Mangels (library director) advised the area the pavilion is proposed is a location that has been used in the past for programs. The pavilion faces north so sound is directed to the north rather than toward the residential homes. The purpose of the pavilion is to provide a covered space for events and programs.

Members of the commission discussed the location; retention basin; if more of an amphitheater design was considered; and the materials. Mr. Mangels stated a flat area was desired rather than an amphitheater slope to provide for more flexibility for various programs and events.

Findings of Fact

1. There are no modifications required for the development plan.
2. The only modification required is for the wall sign because there is already a monument sign on the Dover Center Road frontage and the sign code allows institutions to have either one monument sign or one wall sign per frontage. This modification is acceptable in accordance with Section 1223.13(h), "Said modifications shall be based on Planning Commission's consideration of the sign proposed, the general characteristics of the proposed site and surrounding area, and any unique or unusual circumstances which, in the exercise of their sound judgment, justify a modification of any requirement, or specification while maintaining the overall purpose and integrity of the sign regulations."

Development Plan

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to recommend approval of the Westlake Porter Library development plan with the following:

1. Condition that automated shutoff controls for exterior lighting are documented in the electrical permit set, and that controls are compliant with Section 1230.03.h.4.
2. Approval is subject to comments in Part III of the 7/8/22 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, Jones, Lamb, Smith

Nays: none, motion carried

Sign Plan

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to approve the Westlake Porter Library sign plan, the following motion is advised:

1. Modification to allow a wall sign on the same frontage as the library's monument sign.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**Ordinance 2022-65 conditional use permit for a dance, martial arts, gymnastics and fitness studio, 24272 Detroit Road, PP#21402003, rep. J. Savelli, Ward 1, ref 6/17/22**

Ms. Savelli stated they are purchasing this building to relocate their business (Avon Dance and Martial Arts) as they have outgrown their old space. Mr. Bedell reviewed his staff memo. It has been undermined if there will be other tenants in the building or if ADMA will occupy the entire building. The building will be used for a dance, martial arts, gymnastics and fitness studio – “comprehensive package offering dance, gymnastics, martial arts and ninja warrior junior classes.” He estimated that there could be 20 parking spaces, as the lot was not striped and per code, as many as 30 spaces may be needed (depending on how much of the building is occupied by ADMA). This property is zoned industrial but this is a good location for this type of use, being on Detroit Road and near the Columbia Road interchange. Ms. Savelli advised that they have not determined if they will have an additional tenant in the building and at this time, they are leaning towards occupying the entire building. Their current location has less parking, so 20 spaces is more than they need. Classes are staggered with students being dropped off and picked up after class.



Restripe parking lot for +/-20 spaces.

Members of the commission discussed the following: the amount of parking spaces should comply with code as in the future a different business with the same use could use the space and there could be potential parking issues; there were concerns with traffic circulation on the site based on the existing layout of the parking spaces; the commission would like to see a site improvement plan to address parking/circulation concerns by reconfiguring the parking lot to better suit the use, to provide enough parking spaces; to address exterior lighting to meet standards of minimum illumination, and the sign plan.

#### Findings of Fact

1. No modifications are needed.
2. The proposed use forms a harmonious part of the business, research, service and industrial district, taking into account, among other considerations, convenience of access and relationship of one use to another.
3. There is room for 20 parking spaces (potentially can park several more in the building or in the northeast corner) – lot must be striped accordingly.
4. The parking lot may be expanded to the south if needed - also incorporating a secondary

drive for the drop-off (to create a loop road) is recommended. Any such improvements require site improvement plan approval from the Planning Commission.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to recommend approval of Ordinance 2022-65 with the following:

1. Condition that a site improvement plan (addressing traffic circulation, parking, exterior lighting and signage) is submitted for approval.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**Palmer Holland sign plan, 191 American Blvd.,  
PP#21129005, rep. R. Levitz, Ward 5**

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Mr. Levitz reviewed the proposal for a fascia wall sign for Palmer Holland at American Greeting's Tech West Building above the existing Corrigan Krause sign. The sign will be placed above the third floor windows on the angled part of the building. He reviewed the sign details and elevation. Mr. Bedell reviewed his staff memo.

Findings of Fact

1. The proposed sign meets the requirements of the Crocker Park Master Sign Criteria.
2. No waivers or modifications are necessary.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to approve the Palmer Holland sign plan.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**Community West Foundation sign plan, 800 Sharon Dr.,  
PP#21401016, rep. V. Dilonno, Ward 1**

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Mr. Bedell reviewed his staff memo. The proposal is to replace an existing etched stone freestanding monument sign with a new post and panel freestanding sign to include the updated logo for the Community West Foundation. He advised that as proposed the sign does not comply as a monument sign because it does not have at least 50% of the bottom of the sign in contact with the ground. Mr. Dilonno stated that all the signs in this cul-de-sac have post and panel signs so he designed this sign to match the existing signs.

Discussion ensued on the proposed sign. Members of the commission were not in favor of the sign as proposed and after discussion, it was determined to lower the base of the sign and include landscape to fill in the gap between the bottom of the sign and the ground.

Findings of Fact

1. The proposed sign is not a monument sign, as defined by Section 1223.02 (11) and required by Section 1223.04, and requires a modification.
2. There is no exterior illumination. Any future exterior illumination must comply with Section 1223.07 and be approved by the City.



3. The existing freestanding sign will be removed when the new sign is constructed, as only one freestanding sign is permitted.
4. The sign is at the end of a cul-de-sac and across from similar signage.

Motion: Based upon the findings of fact Mr. Jones moved, seconded by Mrs. Smith to approve the Community West Foundation sign plan with the following conditions:

1. Modification for a post and panel freestanding sign that is not a monument sign as defined in Section 1223.02 (11).
2. Condition the bottom of the sign is a maximum of 8” from grade.
3. Condition landscape be added at the base of the sign to fill the 8” gap and it is administratively approved.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**Ordinance 2022-36 amending various sections of the zoning code as to requests to change the zoning code and proof of interest in real property ref 6/17/22**

Mr. Bedell reviewed his staff memo advising the main purpose of this ordinance is to amend the administrative process for zoning text and map applications. Currently requests are submitted to the council office and this will change the application process so items are submitted to the planning department and some minor clean-up language for Chapters 1220 and 1227.

Motion: Mr. Jones moved, seconded by Mrs. Smith to recommend approval of Ordinance 2022-36.

ROLL CALL ON APPROVAL:

Yeas: Van Dyke, Jones, Lamb, Smith

Nays: none, motion carried

**MISCELLANEOUS**

None

**ADJOURNMENT**

Meeting adjourned at 9:20 p.m. The next regular meeting is scheduled for Monday, August 8, 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: \_\_\_\_\_