



City of Willowick
PLANNING COMMISSION
Monday, December 12, 2022 at 7:30 PM
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance to the Flag**
3. **Roll Call**
4. **Approval of Minutes**
 1. 1. Planning Commission Minutes - 11/14/2022
5. **Development & Plan Review Committee - Mr. Rising**
6. **Rules Committee – Mr. Rising**
7. **City Engineer’s Report – Mr. McLaughlin**
8. **Law Director’s Report – Ms. Landgraf**
9. **Architectural Review Board - Mr. Heckman**
10. **Community Reinvestment Area – Mr. Carden**
11. **Public Hearings**
12. **Public Portion**
13. **Remarks – Old Business**
 1. 1. Discussion on Uniform Design Codes for the City of Willowick
14. **Remarks – New Business**
15. **Adjournment**



City of Willowick
PLANNING COMMISSION
Monday, November 14, 2022 at 7:30 PM
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

MINUTES

Call meeting to order

Planning Commission meeting was called to order at 7:30pm

Pledge of Allegiance to the Flag

Roll Call

PRESENT

Mark Rising
Robert Houry
Eric Foisel
Patrick Mohorcic

ABSENT

Mark Carden
Jef Hren

Approval of Minutes

- September 16th, 2022

Motion to approve September 16th, 2022 meeting minutes made by Mr. Mohorcic, Seconded by Mr. Foisel.

Voting Yea: Mr. Rising, Mr. Houry, Mr. Foisel, Mr. Mohorcic

Development & Plan Review Committee - Mr. Rising

No Report

Rules Committee – Mr. Rising

No Report

City Engineer's Report – Mr. McLaughlin

No Report

Law Director's Report – Ms. Landgraf

No Report

Architectural Review Board - Mr. Heckman

No Report

Community Reinvestment Area – Mr. Carden

No Report

Public Hearings

- None

Public Portion

Public portion was opened and closed at 7:33pm

Remarks – New Business

Break Time, LLC located at 1269 E. 305th Street

Motion made to adjust the order of the agenda and move new business (Break Time, LLC) before old business (Uniform Design Codes).

Motion made by Mr. Mohorcic, Seconded by Mr. Houry.

Voting Yea: Mr. Rising, Mr. Houry, Mr. Foisel, Mr. Mohorcic

Anthony Madden and Claudia Madden were present representing their business Break Time, LLC located at 1269 E. 305th Street. Anthony presented the type of business that Break Time, LLC is to the board and advised what patrons will be breaking, those items include dishes, TVs, printers and keyboards. He stated that when the patrons arrive, they will sign a waiver, be dressed in protective gear such as a suit, helmet and gloves and then taken to either the smaller room fitting 2 patrons or the larger room fitting 4 patrons. Mr. Houry asked if the patrons would be responsible for picking the items that they would like to break, Anthony responded stating that the milk carton of items to break would already be in the room for the patrons. Mr. Foisel stated that the concern he would have would be due to the noise with how close the neighboring beauty salon is to this establishment, Anthony stated that they have established a good working relationship with the salon and the owners have come to Break Time, as well as remaining in their unit while Break Time, LLC made a significant amount of noise to ensure no disruption, the salon did not hear anything, sound proofing has been completed. It was asked if this business has insurance to which Anthony stated that they do. Mr. Houry asked how they obtain items to be broken, Anthony stated that they attend flea markets, purchase items from Goodwill and/or garage sales. It was asked if they accept donations and Anthony stated that yes, they can receive donations. However, patrons are not able to bring in their own items to break.

There was some discussion on the safety gear and Anthony stated that the helmets patrons will be using are approved and the safest because it protects the neck area as well as the full head.

Law Director Landgraf asked about the "painting rooms" in the establishment and if the paint is going to be washed down the drain. Anthony stated that the paint is water based however the patrons are painting/shooting at canvases that they take with them. She also asked about the items that patrons will be breaking and if there may be any chemicals in those items, Anthony stated that nothing they are breaking has any harmful chemicals.

Mr. Foisel advised that there is an establishment similar to this in Eastlake as part of an ax throwing business.

Motion made by Mr. Mohorcic, Seconded by Mr. Rising.

Voting Yea: Mr. Rising, Mr. Houry, Mr. Foisel, Mr. Mohorcic

Remarks – Old Business

Discussion on Uniform Design Codes for the City of Willowick

The board has previously discussed and reviewed Uniform Design Standards for surrounding cities. Mr. Mohorcic stated that this is basically to set a standard for new commercial buildings coming into our city due to the increased development in the city. This is not to restrict any business but to outline what we would like to see as the board, we would like to have a proactive approach. Mr. Mohorcic took the notes from the last discussion and put them into a format for a Uniform Design Code. There was some discussion between the board while reviewing those documents. Mr. Mohorcic asked if Chief Brennan (Housing and Zoning) has had a moment to review these documents for comment however it was advised that Chief Brennan has not yet been presented with the documents for review however he will be and will provide feedback at that time.

Mr. Houry wanted to make sure a couple things were added to the Uniform Design Code, first area he was looking at was the chromatic color area and while he understands the board does not want any pure color and would like earth tones, however there are light blues and darks greens that would look good. He would like earth tones to be more defined. Mr. Mohorcic stated that having it broad helps. Mr. Houry also wanted to add the word longevity to the area of materials as we need materials that have longevity, he would like that under primary building materials. There was some additional discussion of making adjustments to some verbiage to include keeping greenspace in the city as much as possible.

Mr. Mohorcic stated that he would make those adjustments and have available for review once completed.

Adjournment

Meeting was adjourned at 8:04pm

Motion made by Mr. Mohorcic, Seconded by Mr. Foisel.

Voting Yea: Mr. Rising, Mr. Houry, Mr. Foisel, Mr. Mohorcic

The Prime Directive – Fundamental Goals for Design and Development

Create Places for People

Vibrant cities promote and develop places that always put people first. Willowick's places must be safe, comfortable, varied, attractive, and fun.

Enhance Access to the Lakefront

Lake Erie is the city's greatest asset. It provides recreation for our residents and enhancing pedestrian access to public spaces around the lakefront or incorporating it into designs is highly recommended.

Create Connections

Vibrant cities make it easy for people to navigate and connect to, from and within them. Willowick's connections will link its' attributes, amenities and public spaces physically and visually.

The Commercial Design Principles

The following five principles elaborate on the concepts, means and methods of development that will positively impact the physical realm of Willowick's commercial districts.

- _ Think Pedestrian First
- _ Lakefront Connectivity
- _ Continuity of Design
- _ Quality of Design

I. *Think Pedestrian First*

Willowick's commercial districts shall be designed and developed to provide for a safe and inviting pedestrian experience.

A comfortable, safe and attractive pedestrian experience is the key to the success of Willowick's commercial districts on Vine Street and Lakeshore Boulevard.. Buildings should be designed to promote walkability or rehabilitated to recapture the qualities of existing buildings and their original pedestrian orientation. The principle of Pedestrian First requires business entrances to engage the street and provide a clear entry sequence. Sidewalk areas should be wide enough to accommodate pedestrian activity while also allowing space for amenities such as landscaping, benches, transit waiting areas, and refuse containers.

Fundamental Concepts

Building Entrance on the Street Active Uses:

Dining, Retail, Business Consistent

Setbacks to sidewalk

Design Elements

- Windows at street level Encourage planters
- Appropriate scale signage (blade & pendant)
- No blank walls or blank windows
- Promote window displays
- Provide 4-season activity Inviting entrances
- No head-in parking
- Limit curb cuts & vehicle access
- Scale of buildings in context with adjacent buildings Lighted building facades
- Consistent Setbacks to Sidewalks
- Promote outdoor dining
- Transitions/connections to Lakefront Park
- Promote business and retail uses
- Preserve green space

II. Lakefront Connectivity

Willowick's greatest asset is Lakefront Park. It is our town center where thousands of residents visit every year. It is home to City Hall. Designs in the commercial districts should have some sort of Lakefront element involved.

Design Elements

- Boats along address signs
- Sidewalks that encourage traffic toward the park
- Beach themed designs

III. Quality of Design

Willowick's commercial districts shall have well designed buildings of high quality materials, thoughtful detailing and have the potential to be effectively reused.

Four-sided design is encouraged to utilize and make aesthetically pleasing all building elevations. Building rehabilitation and new construction shall include the appropriate high quality treatment of all visible elevations. The design, construction methods, and materials used in rehabilitation work should be appropriate to the period of construction of a building and should include built in longevity.

Fundamental Concepts

Building materials for new and rehabilitated structures should compliment and be compatible with existing historic buildings. Inappropriate building materials include stucco or EIFS, split face concrete masonry units, jumbo brick and vinyl siding. Design that is contextual and brings visual interest to the streetscape should be encouraged. The Secretary of the Interior's Standards for Rehabilitation shall be used to guide the rehabilitation of historic buildings. Demolition of historic buildings is discouraged.

Design Elements

- Maintain or reinstate bulkheads, storefronts, transoms, doors, windows, cornices and parapets. Maintain unused secondary door locations in storefronts.
- Maintain or reinstate original interior ceiling heights. Ceilings shall not be dropped in front of window openings or transoms. Where necessary, dropped ceilings shall be held off the storefront walls.
- Where appropriate, new construction and additions shall provide a transition, such as a setback or graduated height increase, to buffer visual effect and feeling when adjacent to an historic building.
- Appropriate, traditional, quality building materials shall be used for repair, rehabilitation and new construction.

BUILDING AND STRUCTURE DESIGN AND COLOR STANDARDS

- A. PURPOSE OF STANDARDS:** In order to protect property values, provide city character, and promote high quality non-residential development and redevelopment. The following commercial, office, and industrial building design standards are hereby established.
- B. STANDARDS FOR “C-2”, “C-3”, “C-3-A”, “C-4”, “C-5”, “C-6”, “MPD”, AND “MPD- A” COMMERCIAL ZONING DISTRICTS:**
- 1. GENERAL DESIGN STANDARDS** - All buildings and structures shall have an equal level of finish on all sides, and shall utilize no more than two (2) primary building materials, and no more than two (2) accent materials.
 - 2. COLOR SCHEMES** - Building colors shall be earth-tones (i.e.: browns and grays and variations of browns and grays. Examples include but are not limited to red brown, blue gray, ochre etc.) and bright, chromatic, colors will not be permitted. All structures shall utilize a single coordinated color scheme. The color scheme shall have one (1) predominant color and may utilize up to three (3) additional colors to accent, de-mark, or otherwise provide interest to the structure.
 - 3. ARCHITECTURAL FEATURES** - The use of long unbroken building facades shall be avoided. To this end exterior building walls facades shall exhibit the use of recesses, fenestration, pilasters, or other architectural features deemed appropriate to provide character. In addition, major building entrances shall be clearly de-marked through the use of architectural features. The use of false building facades will not be permitted unless such features present a quality, finished, appearance from all sides, and are consistent with the purpose of the zoning district.
 - 4. MECHANICAL EQUIPMENT AND UTILITIES** - All utilities serving the site, including electric, telephone and all supporting equipment thereto, including meters, transformers, etc., shall be placed underground or within the main building. Where meters, transformers, or other equipment cannot be located within the main building, no such equipment shall be visible from any adjacent property or from any street right of way. Any proposed mechanical equipment shall be integrated in to the building design and shall be concealed from view from adjacent properties and from street right of ways.
 - 5. PRIMARY BUILDING MATERIALS** - Acceptable primary building materials will include brick, stone, and solid wood siding. Other building materials determined by the City to be substantially similar in appearance and quality to those listed above may be recommended upon petition to the City of Willowick Planning Commission.

Exposed roofing materials shall be earth-tone in color. Appropriate materials shall include asphalt shingles, wood shingles, and seamed metal products.

6. **ACCENT MATERIALS** - Acceptable accent materials will include the “primary materials” listed above as well as E.I.F.S, stucco, aluminum siding and vinyl siding. Other building materials determined by the City to be substantially similar in appearance and quality to those listed above may be authorized upon petition.

GREENSPACE AND LANDSCAPING REQUIREMENTS FOR NON-RESIDENTIAL PROPERTIES:

A. GENERAL REQUIREMENTS

1. **LANDSCAPING/GROUND COVER REQUIRED:** Any portion of a lot that is not occupied by a structure, parking area, access way, or aisle, shall be provided with all-season landscaping and/or vegetative ground cover.
2. **MAINTENANCE OF LANDSCAPING/GROUND COVER REQUIRED:** All ground cover and landscaping shall be well maintained and kept reasonably weed free. Dead or diseased plant material shall be immediately replaced.
3. **LANDSCAPE PLAN REQUIRED:** A chart shall be provided on the landscape plan indicating the scientific and popular name of each species proposed, the proposed height of the species at planting and at maturity, and the specific number of each species. The Zoning Inspector shall have discretion to approve minor landscape modifications affecting less than 20% of the landscaped area of the property and involving the replacement of existing landscaping, addition of landscaping, or other incidental modifications to the landscaping provisions of the site.