

VILLAGE OF CUYAHOGA HEIGHTS  
PLANNING AND ZONING MEETING  
MINUTES  
April 16, 2014  
6:00 p.m.

Mayor Bacci called the meeting to order, Clerk Unger called the roll. Those present were Mayor Bacci, Matt Sokolich, Shireen Mitchell, and Todd Bloam. Also present: Law Director Jon Greenberg, Village Engineer Todd Sciano, and Building Commissioner Norm Casini.

Mr. Bloam made a motion to excuse Mr. Volek. All in favor none opposed. Motion carried.

**MINUTES:**

Ms. Mitchell moved, seconded by Mr. Sokolich to approve the minutes of December 19, 2013.  
Bloam Aye, Sokolich Aye, Mitchell Aye. Motion carried.

**NEW BUSINESS:**

From Village Building Commissioner Norm Casini, a request for a sign variance from Dwight Jordan of 4533 Willow Parkway to place a temporary sign to advertise the above address occupied by Lulus' Auto Body Parts.

Mr. Casini introduced Mr. Dwight Jordan the building owner. After some discussion, the board made a motion to approve the temporary sign not to exceed what is approved by the Engineer and Building Commissioner.

Mr. Bloam made the motion, seconded by Ms. Mitchell to approve a temporary sign for 4533 Willow Parkway with a 60 day window as approved by the Building Commissioner Norm Casini. All in favor none opposed. Motion carried.

From Village Building Commissioner Norm Casini, a request for a sign variance from Dwight Jordan of 4565 Willow Parkway to place a permanent sign to advertise a new business (Universal Windows) at 4565 building previously occupied by Stanek Windows and is now vacant.

The Mayor asked Mr. Casini on the record to explain to Mr. Jordan what he needs to provide to you as it relates to a rendering and a sketch of the building so you may approve this for the Universal Window folks.

Mr. Casini stated that you must submit to the Building Department with a permit application the entire east elevation of that building showing the rendering of the sign and the requirements by this board and location on that particular façade so we can finalize it. The variance asked for is 953 square feet, the proposed sign is 1,028 square feet and that is all they need right now. Mr. Greenberg explained that you also need a variance for 4 additional lines.

After some discussion, Ms. Mitchell made the motion and seconded by Mr. Bloam to approve a permanent sign variance as approved by the Building Commissioner and predicated by the lease of Universal Windows Direct, in a way that is consistent with the current sign that already exists. All in favor none opposed. Motion carried.

Mr. Unger explained that the second variance is for four additional lines on the sign. Mr. Casini recommended that they only get three additional lines because he didn't think anyone would be able to read the bottom line because of the size of the lettering. The Mayor explained that once the variance is passed, they have to get the plans approved by Mr. Casini, but let them put up what they want, because they are paying for it.

Mr. Jordan asked about the size of the sign, and asked if they can have the sign as large as what is there now. The Mayor explained that the building is 94 feet wide, Mr. Casini said the building is 94 by 12. Mr. Barr stated that he measured the building at 94 by 18, and if given the variance, he promised to have a nice looking clean sign. The Mayor stated that they are not the problem, the problem is in the procedure for the variance, we should have all of the correct information concerning sizes, and we don't.

There was a discussion concerning the amount of lines the board wanted to give for a variance. Mr. Jordan is asking for 4 additional lines on the sign, and Mr. Casini is recommending only three. Ms. Mitchell made the motion to give the variance for the four additional lines so they could use five lines altogether, seconded by Mr. Bloam. All in favor none opposed. Motion carried

The last request is from Millcraft Paper Company, asking for variances for their proposed new parking area east of 6800 Grant Avenue and also for two new proposed signs.

Mr. Casini explained that they want to build a new parking area for Millcraft on the east side of the building. The area they want to use butts up against a residential area, and according to the Codified Ordinance, it requires a 100 foot setback from a residential area, and they also need a variance for the proposed setback from the centerline of Grant Avenue. Mr. Casini introduced Mr. Bill Oeflein the Architect for Millcraft.

Mr. Oeflein explained that they currently park across the street, and would like to have a parking area on the same side of the building, and not across the street. Mr. Casini explained that he went over the plans with the Engineer, Mr. Sciano, and there is no problem with the plans as far as water retention and so forth, so he has no other concerns.

Mr. Oeflein stated that he has no problem submitting the landscaping plans to the city for review. Mr. Casini explained that they talked about this issue, and they will go over the plans before approval with Mr. Oeflein.

Mr. Sciano asked Mr. Oeflein if they owned both properties in question for the parking area. He stated yes they did. Mr. Sciano said that they have gone over all of the plans and the layout, but questioned some outstanding old lot splits that were never followed through on. If you look at the east parking stalls, they are actually being built on two properties. Mr. Greenberg stated we need to consolidate and give an easement to the other property to clean it up.

Ms. Mitchell questioned how close it was to the residential area, and wondered how the trucks were going to get in and out. She was concerned about the ability of the trucks to maneuver. The Mayor showed her the plans and explained that there would not be a problem.

The Mayor stated that the only issue he has is that they need to notify the property owner to the east of the variance and parking area. He doesn't feel she will have an issue, but she needs to be informed. The Law Director Jon Greenberg stated that we can make the variances subject to approval by property on the east side not having any issues. Mr. Sciano also stated it would have to be subject to the approval of the parcel consolidations.

Mr. Bloam made the motion and seconded by Ms. Mitchell to approve the 11 foot variance from centerline of Grant Avenue subject to consolidation of the parcels, and also subject to the comments and concerns of the property owner to the east of the proposed parking area. All in favor none opposed. Motion carried.

Ms. Mitchell made the motion seconded by Mr. Sokolich to approve a variance for 76.7 feet from the residential area subject to the same contingencies as the previous variance. All in favor none opposed. Motion carried.

Mr. Casini explained that they are also requesting two identification signs, one on the Grant Avenue side facing north, and a sign on the west side. The variance requested is 12.25 feet for the front side, and 84 square feet on the west side.

There was a lengthy discussion concerning the signage, and Mr. Oeflein passed out plans for both, the parking area and the signs.

Mr. Bloam made the motion for a variance to allow a second sign pursuant to Codified Ordinance 1482.021(b)(2), seconded by Mr. Sokolich. All in favor none opposed. Motion carried.

Mr. Bloam made the motion for the variance for 12.25 square feet for the sign facing north on Grant Avenue. All in favor none opposed. Motion carried.

Ms. Mitchell made the motion for a variance of 59 square feet for the sign on the west side of the building pursuant to Codified Ordinance 1482.021(b)(2), seconded by Mr. Sokolich. All in favor none opposed. Motion carried.

Wherefore there is no more business before this Board, Ms. Mitchell made the motion to adjourn, seconded by Mr. Bloam. All in favor none opposed. Motion carried.

Meeting ended at 7:25pm