

Minutes of a Meeting
of the
City of Bay Village Planning Commission
held December 4, 2013

Present: Lee, Maddux, Majewski, Persanyi

Absent: Ms. Lesny Fleming

Also Present: Clint Keener, Superintendent, Bay Village City Schools
Michael Kotansky, Architect for the Bay Schools projects
Scott Wagner, Construction Manager, Regency Construction for
Bay Schools

Audience: Mr. Al Krueger, Pam Cottam, Lydia DeGeorge, Suzanne Graham

Chairman pro tem. Persanyi called the meeting to order at 8:00 p.m. in the Council Chambers of Bay Village City Hall. The meeting was delayed from the original start time of 7:30 p.m. in order to wait for the arrival of Mr. Maddux, who arrived at 8:00 p.m.

Review of provisions of Chapter 1158 of the Codified Ordinances of the City of Bay Village as set forth in the September 5, 2013 memorandum by Chief Building Official John Cheatham, and reviewed in the meeting of the Planning and Zoning Committee Meeting of September 5, 2013, as well as the rezoning of the Cahoon West property, and Chapter 1158 (B)

Mr. Persanyi announced that since the voters in Ward 2 did not approve the rezoning issue on the ballot on November 6, 2013, the Planning Commission will not be discussing Chapter 1158 (B) because it is no longer an issue.

Mr. Al Krueger, member of the audience, asked if the issue will be brought back up at the next November election. Mr. Persanyi said that it would have to be approved by Council to be put on the ballot. Mr. Lee noted that the same process of three readings of an ordinance and a public hearing would need to be held. Mr. Krueger stated that an article in the newspaper recently said that the issue will be resurrected. Mr. Lee commented that nothing has been brought before Council.

Motion by Majewski, second by Maddux to remove Chapter 1158(B) and the review of the planned rezoning for the Cahoon Road properties due to the results of the election.

Motion carried 4-0.

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Mr. Persanyi called for approval of the minutes of the meeting held November 6, 2013. **Motion** by Majewski, second by Lee, to approve the minutes of the meeting held November 6, 2013, as prepared and distributed. Motion passed 4-0.

Mr. Majewski noted that the minutes of the meeting of October 4, 2013 are still pending for approval. They will continue to be pending until Ms. Lesny Fleming is present.

Bay Village Board of Education
Addition to Normandy School
Addition to Westerly School

Mr. Majewski stated that although these projects are shown as one item on the agenda, they are two separate projects with two separate site plans and in two separate parts of the city. Architect Michael W. Kotansky stated that this was his intent when he filed two separate applications.

Mr. Majewski asked if this is a preliminary review or formal submittal. Mr. Persanyi noted that a formal submittal would include a plan for buffering; there is not a plan for buffering with this application. Mr. Persanyi noted that it could be said that the property is buffered now because the area is heavily forested. It is still possible that there may be a need for more buffering because when the addition is constructed it necessitates the removal of trees and bushes.

Mr. Majewski noted that the difference is if this is a preliminary meeting then the clock has not started for the 60 day time line. If this is the official application and presentation for review, then the 60-day clock begins. There are certain requirements that are needed to make a formal presentation. Mr. Lee stated that it looks complete. Mr. Persanyi added that if all that is lacking is a plan for the buffering, that plan could be presented for the public hearing. Both of the projects will require public hearing. The projects will be considered as formal submission this evening.

The next formal meeting of the Planning Commission will be January 8, 2014, since the first Wednesday of January, the normal meeting day for the Commission, falls on New Year's Day.

Addition to Westerly School

Mr. Michael W. Kotansky, architect with ADA Architects, Inc., along with Mr. Clint Keener, Superintendent of Bay Schools, and Scott Wagner, Construction Manager of Regency Construction presented to the Commission plans for the addition to Westerly School.

A four-thousand square foot addition to the front of Westerly School, the north end of the school, is proposed for the purpose of a library addition. The library is currently housed in two small

classrooms. The library/media center will include two restrooms, reading space and computer areas. Store rooms and offices will also be provided. Construction will come out approximately 60 feet to the north. The addition is well within the setbacks. There is existing buffering or landscaping along the west side. There are sporadic tree plantings in the front of the building. With the addition going to the front, they have the opportunity of closing the addition off from the rest of the building and using it as a separate space after hours. Mr. Kotansky walked the Commission through the plans showing the interior of the addition. Windows are provided to the east, west, and north of the building. The construction is brick on block, following the standard construction method used for the schools, foam installation in the walls to meet the energy code, foundations down 42 inches. There will be additional excavation than anticipated due to soil issues. There will be a brick façade on all three sides. Mr. Kotansky presented revised sheets marked P-3 and P-4, showing that brick construction will be all the way from the ground up. There is no larger masonry or split face. A limestone band all the way around will pick up the stone sills on the existing building. The east elevation facing the parking lot will have the main entrance. Slope roofs at that entry and the main part of the library are shown on the plans to enhance the existing 1960 structure. The roof plan indicates notching of the back part of the roof which nobody will see to make all of the roof top equipment unable to be seen from the street. The roof will be asphalt shingles. An insulated panel is proposed high with stacking underneath and full length windows. An existing smoke stack will be eliminated. The new heating system will render the smoke stack obsolete.

Mr. Persanyi stated that he has been on the Commission for more than 30 years and has been to numerous reviews for expansion of the schools. He stated that four classrooms were added to Normandy, and now we are going to add more. Eventually the enrollment will reach Westerly School. Will there be enough classrooms at Westerly? Are these two rooms usable as classrooms if that's what is necessary to accommodate the children coming in to the system?

Mr. Keener stated that enrollment has lulled off and is actually going down a bit. The media center addition to Westerly goes back to the 1990's, part of a previous bond issue that did not pass. The media center has always been a feature that was wanted. There is a modular building behind Westerly, and Mr. Keener will recommend to the Board that it be eliminated. The two classrooms where we now have the media center will have a wall put in and be reclaimed as two classrooms. The new media center has a wall in the middle with an overhead door and if another classroom is needed one-half of the space could be used for the media center and the half used for a classroom. In the higher grades current enrollment is 200 to 215 students in each grade, but in the first four grades the enrollment of three of the grades is 189 or less. Birth rates are a little lower; there are not housing starts in our community except replacement homes. The highest enrollment they would anticipate on a 10-year projection has already happened at the Middle School. The peak enrollment at Normandy School was 571, including Kindergarten, Grade 1, and Grade 2. They are at 532 enrollments now.

One issue they had at Westerly School is when they had larger classes they wanted to add another teacher, but they did not have the room to do so. By reclaiming the rooms where the media center was they will have that space. Another issue is that the buildings are not air conditioned and they won't be but what they will do is try to have a strategy of air conditioning portions of the building to make them usable. The media center will be air conditioned and can be used for summer programs, or education separately. At Normandy School they are proposing an addition of four classrooms because of the modular rooms on site. The modular rooms are a bit smaller but are serving classroom purpose. They have six Kindergarten rooms at Normandy but want to have eight so they would not have to turn anybody away from all-day Kindergarten. Classroom on the stage at Normandy will be able to be removed. There is no custodial area at Normandy. With the addition, one of the smaller classrooms will be vacated for the custodian to have a place to store tables and chairs instead of lining them up in the hallway or cafeteria.

Mr. Keener noted that Board of Education approval is required for the removal of the modular building at Westerly. He will recommend removal.

Mr. Majewski asked if consideration was given to the addition being located at the rear of the building. Mr. Keener stated that it was not considered due to the elevation.

Mr. Majewski asked about the soil issues mentioned previously. Mr. Kotansky stated that soil borings showed some fill underneath part of the addition. They will excavate down 4 feet. They have done 5 borings.

Mr. Persanyi asked if approvals are received by spring, is the project anticipated to be started in spring or summer of 2014. Mr. Kotansky said they hope to advertise for bids in April, and there is talk about doing a site package first so they can get the foundation in sooner. They will break ground in June. Completion would be September of 2015. They hope to have the building enclosed prior to that time. The entrance pieces will be done by the time the building opens up.

Mr. Maddux asked if the library is a traditional library with books and racks, or a computer lab. Mr. Kotansky responded that it is an assembly space with some shelving units for books. There will be many tables for lap top computers. Mr. Maddux asked if half of the addition will be flex space, if part of the building will be used for scout functions and other community events. Mr. Keener stated that he would like both spaces to be flex-space. Many of the book shelves will be around the perimeter. They do not plan on putting desk top computers on tables; the plan is to use lap tops and chrome books. They would be locked in their storage units overnight. If a teacher has an activity they want to leave set up in the back room they can pull the overhead door down and use the front room. It is expected that the front room is where the media specialist will

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hold most of her library time. The second space will be more for a second class to be able to use technology or the library itself for traditional purposes.

Mr. Persanyi asked if there will be more staff people assigned to the school that will result in more need for parking. Mr. Keener stated that there will be no additional staff at Westerly. Mr. Persanyi noted that the traffic issues that are there now will continue, but they will not be increased by additional staff. Mr. Keener advised that there will be two to three additional staff members at Normandy School. Mr. Persanyi noted that there is a parking issue at Normandy School.

Mr. Majewski asked what provisions will be made for construction materials and equipment. Mr. Keener stated that they will put together a site logistics plan. The thought process is to try to get an early foundation package with a lot of the masonry work through the summer when the students are not in session. The area will be fenced in and secured. Many of the deliveries will be scheduled to occur just-in-time but there may be one or two storage trailers for miscellaneous tools. A lay-down area will be fenced out toward Wolf Road for materials.

Mr. Maddux asked if there is a sidewalk that goes to the street on the west side of Westerly School. He was informed that there is not one there now but with the new construction a sidewalk will wrap around the front of the building. There will be two emergency exits with a path along the front.

There is no additional exterior lighting planned. The entrance only will be lighted.

There will be no additional signage at Westerly School. The existing sign will be undisturbed.

Mr. Lee asked about the buffering along the west property line. He stated that the aerial photograph shows it is heavily covered with existing, mature trees. Is there expectations of additional landscaping along the west, or will those trees be able to be maintained and provide the sufficient buffering?

Mr. Wagner stated that they hoped to maintain these trees and not have to add additional buffering. If it is felt differently by the commission, they will do their best to comply.

Mr. Persanyi stated that it looks like the new footprint of the building is the part that is asphalt paved now. He recommended that the Planning Commission members look at the site and try to imagine if there were a building where the asphalt is now how that would affect the sight lines that the neighbors have.

Mr. Majewski noted that the buffering will still have to be examined in order to determine if it meets code. Mr. Persanyi stated that it should be examined, and if it is determined that there is no additional buffering needed a statement will be made to that effect.

Mr. Maddux asked if the driveway area, where the bicycle racks are now, will be changing. Mr. Wagner stated that it will not be done as part of this project but next year the parking lot will be redone. The bicycle racks will be put on a pad. A couple of feet will be picked up with ramps with this project because there is a drop-off. Mr. Maddux suggested looking at low-level buffering on the west side of Westerly School due to the house located to the west.

Mr. Majewski asked Mr. Wagner to point out the features of the interior of Westerly School. Mr. Wagner pointed out the main entrance. Mr. Maddux asked if the entrance feature being created is going to come out from that face. There is a canopy there now, that will be replaced with the outdoor entrance feature. A new gymnasium will be located in the rear of the building.

Motion by Majewski, second by Lee to set the additions to Westerly School for public hearing with the consideration that a landscape or buffering plan be presented by the project manager for the public hearing. Mr. Majewski noted that all plans are referred to the Service Department, Police Department, Fire Department, and Tree Commission.

Motion passed 4-0.

Normandy School Addition

Mr. Wagner distributed a revised application for the Normandy School addition. He noted that this is necessary because the School Board has been before the Planning Commission within the last two years for an addition.

In January of 2012, the School Board presented plans for a modular addition on the west end of Normandy School. The addition presented now is for the northeast corner of the building and will include four classrooms, three on the north, one on the south, a conference room and a small tutoring room. Two of the classrooms which can be used as Kindergarten classrooms, will have rest rooms. The addition is 6,000 square feet, and is L-shaped. There will be an exit out of the east side of the building that will connect to a concrete walkway which links up to the asphalt pad, which links up to the walkway at the front of the building. There currently is a playground at the location that will be relocated to the southeast area of the property.

The construction will be brick on block, insulated walls, a flat roof, and a higher parapet to hide the rooftop equipment. The proposed brick matches the brick of the gymnasium and the classroom in the northeast corner of the building. Looking at the east elevation of the building,

Mr. Wagner pointed out the doors coming out and the windows out of one classroom, and on the north side windows out of each one of the three other classrooms. The windows have dark bronzed, aluminum frames to match the ones next to them. The addition shown, the classroom, and the gymnasium were added in 1992. They have newer windows that can be matched. The formerly flat roof has a sloped, metal roof on it now. They elected not to match that. They will raise the elevation, not to the height of the gym but just high enough to cover most of the roof top equipment.

Mr. Persanyi asked if an asphalt, shingled roof is easier from a maintenance standpoint than a flat roof which tends to be a problem when it comes to leaks. Mr. Keener stated that it won't be a problem because they are not using the old system with several layers of tar and installation of tar paper with stone on top for ballast. They will use either a rubber or Duralast material with sheets of installation down and a layer over the top. On the roofs where the seams are bonded together they go over them every four or five years and put new tape down to seal the seams. The important thing is to have a pitch toward the drains. The old built-up roofs did not have a pitch toward the drains.

Mr. Persanyi asked about provisions for the play area since more land is being lost. Mr. Kenner stated that there is an area where the playground can be relocated.

Mr. Persanyi asked if the issue of drainage was resolved that was brought forward at the last hearing for the modular addition to Normandy School. Mr. Keener stated that it was resolved the best they could. A field drain was placed back in the wooded area back in the corner. There is a 12 inch drain installed that runs out to the road. They cleaned up around one storm drain that already existed. That drain runs out to Wolf Road. There is an area that is a little low where water sits in the neighbor's back yard. They installed a large field drain and it has been working so far. There is a storm sewer by the KT Allen Building and they put a field drain from their yard into the first two homes into the storm sewer, and it drains off now. The gravel walkway path at the east end has a storm drain 12 inches underneath that was put there years ago.

Mr. Persanyi stated that he assumes there will be regular downspouts on all of the buildings that tie into the storm sewers. He noted that the drainage issues will come up at the public hearing because it was a concern of the neighbors in the past when the modular addition was constructed.

Mr. Majewski asked if there will be additional security lighting at the east end of the building. There will be additional lighting.

Mr. Majewski asked if there is parking available at the K.T. Allen building for additional staff. Mr. Kenner stated there is parking available at that site and if there will be additional staff they

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would park at the K.T. Allen building. There is parking there for 46 to 48 cars and there are parking spots available at any given time during the day.

Mr. Majewski asked if student enrollment will increase when these classrooms are finished. What increase is expected in the all-day Kindergarten?

Mr. Keener stated that they do have a forecast for a 10-year projection. The enrollment for the district now is 2500. The 10-year projection would indicate an enrollment of 2200 because the enrollment has hit its peak. Ten or twelve years ago they were down to 2220, then went up to 2620, and now the enrollment is 120 less than the 2620. When they had their peak enrollment they would have added another teacher but they did not have classroom space. With the new addition, they will be able to add a class. The School Board believes in keeping the enrollment in elementary classrooms as small as possible.

Mr. Maddux asked if there were any other parts of the property that were considered for this addition. Mr. Keener related that there were other parts considered for which they did not go into the design. The area chosen allows the hallway to be extended straight and keeps the areas of the gym and the multi-purpose room closer. The 1992 gymnasium has washrooms that are handicap accessible and this addition keeps the classrooms closer to that accessibility.

The new area will not have a fire suppression system. Mr. Cheatham stated that the addition will be made like a separate building because of the height and area limitations to avoid that necessity. There will be a fire wall between the two buildings. They are almost like an independent structure.

Mr. Majewski asked if there is a staging area located for construction materials. Mr. Wagner stated that they will come off of Normandy Road and will utilize some of the space at the asphalt playground. After the summer is over all of the heavy equipment will be moved out.

The Westerly School project and the Normandy School project will be under construction simultaneously with the same construction and completion dates.

Mr. Maddux noted that the children will lose their playground for approximately one year. Mr. Maddux asked the school representatives to be prepared to address that at the public hearing.

Mr. Cheatham stated that St. Raphael's Catholic Church is breaking ground June 1, 2014. Heavy construction for that project will be going on nearby.

Mr. Maddux asked how the process works within the School Board to come up with these solutions. Mr. Keener stated that the administrative team works with the architects and

construction managers. They create preliminary design with options that are presented to the School Board. Construction meetings are attended by the School Board. Details are turned over to the administration. The School Board has to approve the construction documents before they go to bid.

There are no soil issues at Normandy. Everything is shale to 5 feet down.

Buffering plans for the northeast area include screening behind the two private residences. The buffering should be part of the plans that will be shown at the public hearing. Color renderings of the project should also be brought to the public hearing. The elevations and color renderings will be suitable in place of the required birds' eye views. A sketch similar to the sketch provided for Westerly will be provided for the public hearing. Samples of construction materials are also to be brought to the public hearing. The plans should indicate run-off from grading. Construction staging area information is also to be made available at the public hearing. Materials should be submitted to the Building Official 14 days before the public hearing.

Motion by Majewski, second by Lee to set the addition at Normandy School to public hearing provided that a landscape buffer plan is received.

Roll Call Vote: Yeas- Lee, Maddux, Majewski, Persanyi
Nays – None.

Motion passed 4-0.

Since the first Wednesday of the month falls on January 1, the date for the Planning Commission meeting will be changed to January 8, 2014. Materials for the public hearing must be submitted by December 26, 2014.

Both public hearings will be held at 7:30 p.m.

Review of proposed parameters for revisions to Chapter 1158

Mr. Persanyi stated that he would like to send a questionnaire to the citizens, similar to the questionnaire that went to the residents before the creation of the Master Plan, to achieve a better sense of what the community needs and wants in regard to Chapter 1158, attached housing. Ultimately there will have to be changes to the chapter if it is expected that anyone would even try to build attached housing in Bay Village. The Planning Commission can make recommendations, but Council is the body that would have to act on these recommendations.

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Mr. Lee stated that the proposal made by John Cheatham, combined with the recommendations of the Cuyahoga County Planning Commission in 2008, is something that the City Council feels makes sense and would like to proceed along those lines. These include a set of rules for District 1, District 3, and possibly a third set of rules for the Retail Business District. The hope is to do something within this six-month moratorium period, with feedback from the Planning Commission during that period of time.

Mr. Persanyi suggested that one amendment to the code that is needed is a reduction in the minimum acreage size. He would be in disagreement with having a larger building permitted in Residence District 3, where there are relatively small houses on smaller lots. Mr. Maddux stated that the density of those smaller lots can handle a higher density building. It might feel more appropriate in a higher density area. Mr. Cheatham further noted that there is also the character of Residence District 3 and Residence District 1 to be taken into consideration.

Mr. Majewski stated that when a building gets to a certain size you have to meet different codes. Mr. Cheatham explained that when you have three units or less under one roof – that is residential code. When you have four units or more that becomes commercial code.

Mr. Majewski stated that in a residential community like Bay Village a three unit building might be something to consider.

Mr. Persanyi stated that Dino Lustrì's proposal in 2008 brought his units closer to the sidewalk. Right now we have nothing at all in our Chapter 1158 that would permit that; we are bound by the setbacks and in some cases you do not want the setbacks. You want to be able to come out your front door close to the sidewalk. In some areas we don't want that setback because it doesn't make sense. It is a different style of housing. That was recommended on the east side of Dover Center Road as a combination of retail and residential housing. Something like that would be a potential for Chapter 1158. Mr. Cheatham will add some variables in setbacks to his proposal as an option.

Mr. Lee stated that one of the other differences in the Model A and Model B proposed by Mr. Cheatham is the clubhouse and the pool. Mr. Cheatham explained that his thinking was that if you are designing in District 1 it would be upscale and may require having the amenity of a clubhouse and a pool. The nine lots behind Bradley Bay Nursing Home would be a perfect spot for that type of construction. Mr. O'Neill has already received approval for those nine lots to tie the storm drainage to a retention basin going in for the new Alzheimer's Unit that is going to be built probably this spring. Mr. Galli gave him approval for that prior to him leaving. He actually gave it to Mr. Cheatham since he had taken over and asked him to write the approval. He signed off on one paper. It is conditional to Mr. O'Neill getting something done with the deed that allows, in case he sells those nine lots off as a unit to a developer, to always have in perpetuity

the right to use that retention basin. Mr. O'Neill is hoping to either sell those nine lots off to a developer or sell them himself one by one, in the near future. The zoning for the property is currently single family residence.

Mr. Cheatham will add some provisions to his original recommendations as a result of the conversations this evening.

Mr. Lee asked if the Planning Commission wants to prepare a formal submission to Council of their recommendations at their next meeting. Mr. Persanyi stated that he would like to extend it to the first meeting in February. He noted that changing the density issue along with the recommendations of Mr. Cheatham will make a huge difference in creating potentially viable products.

Mr. Lee stated that the next step would be for Council to take the recommendations of the Planning Commission and work with the Law Director in rewriting Chapter 1158, with multiple readings and public input to follow.

Mr. Majewski stated that if you are trying to accomplish a community goal and you give a developer a blank check you will get what works best for him. But if you consider a bonus, you can let the developer build a few more if he builds units that accomplishes the community goal. It is worthwhile to consider a density bonus. It doesn't have to be ADA compliant, it can be adaptable. It is not a good idea to give away a bargaining chip that would help accomplish a community goal. Mr. Cheatham noted that if a developer stays to three units, he doesn't have to have any units that are accessible, just some that are adaptable. That makes a huge difference in building costs.

Council Update

Mr. Lee stated that the Finance Committee has begun work on the 2014 budget, overcoming the ending of the Estate Tax and the loss of that revenue, which was \$400,000 in 2013. The flow to the Rocky River Wastewater Treatment Plant has been re-metered resulting in a significant increase in the operational expense to the City of Bay Village. The 8% increase amounts to over \$300,000 annually.

A public meeting was held in November regarding the Cahoon Road Sewer Replacement Project which is now underway. This involves installing a new 24 inch sewer from the railroad tracks to Wolf Road, with completion expected by the end of 2014.

Negotiations with the Firefighters Union were completed. A new three year labor contract is in force with all of the three labor groups.

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The law suit regarding the city's peddlers, solicitors and canvassers ordinance has been resolved and Council will soon be voting on the revised version of the ordinance.

Council placed on first reading at their last meeting several amendments to Chapter 13, the city's Building Code. These are amendments brought forward by Chief Building Official Cheatham and include a simplification of the building permit fee process. The ordinances will go through three readings and be adopted in the early part of 2014. One amendment regarding electrical connections was passed two weeks ago at the request of Mr. Cheatham.

The Environment, Safety and Community Services Committee continues their work on updating the city's bicycle ordinances.

Mr. Persanyi commented on a news report in *The New York Times* of plastic pipe being used for sewers that is failing at a high rate. The information will be passed along to the Service Director.

There being no further discussion, the meeting adjourned at 10:10 p.m.

Bela Persanyi, Chairman pro tem

Joan Kemper, Secretary