

ARB MINUTES

March 9, 2009

The ARB held a regular meeting on Monday, March 9, 2009 at North Royalton City Hall, 13834 Ridge Road. The meeting was called to order by Chairman, Frank Castrovillari at 6:00 p.m. Roll called. Board member, Joe Kapitan, was absent with cause.

Members Present: Frank Castrovillari, Linda Watkins and Laura Tworzydlo
Donna Babinec (Secretary)

Members Absent: Joe Kapitan

Others Present: Donna Vozar and Tom Jordan

1. **Approval of Minutes of February 23, 2009 Regular Meeting**

Chairman Frank Castrovillari moved to approve the minutes of the February 23, 2009 meeting, Ms. Tworzydlo second. No discussion. Roll called, motion carried 2/0 with Chairman Castrovillari and Laura Tworzydlo voting.

2. **Old Business:**

- A. **Manorcare Health Service.** No one present. A short discussion was had as to the status of Manorcare with Planning. It was determined that the application shall remain tabled at ARB as it is still tabled in Planning.
- B. **City of North Royalton, Akins Road, General Industrial Zoning, Roadway Access Approval to the City of North Royalton's expanding Recreational Baseball Park System located at 14875 York Road.** Chairman Castrovillari moved to remove application from table. Mrs. Vozar stated that she has had discussions with several City officials with regard to this matter. There is no specific plan for submittal other than that which had already been provided. The City will consider any suggestions by ARB. Any of the landscaping will be on private property and, according to Planning, the City will work with the property owners. The City will assist in installation but homeowners will have ownership and maintenance will be the responsibility of the property owners. The City Engineer stated that the City will extend the existing chainlink fencing. Chairman Castrovillari stated that the only suggestion by ARB was to match what is already there regarding landscaping and fencing.

Mrs. Tworzydlo stated that she thought there was an issue concerning the first 70 feet of the driveway. Mr. Jordan stated that the ARB was given construction drawings which show the first 70 feet as gravel and the ARB didn't see the finished drawings. Mrs. Vozar stated that it will have to comply with Code. Chairman Castrovillari moved to approve the application as submitted with the information presented tonight and recommendations of ARB as to landscape and fence matching existing landscape and fencing. Mrs. Watkins second. No further discussion. Roll called and motion carried 3/0.

3. **New Business:**

A.. **Liquor Agency**, 12770 Royalton Road, Local Business Zoning, Sign Approval. Mrs. Babinec called for applicant. Mr. Ron Rhan from Euro Neon Signs present as applicant. Chairman Castrovillari asked the applicant in which center the business is located. Mr. Rhan said it is located at 82 and West 130th next to Park Fine Wines. He went on to state that there is a change to the original submission. Chairman Castrovillari moved to approve as submitted. Mrs. Watkins second. Discussion: Mr. Rhan provided the Board members with changes. Chairman Castrovillari stated that they have changed their submission from two lines to one line across. Mr. Rhan stated that the business owner had a discussion with the landlord regarding the matter. Mrs. Watkins asked if the building department knew it would change to straight across. Mr. Rhan stated that he did talk to Building when he submitted the application and advised that the business owner may still want to change the signage to straight across and they told him to just bring the changes to the ARB meeting. Mrs. Tworzydlo said there is a seven square foot difference. Chairman Castrovillari stated that the Building Department approved thirteen point three square feet but doesn't indicate if the twenty-two square foot would comply - it doesn't reflect a maximum. Mr. Jordan asked if the applicant knew about the size of the lettering on the neighboring signs. Mr. Rhan said he also did the other sign for Park Fine Wines and this one is a little bigger. Mrs. Watkins asked if Mr. Hartmann had approved the revised signage. Mrs. Vozar stated that it appears that Mr. Hartmann had not seen the revised application. He approved the original signage. Chairman Castrovillari stated that ARB could approve with the contingency that Building has to re evaluate size of new sign. Mrs. Vozar stated the problem would be, if it was not approved for size, he would have to return to ARB in two weeks. It's up to the applicant. She went on to state that he may want to take the new signage to the Building Commissioner for approval and then return to ARB. She asked what kind of

time frame they are in. Mr. Rhan said they want it next week. He asked if the Board could not approve based on the fact that it is as per the sign criteria and that he meets the sign criteria. Mrs. Vozar said it hasn't been reviewed by the Building Commissioner to determine that, which is why the application is reviewed by him prior to coming to ARB. Since this change is being submitted the same day as the meeting, there hasn't been an opportunity to be reviewed by the Building Commissioner. Mr. Rhan said he actually had the change the date after he made the application but the Building Department said he should just bring it to ARB and they should be able to make a decision. Mrs. Vozar said, if he is looking to get approval tonight, she recommends the Board approve contingent on Mr. Hartmann's approval. If it does not comply, he will have to resubmit his application and it will slow him down even more. He stated that he will still have to come back to next ARB. Mrs. Vozar stated that he would at least be on the agenda if tabled. However, if it goes forward tonight and he is not in compliance, he will have to resubmit the application and he may miss the deadline for the next ARB. Mrs. Tworzdo stated that the first signage was two lines at a width of 5.5 feet and the new sign is 15 feet. Chairman Castrovillari stated that he can't go past the demising walls and the picture on the application appears that he is within the demising walls so he doesn't think the length is an issue, however, that is up to Building. Chairman Castrovillari asked Mr. Jordan if there is any way the Commissioner could put the maximum allowable on the application. Mr. Jordan said he understands what the Chairman is asking and they can discuss that later during the discussion of new forms. Mr. Rhan said he is not 100% sure but he believes he is within the allowable square footage. There is 66 square feet available on the sign band and he has only 22.5 square feet. There was a short discussion regarding the Code and what he is allowed. Mr. Jordan said he also would like more information as to the surrounding signage. Chairman Castrovillari asked if there are two raceways there now. Mr. Rhan said it is not a replacement sign. Mrs. Vozar gave Mr. Rhan a copy of the recommendations of Building Commission stating this is a replacement sign. Mr. Rhan said he took a picture of the building and there is nothing there now. Mrs. Tworzdo asked if there will only be one sign and Mr. Rhan replied yes. He said that Park Wine owns this business as well. Chairman Castrovillari asked if there will then be two liquor stores next to each other. Mr. Jordan stated that Park is a wine bar and this store will sell hard liquor. It's what used to be called a "State" store. Mr. Rhan said the owner already has the license for the new liquor store. Chairman Castrovillari said, not considering the size, how does the Board feel about the rest of the sign package? Mrs. Tworzdo asked what the zoning is. Mrs. Vozar said it is local business. Mrs. Tworzdo asked

what made them decide to go one line rather than two lines. Mr. Rhan said that he initially suggested two lines. This is a previous customer and that was a cheaper sign. He thinks he then talked to the landlord and all the signs in the center are one line. Mr. Tworzydlo asked about the letter size on Park Wine. He said he believed they are 1.8 feet and he is recommending 18 inches. Mrs. Vozar said she would recommend that it be approved contingent on it complying with all requirements of the building commissioner. She asked Mr. Rhan if he understood and he replied he did. Mr. Jordan said that the ARB not only wants the signage to be up to Code but they also want it to match the other signage as to size and coloring. Mr. Jordan said it should be contingent on it matching the size of the other lettering. Mr. Rhan said the wine store sign is on a larger store. Chairman Castrovillari said that the wine store sign is a different font almost cursive. Mr. Rhan said it is the same font but the size makes it look different. Mrs. Tworzydlo asked if increasing the letter size would allow the sign to fit. Mr. Rhan said he believes he is within the Code on the application. Mrs. Tworzydlo said she believes the Board should just table the sign until the size is approved. Chairman Castrovillari said he would like the raceway to match the sign fascia and he doesn't mind the black trim. He would like to see the signs on either side of this business. To him the letters on this sign look really blocky and out of scale but seeing the other signs must prove otherwise. Chairman Castrovillari moved to table the application to next meeting and asked Mr. Rhan to provide the other information requested at that time. Roll called, motion carried 3/0.

4. **Miscellaneous.** Mr. Jordan asked if ARB had received the forms he emailed. The Board members replied they did. He said he would like to go over a couple with the Board for comments. He wanted to start with the actual application and the schedule for deadlines. Mr. Jordan said he would like to get the application and deadline dates on the web. He asked Mrs. Babinec if the cutoff date had already occurred if Mr. Rhan had wanted to go to the Building Commissioner before he came back. Mrs. Babinec said she believed the cutoff date had already occurred. Chairman Castrovillari said he thinks the schedule is made so applicants could go to Planning first. Mrs. Babinec said that Planning and ARB's schedule are already on the net and they coincide with each other. Chairman Castrovillari said the signs could come sooner. Mrs. Babinec said that when she and Brenda did the schedule for the new signage applications it was determined that the Building Commissioner should have ten days between submission and getting on the agenda. Mr. Jordan said he thinks the Building Commissioner shouldn't need ten days to review. He will talk to Rito about it. He suggested pre review as it may be wise to make one of the two meetings a month a review of the signage. Some signs are so straight forward that you don't

have to drag the applicant in and the business owner wouldn't have to pay a sign manufacturer to come to a meeting. If there is a problem with the signage, the Board can then give feedback so they only come to one meeting with the suggestions implemented. It may also be possible, if holding the meetings earlier, you could get someone from the Building Department to attend. Chairman Castrovillari said he still needs input from the Building Commissioner. Mr. Jordan said, at the review meeting, the Board can say it meets all the criteria and will be approved at the next meeting. If there are problems, the applicant is advised and they have sufficient time to meet the requirements before the next meeting. Mr. Jordan used Liquor Agency as an example of someone having to come twice to ARB. Chairman Castrovillari said that was because he changed the sign at the last minute. Mr. Jordan yes, but he also didn't get proper feedback. He said applicants have to come at least once. Mrs. Vozar stated that ARB can approve the application without the applicant and have done so when an applicant doesn't appear when they are on the agenda. Mr. Jordan said the default position should be that they do not have to appear and you could do a review and 90% could be approved, plus you give the other ones time to fix the problem before the next meeting. Mrs. Vozar said you are still holding the sign for two meetings. Mrs. Tworzydlo asked why the City is trying to save the applicants time. He said it is always the goal to save applicants time. Chairman Castrovillari used Butch's BBQ as an example stating that he came twice, the first with insufficient information and the second time it passed. Mr. Jordan said, if he doesn't show the first time and we give him feedback it saves him a trip. Mrs. Tworzydlo said, isn't that the purpose of new forms? Chairman Castrovillari said technically they don't have to come at all. Mr. Jordan stated they are encouraged to come. The failure rate on the applications is still too high. Mrs. Watkins said that she wouldn't have had a problem with this applicant (Liquor Agency) but he changed his application at the last minute. If the ARB would fine tune the checklist, it could prevent problems. Chairman Castrovillari said that he thinks the failure rate can probably be addressed with the checklist. Mr. Jordan said when a meeting is at this time of night, the applicants must pay the sign manufacturers to come to the meetings. Mrs. Watkins agreed that the checklist is important and Mr. Jordan said that the Building Department should also review. Mr. Jordan went on to say that the other document he wanted to discuss is the actual application. It's laid out a little differently. It will provide information as to what happens when the application is approved, deferred or denied. The other point is that it allows places on the forms for department use to provide all the information needed to put the application on the agenda. It should be completely filled out by the various departments before it is placed on the agenda. Mrs. Tworzydlo mentioned a typographical error and went on to say that it indicates that it must be completed and signed by the owner of the property. There are sign manufacturers, contractors and tenants who come before the Board. Mr. Jordan said

that the wording should discourage someone other than property owner so that whoever appears has the authority to make changes. Donna Vozar stated that on the Planning Commission form it states that the applicant has gotten permission from the property owner and since everything came from Planning Commission to ARB they felt they had the signature of approval. Mr. Jordan said he wants input on these forms from ARB since they will be approving them. He has no say so he just did some research using forms from other cities. Mrs. Tworzydlo said she did too. She noted another place where it states that an agent must present written authorization to enter into an agreement to the secretary of the Board. Mr. Jordan said he is was looking for authorization to appear, there's no agreement with the City. She went on to ask where the various outcomes are listed, shouldn't "tabled" be there. Mrs. Vozar said she thinks "deferred" is tabled and so it should probably say "tabled" because the Code gives the authority to table and then maybe put "deferred" in parentheses. Mr. Jordan said that ideally, the owner should sign the application but then give authority for an agent to appear. Donna Vozar said that the language as it relates to reconsideration aspect complies with Code in fact all of the language must be reviewed to be sure it complies with the Code. She went on to suggest that the Board make suggestions and email them to Mr. Jordan. Mr. Jordan said there is a checklist for the Board's review which goes into variances etc. and the Code sheets. Ideally the Building Department should do the calculations or the applicant could do them on their own. If there are items you feel should be added, advise. There's the authorization form which will go on the internet. He went on to say, his objective is to cut down on the number of meetings the applicants must attend. Mrs. Tworzydlo stated that, for her job, she had to attend some of these meetings and the Boards were very tough and she had to prove herself to these boards. Mr. Jordan said he wants quality signs but should try to improve process for applicants. Mrs. Vozar said that the City wants to be user friendly with the businesses and residents. She and Tom will make a joint submittal to the Board and ask for their comments. Mrs. Watkins said a notation about last minute changes should be noted on the applications.

Chairman Castrovillari moved to adjourn the meeting at 7:05 p.m. Mrs. Tworzdo second. Meeting adjourned.

Approved: _____
Chairman - Architectural Review Board

Attest: _____
Secretary - Architectural Review Board

Date: _____