



MEMORANDUM
ROBERT S. FRANKLAND, AICP
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

34200 Bainbridge Road
Solon, OH 44139-2955
Phone: (440) 248-1155
Fax: (440) 337-1355

DATE: NOVEMBER 10, 2015

TO: SUSAN A DRUCKER, MAYOR
CITY COUNCIL

RE: PROPOSED AMENDMENT TO REVISE AND CLARIFY THE REVIEW
PROCESS FOR MINOR ALTERATIONS TO BUILDINGS AND PREMISES.

Providing for the timely reviews of projects is an important component of the City's economic development program. Therefore, the City has long provided an exception to the regular site plan review process for office/commercial/industrial projects that involve only minor exterior alterations to the site, such as the addition/removal of windows and doors, addition of accessory equipment, minor modifications to site landscaping, etc.

However, the current ordinance governing the review of minor alterations is somewhat rigid in structure, contradictory in nature, and does not accurately reflect the process that the City has historically utilized to review these projects. Therefore, the proposed amendment is intended to more accurately, define, clarify and codify the City's actual Minor Exterior Alteration review process.

The proposed amendment is attached, and is highlighted in "red". The existing wording is also attached and is designated in "black" and "struck through".

If you would like to proceed with this proposal, the next step would be to refer the ordinance to the Planning Commission for further review and recommendation.

Please let me know if I can answer any questions you may have regarding this proposal.

CC: Lon Stolarsky, Assistant Law Director
Tom Lobe, Law Director

PROPOSED AMENDMENT

SECTION 1291.02, 1-C - EXCEPTIONS TO THE SITE PLAN REVIEW PROCESS

(MINOR EXTERIOR ALTERATIONS)

1. **MINOR EXTERIOR ALTERATIONS** - In order to promote effective economic development and reasonable and proportionate project review times, any incidental change to an office, commercial, and/or industrial zoned building or premises may be reviewed and approved by the Planning Commission as a Minor Exterior Alteration. Proposed Minor Exterior Alterations shall be informally presented to the Planning Commission by City staff during a set portion of the regular public agenda specifically designated for such presentations. Approval of a Minor Exterior Alteration shall require the unanimous agreement of all members of a quorum of the Planning Commission and said approval shall require no further legislative review. A denied Minor Exterior Alteration may be submitted to the Planning Commission and City Council for full review under the requirements of the City Zoning Code, at the discretion of the property owner. The determination as to whether a project qualifies for presentation as a Minor Exterior Alteration shall be made by the Director of Planning and Community Development. Examples of alterations that may be determined to qualify as a Minor Exterior Alterations, include the adding, removing, or re-locating of windows, doors, or mechanical equipment; alterations to materials, colors or features impacting incidental portions of a structure; alterations to landscaping impacting incidental portions of the premises; and any other modification to buildings, structures, or premises that are substantially similar to the forgoing. Any project that requires variances from the Zoning Code or any other Codified Ordinance of the City of Solon, shall not qualify as a Minor Exterior Alteration. All Minor Exterior Modifications shall require a Certificate of Zoning Compliance and/or Building Permit where otherwise required by the Building Code or Zoning Code of the City of Solon.

EXISTING WORDING PROPOSED TO BE DELETED

SECTION 1291.02, 1-C - EXCEPTIONS TO THE SITE PLAN REVIEW PROCESS

(MINOR EXTERIOR ALTERATIONS)

~~1. MINOR EXTERIOR ALTERATIONS “Minor Exterior Alterations” (see definition below) made to a previously approved and constructed non-residential, or multifamily residential structure(s) or use(s) shall be reviewed by the Director of Planning and Community Development, but need not be reviewed by Planning Commission and City Council. However such “Minor Exterior Alteration” may require further review by the Planning Commission and City Council, at their next available meetings, if such review is requested by the Planning Commission, within ten (10) days of the Director of Planning and Community Development’s approval of the plan in question. If the Planning Commission does not request the review of the Minor Exterior Alteration within ten (10) days, the determination of the Director of Planning and Community Development shall stand. All such “Minor Exterior Modifications” shall require a Certificate of Zoning Compliance and/or Building Permit where otherwise specified within the Building Code or Zoning Code.~~

~~A. DEFINITION OF “MINOR EXTERIOR ALTERATION” A “Minor Exterior Modification” shall be deemed to be: (A.) Any alteration to the surface(s) of a structure or premises such as the alteration of landscape provisions, addition of minor mechanical equipment, change in color or the addition of materials to a structure, or the adding or closing of a door or window area, or any similar activity which is not visible from any street. (B.) Any alteration to the structure or premises that is visible from a street, but which does not change more than ten percent (10%) of the structure or the relevant portion of the premises.~~