

WESTLAKE PLANNING COMMISSION
STAFF REPORT
7/1/26

PART I GENERAL INFORMATION

Julie Billart School conceptual development plan, 3600 Crocker Rd., PP#21610033, Ward 6

PART II PROJECT SUMMARY

The purpose of this request is to expand the Julie Billart School Westlake campus to address ongoing growth, facility needs, and to enhance the educational environment while maintaining a positive presence within the community. The project consists of a ~8,400 square foot addition to the existing building with an estimated construction cost of \$3.4 million. The expansion will relocate students currently housed in the lower level into more appropriate and accessible learning spaces. Additional restroom facilities are included to support the growing student population. The project also introduces new specialized programming areas, including an innovation lab, sensory room, and dedicated “beginnergarten” space. Student enrollment capacity will remain at 132 based on established staffing ratios; however, the addition will accommodate 12 additional pre-K students, resulting in a total enrollment of 144. The existing parking lot is sufficient to meet staff and visitor demand. Construction is anticipated to begin in June 2026, with completion targeted for Spring 2027, allowing the new space to be fully operational for the 2027–2028 school year.

PART III DEPARTMENTAL REVIEWS

Fire	1. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction which are not readily accessible from a public and/or private street. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. 2025 OFC 503.1.1 • Not compliant as shown for the new building and obstructs this distance to the existing building 2. A Knox Box (approved locking key box) is required to be installed in an approved location determined by the Fire Department and 2025 OFC Section 506.1. Order the box at www.knoxbox.com. Minimum requirement for existing structures is the Surface Mount, Model 3261. Contact the Westlake Fire Department at 440-835-6422 for more information or to determine the approved location. • Front entrance 3. The building and hydrant locations shall comply with Westlake Codified Ordinance 1371.03. All buildings and structures shall be so located that all parts thereof are not more than 250 feet from at least two readily accessible public or private Fire Department hydrants. Such distance shall be measured along the centerline of the streets, roadways or driveways. • Show the hydrant locations with distances to all parts of the buildings.
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PART IV GUIDE PLAN/ ZONING

Guide Plan – The Future Land Use Map identifies this area for one-family residential use. Schools are permitted within one-family residential districts.

Zoning Code Requirements

1133.02 MODIFICATIONS.

Where the Planning Commission finds that the land involved in a subdivision or development plan is of such size or shape, is subject to such title limitations, is affected by such topographical conditions or is to be devoted to such usage that it is impossible or impracticable in the particular proposal for the developer to conform

fully to a provision of these Land Planning and Subdivision Regulations, the Commission may accept such adjustments as may be reasonable, if within the general intent and purpose of these Regulations.

1220.05 PLANNING COMMISSION REVIEW AND MODIFICATION (excerpt)

- a) The Planning Commission shall review the plans taking into account the spirit and intent of the Zoning Code, the standards and requirements of the Zoning Code, the location of the proposal, the effect on the surrounding properties and the relationship of the proposal to the Guide Plan.
- b) The Commission, in reviewing the proposed development plans for conformity to the provisions of the Zoning Code, may make adjustments to certain yards, area and other dimensioned requirements based on the performance standards of Section 1220.06. If the applicant requests modifications or reductions to one standard, the Planning Commission may recommend and request modifications to increase other standards to offset the applicant's request.

1220.06 PERFORMANCE STANDARDS (excerpt of applicable standards)

Modifications to development plans in dimensioned and quantitative requirements for new development shall incorporate the following performance standards:

(d)	Modifications may be considered due to unique conditions of the parcel, building, design, parcel size, parcel location, topography, adjacent uses of proposed use of the parcel.
(e)	Modifications shall be designed to protect the desirable characteristics of both existing and planned development as adjacent properties.
(f)	Modifications shall promote the desirable and beneficial use of the land and promote the economic development of the City.

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
ZONING DISTRICT	R-1F-80/ 1 Family	Schools are a permitted main use	OK
LOT AREA 1211.09, 1211.18	20,000 s.f., 22,000 s.f. corner lots	2.9625 Acres (no change)	OK
MINIMUM FRONTAGE	Building Line – 100' Street Line – 45'	100' to ~268' minimum (no change)	OK
MAX. BUILDING HEIGHT 1211.09, 1211.23	2.5 stories	1 story	OK
% LOT COVERAGE FOR MAIN BUILDING OR USE 1211.09	20%	14.56%	OK
% OPEN SPACE (AKA LANDSCAPING) 1211.09 – may include retention	50%	50.3%	OK
MAIN BUILDING OR USE SETBACK 1211.09	Front 50'	~585'	OK
	Rear 30'	~70'	OK
	Side 15'	~22' to ~32'	OK
TOTAL PARKING SPACES 1221.05	189 spaces	46 onsite with 298 total including church parking arrangement per zoning modification granted with lots split in 2020.	OK
BUFFERING 1130.04, 1130.05	10' buffer required between school and single family residential use	Buffer plan not provided. It must show the proposed materials and include a cross-section illustrating the required screening between the neighboring homes to the south and the addition.	TBD
TREE PRESERVATION PLAN 1137	59 trees, 273 caliper inches.	8 Red Sunset maples (location is south of addition but not shown). The wooded area to remain contains more than 59 trees and 273 caliper inches, which satisfies the	OK

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
		preservation requirement.	
LIGHTING 1230.03 for non-residential in res. zones	Lighting plan and photometrics required	Provided – meets code requirements	OK
RETENTION	Required if over 1 acre	Engineering Department requirement	TBD
HVAC LOCATION & SCREENING 1237.04(a)(9)	Not in front of building Screened with fence or plant material, or housed in a structure in harmony with the surroundings	RTU – For final development plan, rooftop units should be fully screened by parapet walls or mechanical screening will be required.	TBD
DESIGN REVIEW REQUIREMENTS (MATERIALS) 1237	Face brick and thin brick veneer in approved red/pink, tan, brown, buff, cream, black, gray, or white. Thin brick veneer requires inset window and door openings with corner-end thin bricks.	Front (east) elevation is brick design to match existing school building and complies.	OK
	Siding and trim may include horizontal lap, board-and-batten, shake shingle, and wood or wood-simulated products (fiber-cement, tile, or metal). Siding is limited to 66% of the total façade.	Side (south) and (north) and (rear) – Ribbed metal panels in charcoal grey color and smooth texture. This material is not permitted and would need a zoning modification.	TBD

PART V DRAFT FINDINGS/MOTION

Draft Findings of Fact

1. The proposed expansion addresses facility needs by relocating lower-level classrooms, adding restrooms, and creating new programming spaces while maintaining required parking and enrollment-based staffing ratios.
2. The proposal meets most applicable zoning standards with items to be resolved at the final development plan stage, including fire access compliance, hydrant distance verification, buffering design, retention requirements, rooftop unit screening, and required material modifications for non-permitted siding.

Draft Motion¹

If the Planning Commission can approve, the following motion is advised:

Based upon the findings of fact, I move approved the Julie Billiard School conceptual development plan with the following:

1. Final development plan will address the outstanding items outlined in this report.
2. Other items discussed at the meeting.

¹ This is suggested language only and not a recommendation for or against the approval of this request.