

**WESTLAKE PLANNING COMMISSION  
STAFF REPORT  
5/7/26**

**PART I GENERAL INFORMATION**

**Freehold Investment Group**, site improvements, 26614 Center Ridge Rd., PP# 21317001, Ward 2

**PART II PROJECT SUMMARY**

The purpose of this request is to review a comprehensive renovation of the vacant office property, located in the Office Building district. According to the cover letter, they are in the process of purchasing the property and their intent of this project is to modernize the site, enhance its appearance, and ensure full compliance with applicable regulations while contributing positively to the surrounding commercial area.

The project includes replacing the existing pole sign with a new monument sign, renovating the façade and rear storefront systems (window and door renovation/addition), restoring and restriping the existing parking lot to meet current ADA and zoning requirements and expanding the rear parking lot, installing a trash enclosure, and repainting the building and adding accent materials. Interior work will consist of cosmetic updates to finishes and improvements to ADA accessibility, with existing electrical and HVAC systems to be modified only as needed for code compliance.

**PART III DEPARTMENTAL REVIEWS**

Fire	<ol style="list-style-type: none"><li>1. Approved signs shall be provided for fire apparatus access roads/fire lanes to identify such roads or prohibit the obstruction thereof. 2025 OFC 503.3 -West side of building access drive</li><li>2. A Knox Box (approved locking key box) is required to be installed in an approved location determined by the Fire Department 2025 OFC Section 506. Order the box at <a href="http://www.knoxbox.com">www.knoxbox.com</a>. - Front entry</li><li>3. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7 mm). 2025 OFC Section 505.1</li></ol>
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**PART IV GUIDE PLAN/ ZONING**

*Guide Plan* – The Future Land Use Plan identifies this property for Office & Office Lab in support of this request.

*Zoning Code Requirements*

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.

<b>1220.06 PERFORMANCE STANDARDS (Excerpt)</b>	
Modifications to development plans in dimensioned and quantitative requirements for new development shall incorporate the following performance standards:	
(c)	Modifications for dimensional standards in the Zoning Code should be designed to provide better utilization of the land and offset by greater standards in other areas of the Zoning Code.
(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.
(f)	Modifications shall promote the desirable and beneficial use of the land and promote the economic development of the City.

<b>Box Score</b>				
<b>STANDARD</b>		<b>CODE</b>	<b>PLAN</b>	<b>DIFFERENCE</b>
<b>ZONING DISTRICT</b>		OB/Office Building	Proposed use is an office	OK
<b>BUILDING AREA</b>			~6,000 SF	OK
<b>MIN. LOT AREA 1216.04</b>		1 acre	2.017 acres	OK
<b>MIN. LOT WIDTH 1216.05</b>		150'	~270'	OK
<b>MAX. BUILDING HEIGHT 1216.08</b>		50'	No change to existing height ~19.5'	OK
<b>% LOT COVERAGE FOR MAIN BUILDING OR USE 1216.07</b>		20% - 2 story	3.4%	OK
<b>% LANDSCAPING 1216.07 (b)</b>		Not less than 25%	~75%	OK
<b>SETBACKS FOR MAIN/ACCESSORY USES 1216.06</b>	Front	70' (includes planned ROW)	Existing building: ~34.5' Canopy: ~30.5' Patio: ~23.5'	Modification for the canopy and patio to encroach into the front setback.
	Side	15'	E: ~117' W: ~99'	OK
	Rear	40'	N: ~91.5'	OK
<b>SETBACKS FOR PARKING 1216.06</b>	Front	40' (includes planned ROW)	~22'	Existing non-conforming parking lot.
	Side	10'	E: ~20' W: ~10'	OK
	Rear	30'	N: ~165.5'	OK
<b>TOTAL PARKING SPACES 1221.05</b>		First floor = 12 spaces Second floor = 10 spaces	26	OK
<b>DRIVEWAYS 1221.11</b>		24' max	22'	OK
<b>CURBING 1216.13</b>		Type 6 required		Need to show for all new parking areas.
<b>SIDEWALKS 1237.04(a)(4)(C)</b>		5' clear	4' front walk is OK (not likely to have much foot traffic, rear is 6' but parking stalls are 18' so acceptable for both.	OK
<b>BUFFERING 1130.04, 1130.05</b>		Required between office building and residential uses (see code)		Need to show for new parking lot to stop headlights from shining into neighboring residential properties OK

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
<b>TREE PRESERVATION PLAN 1137</b>	Required when trees are removed for development	Does not appear to be any tree removal need for proposed parking lot.	OK
<b>SIGNS 1223.</b> Total Area for site	60 SF max.		
Ground Signs Permitted	1 allowed at 30 SF max., 8' maximum height	Indicated in cover letter.	Need sign application and drawings for approval.
<b>LIGHTING 1230.03</b>	Lighting Plan required		Need a lighting plan for all exterior lighting.
<b>RETENTION</b>	Required if more than 1 acre		As this is an existing site, the Engineering Department will determine if this work triggers retention. If it does, there is ample room on the site for a basin.
<b>Trash Enclosure 1216.03(j)</b>	Required 6' tall, masonry solid gates	Location shown.	No issues with location shown behind building. Design details are needed.
<b>DESIGN REVIEW (MATERIALS) 1237</b>	Brick, stone or masonry, maximum 4" X 12" size block, Colors in earthtone, white, red brick, etc., siding in materials simulating wood, not to exceed 66% of total façade cladding.	Paint masonry, replace windows (black frames), metal canopy/outriggers in black, Rigid PVC accent siding in woodgrain.  The painted block requires modifications from the requirements in Section 1237.04(c)(3) B: "...considered inappropriate for use: 4. Unfinished and industrial type materials such as ... painted block"	No issues with colors or materials. Approval requires a modification to allow the concrete block to be painted in the proposed black color (actual color is needed).



Cuyahoga County GIS, 2008