

WESTLAKE PLANNING COMMISSION
STAFF REPORT
7/1/26

PART I GENERAL INFORMATION

Freehold Investment Group, site improvements, 26614 Center Ridge Rd., PP# 21317001, Ward 2, tabled 5/11/26 –tabled 6/1/26

PART II PROJECT SUMMARY

The following report was presented at the 5/11/26 Planning Commission meeting and is reprinted with updated information in bold italics:

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.

The front parking lot is proposed to be expanded to accommodate two parking bays with twelve spaces, including one ADA-accessible space. A concrete retaining wall will be constructed along the north edge of the parking lot, and the adjacent slope of both parking lots will be stabilized with D-size rip-rap stone. A detail was provided for the dumpster enclosure. A gravel pad is added north of the rear parking lot for a future building.

PART III DEPARTMENTAL REVIEWS

Fire	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 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 www.knoxbox.com. - Front entry 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
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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



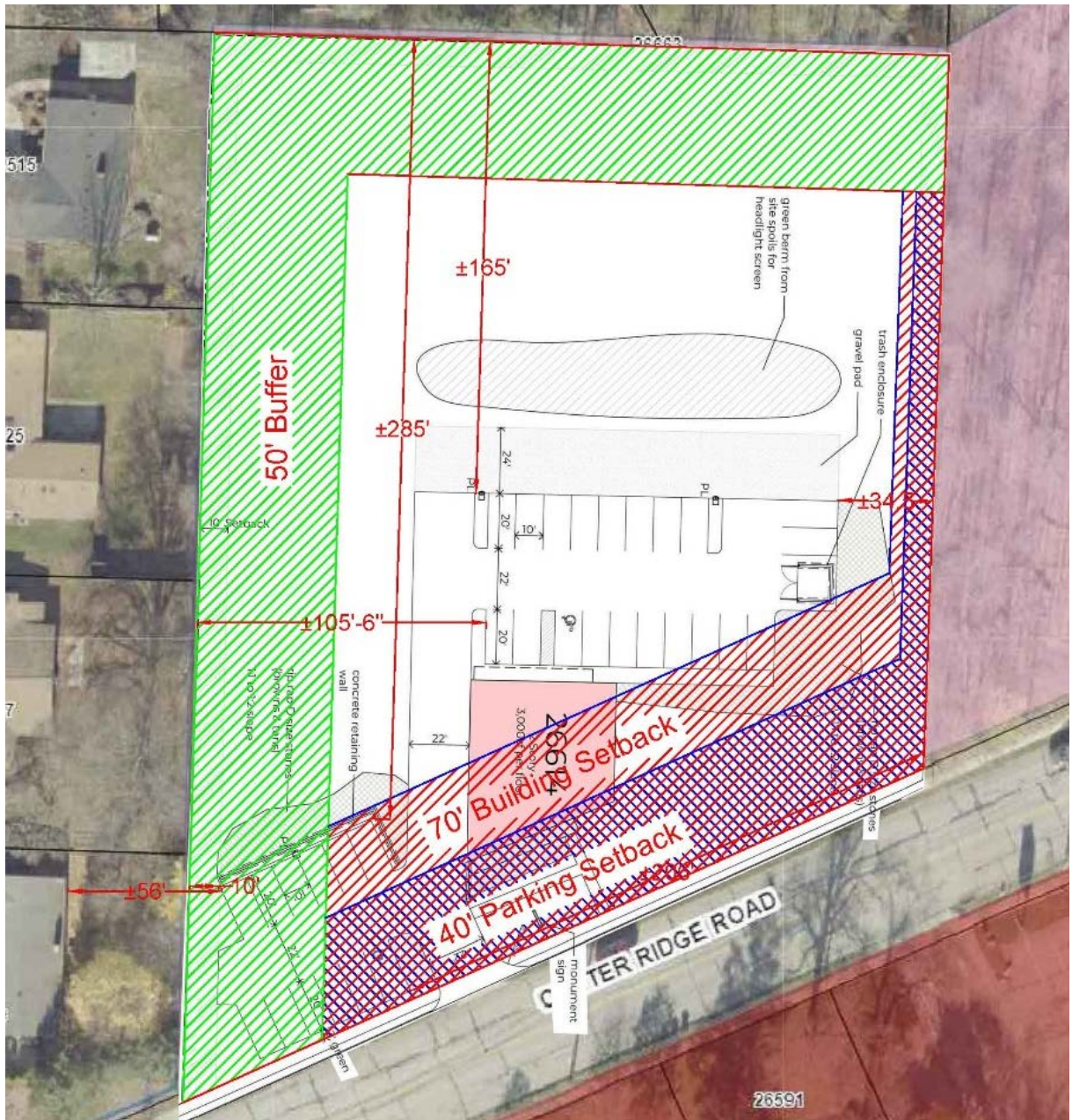
the Zoning Code, the location of the proposal, the effect on the surrounding properties and the relationship of the proposal to the Guide Plan.

- 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.

1220.06 PERFORMANCE STANDARDS (Excerpt)	
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.

Box Score				
STANDARD		CODE	PLAN	DIFFERENCE
ZONING DISTRICT		OB/Office Building	Proposed use is an office	OK
BUILDING AREA			~6,000 SF	OK
MIN. LOT AREA 1216.04		1 acre	2.017 acres	OK
MIN. LOT WIDTH 1216.05		150'	~270'	OK
MAX. BUILDING HEIGHT 1216.08		50'	No change to existing height ~19.5'	OK
% LOT COVERAGE FOR MAIN BUILDING OR USE 1216.07		20% - 2 story	3.4%	OK
% LANDSCAPING 1216.07 (b)		Not less than 25%	~75%	OK
SETBACKS FOR	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.
MAIN/ACCESSORY USES 1216.06	Side	15'	E: ~117' W: ~99'	OK
	Rear	40'	N: ~91.5'	OK
SETBACKS FOR PARKING	Front	40' (includes planned ROW)	~3' (existing is paved to the sidewalk). Existing non-conforming parking lot is paved to the sidewalk.	Modification to encroach into the front setback with a condition that curbing or other methods are approved by the Planning and Engineering Departments to prevent vehicles from extending over the sidewalk.
1216.06	Side	10', except where abutting residential zoning it is 20'	Front Pkg E: ~206', W: 10'. Existing parking lot is ~34'. Residence to west is ~56' from proposed parking lot. Rear Pkg E: ~34.5', W: ~105.5'	Modification for the front parking to encroach 10' into the (west) side setback.
	Rear	30'	Front Pkg N: ~285' Rear Pkg N: ~165'	Condition that a guardrail or other methods are approved by the Planning and Engineering Departments to prevent vehicles

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
			<i>from driving off north end of parking lot.</i>
TOTAL PARKING SPACES 1221.05	First floor = 12 spaces Second floor = 10 spaces	26	OK
DRIVEWAYS 1221.11	24' max	22'	OK
CURBING 1216.13	Type 6 required	<i>None indicated</i>	<i>Condition of approval for Engineering Department approval of curbing of all parking areas.</i>
SIDEWALKS 1237.04(a)(4)(C)	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
BUFFERING 1130.04, 1130.05	Required between office building and residential uses (see code)	<i>"Green berm" indicated for rear parking lot.</i>	<i>Condition of approval for additional screening at west end of front parking lot and west end of rear parking lot.</i>
TREE PRESERVATION PLAN 1137	Required when trees are removed for development	Does not appear to be any tree removal need for proposed parking lot.	OK
SIGNS 1223. Total Area for site	60 SF max.		
Ground Signs Permitted	1 allowed at 30 SF max., 8' maximum height	<i>No sign plan.</i>	<i>Condition that a sign plan is submitted for approval at a future meeting.</i>
LIGHTING 1230.03	Lighting Plan required	<i>No lighting plan.</i>	<i>Condition that a lighting plan for all new exterior lighting is submitted for approval.</i>
RETENTION	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.	<i>Condition that storm water design is approved by the Engineering Department.</i>
Trash Enclosure 1216.03(j)	Required 6' tall, masonry solid gates	<i>Detail provided indicating Architectural Concrete Masonry Unit (ACMU). Concrete masonry units are only permitted in industrial zones. Color of block and gate unknown.</i>	<i>Modification to allow ACMU for the dumpster enclosure with a condition that colors complement the building architecture and are administratively approved.</i>
DESIGN REVIEW (MATERIALS) 1237	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 except dumpster enclosure that requires a modification. Approval requires a modification to allow the concrete block to be painted in the proposed black color (actual color is needed).



PART V DRAFT FINDINGS/MOTION

Draft Findings of Fact

1. *The renovation improves the vacant office property, updates the site and building for current code and ADA standards, and is consistent with the Guide Plan's Office & Office Lab designation.*
2. *If the Planning Commission recommends approval of the modifications, it is because they are supported by Sections 1220.05 and 1220.06.*

Draft Motion¹

If the Planning Commission can make a recommendation, the following motion is advised:

Based upon the findings of fact, I move to recommend approval of the Freehold Investment Group, site improvements with the following:

- 1. Modification for the canopy and patio to encroach into the front setback; for the front parking lot to encroach into the front (south) setback and the (west) side setback; and to allow ACMU for the dumpster enclosure.***
- 2. Condition that curbing or other methods are approved by the Planning and Engineering Departments to prevent vehicles from extending over the sidewalk.***
- 3. Condition that a guardrail or other methods are approved by the Planning and Engineering Departments to prevent vehicles from driving off the north end of the front parking lot.***
- 4. Condition that the Engineering Department approves curbing of all parking areas.***
- 5. Condition for additional screening at the west end of front parking lot and west end of rear parking lot.***
- 6. Condition that a sign plan is submitted for approval at a future meeting.***
- 7. Condition that a lighting plan for all new exterior lighting is submitted for approval.***
- 8. Condition that the storm water system is approved by the Engineering Department.***
- 9. Condition that the colors for the dumpster enclosure ACMU complement the building architecture and are administratively approved***
- 10. Approval is subject to comments in Part III of the 7/1/26 staff report and approval of the final plans by the Building and Engineering Departments in compliance with the code and the ordinances of the City of Westlake; and, in the development process, should there be any changes necessitated by engineering requirements that visually alter the appearance of the development approved by the Planning Commission, the plan shall be re-submitted to the Planning Commission.***

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