

**WESTLAKE PLANNING COMMISSION  
STAFF REPORT  
7/31/26 REVISED**

**PART I GENERAL INFORMATION**

**Julie Billiard School** conceptual development plan, 3600 Crocker Rd., PP#21610033, Ward 6, *tabled 7/6/26*

**PART II PROJECT SUMMARY**

*The following report was presented at the 7/6/26 Planning Commission meeting and is reprinted with updated information in bold italics. **Corrections are highlighted.***

The purpose of this request is to expand the Julie Billiard 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.

**Cover Letter**

*Julie Billiard Schools requests approval to use alternative buffering including fencing, evergreens, and landscape screening, in place of additional brick on the south and west elevations. Their cover letter explains that expanded brick construction would impose significant financial strain on the nonprofit, diverting resources from specialized educational programs for children with learning differences. They emphasize their commitment to being good neighbors, note that the proposed buffering can effectively protect adjacent residences, and ask the Commission to allow design flexibility so that limited funds can remain focused on serving students.*

**Summary of Revised Drawings**

- *C1.00, Site Layout – Fire access drives added to this and subsequent sheets.*
- *C2.00, Site Grading – **Mound** at rear of addition re-graded and shifted south.*
- *C3.0, Site Utility Plan – storm drain added between existing building and addition and fire department connection relocated there, sanitary sewer shown, relocated utility pole shown, existing hydrant to remain shown, electric line relocation shown.*
- *C4.0 Site SWPP Plan – updated with fire access drives and utilities shown.*
- *E2.0, Site Electrical Plan; ED2.0, Site Electrical Demolition plan; ES2.00, Site Lighting Calculation – no changes were made, so no new drawing was submitted.*
- *L100, Landscape Plan – additional buffering (arborvitae hedge, Red Sunset Maple, 6’ high opaque fence)*
- *SD, Architectural Site Plan – updated to show fire access drives, **regraded mound**, and additional buffering.*
- *SD, Lower Level; SD, Level 1 – no changes were made, so no new drawings were submitted.*
- *SD, Exterior Elevation 1 – same drawing from prior meeting.*
- *SD, Exterior Elevation 2 – masonry added at corners of south and west elevations shown on this drawing.*

- *SD, Exterior Elevation 3 – same drawing from prior meeting except that the exterior door at the north courtyard was revised to a full-glass door.*
- *SD, Exterior Elevation 4 – masonry was added at the corner shown on this drawing.*
- *SD, Revised Renderings – illustrates masonry on corners of the addition.*
- *Fire Protection, Water; Fire Protection, Fire – new sheets to address Fire Department review comments.*
- *Property Context Plan – no changes were made, so no new drawing was submitted.*
- *Tree removal diagram – no changes were made.*
- *V1.01, Site Demolition Plan – additional notes for utilities and signage .*
- *Enlarged Site Buffer Diagram – As requested by the Planning Commission at the prior meeting, this new drawing illustrates the anticipated effects of the proposed buffering on the adjacent residential properties.*
- *Landscape Plan and Plant Palette – enlargement of buffer area with photos of proposed plants.*

### PART III DEPARTMENTAL REVIEWS

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire | <p><i>1. Where required by the fire code official, approved signs or other approved notices or markings that include the words “NO PARKING—FIRE LANE” shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility. 2025 OFC 503.3</i></p> <p><i>• Fire apparatus access to be identified as a no parking fire lane with signs or painted pavement.</i></p> <p><i>2. Submit the proposed location for the fire department connections for approval 2022 NFPA 13.</i></p> <p><i>3. Have a sprinkler system designer show that there is adequate water for the increased water demand for the existing building and addition to the sprinkler system as well as water for firefighting operations. WCO 1371.02</i></p> <p><i>4. Assure gate access through both sides of the fenced playground area for apparatus access distances. 2025 OFC 503.1.1 (approved route was measured as a direct path around the building)</i></p> |
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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                                                                                                                                                                                           | DIFF      |
| 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'<br>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 | <i>Buffer plan provided.</i>                                                                                                                                                                   | <i>OK</i> |
| 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 preservation requirement. | OK        |
| 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       |

| Box Score                                          |                                                                                                                                                                                                |                                                                                                                                                                           |      |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| STANDARD                                           | CODE                                                                                                                                                                                           | PLAN                                                                                                                                                                      | DIFF |
| <b>HVAC LOCATION &amp; SCREENING 1237.04(a)(9)</b> | Not in front of building<br>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  |
| <b>DESIGN REVIEW REQUIREMENTS (MATERIALS) 1237</b> | 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 retention requirements, rooftop unit screening, and required material modifications for non-permitted siding.

### *Draft Motion<sup>1</sup>*

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.

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