

WESTLAKE PLANNING COMMISSION
STAFF REPORT
9/10/26

PART I GENERAL INFORMATION

Northmoor Studios final development plan, 31207 Viking Parkway, PP#21103001, Ward 3

PART II PROJECT SUMMARY

On July 7, 2026, the Planning Commission approved the conceptual plan for a light-industrial and office development for the ~9.7-acre site, featuring four freestanding mass-timber buildings constructed in two phases, beginning with a 5,200 sq. ft. studio for Northmoor Woodworks, two 9,600 sq. ft. flexible office buildings, and associated parking in phase 1 followed by a third 9,600 sq. ft. office building and associated parking in phase 2. At the meeting, the Planning Commission had the following comments:

Commission members supported the site layout and mass-timber architectural approach, noting that the plan preserves substantial woodland. Parking was the primary concern, with consensus to meet code on paper while land-banking excess spaces to avoid unnecessary clearing. The Commission found the concept strong but emphasized that restrictive covenants and technical issues such as fire access, setbacks, and landscaping must be resolved before a final plan can proceed.

This request is for approval of the final development plan, which remains largely consistent with the previously approved conceptual plans but now includes additional drawings that provide further detail and refinement in response to comments from the July meeting and staff report. Signage will be reviewed at a future meeting; no signs are included at this time.

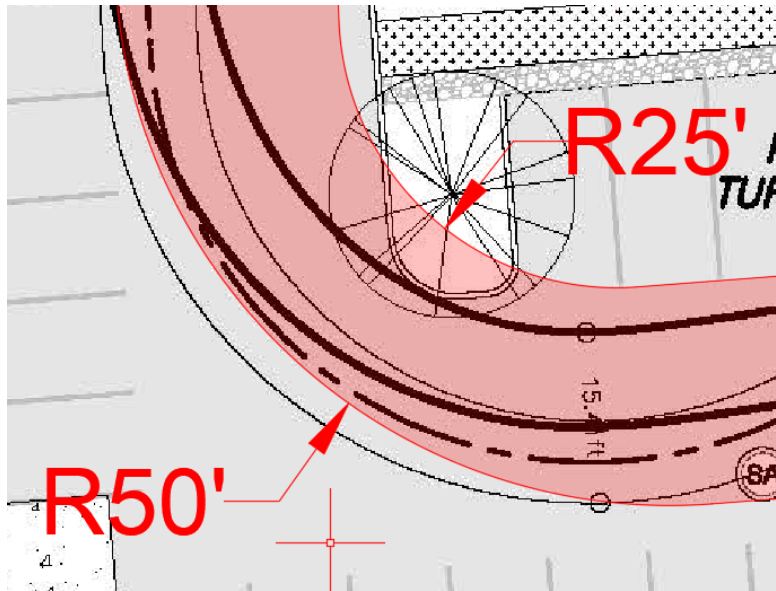
Comparison of Conceptual Plans and Final Development Plans

- AS100, Architectural Site Plan (conceptual and final)
 - Fire truck access between buildings indicated (Grasscrete pavers - Fire Department requires hard surface)
 - Phasing has changed to include the easternmost building and associated parking in the second phase
 - Tenant parking (phase 1) reduced from 103 to 60 with 27 additional spaces in phase 2
 - Tenant landbanked parking for phase 2 reduced from 41 to 39
 - New trees shown
 - Monument sign in same location as conceptual plan (future sign plan will be submitted for approval)
 - Workshop building size increase from 3,850 SF to 5,200 SF
 - Workshop parking reduced from 16 spaces to 15 spaces
 - Dumpster enclosure locations indicated
 - Sidewalk connection to existing added to the south; the east connection to existing previously shown is no longer depicted but is assumed to remain.
- A101a, Site Plan – Phasing Plan (conceptual only)
 - New sheet AS 100 and c3.1 generally indicate phasing instead.
- A101b, Tree Preservation Diagram (conceptual), L601 Tree Preservation Plan (final)
 - Final is reflective of new site plan
 - Tabulation included
- A101c, Wetland Preservation plan (conceptual only)
 - New site plan not expected to change significantly, except that the Northmoor Workshop may shift slightly closer to wetlands.
- A401& 402, Exterior elevations (conceptual and final)
 - Minimal adjustments to design and materials – refinement of conceptual drawings.

- Renderings (conceptual and final)
 - Minimal adjustments to design and materials – refinement of conceptual drawings.
- The following new drawings were not included with the conceptual plan review submittal.
 - A101 & 103, floor plans
 - c1.1 Existing Site Plan
 - c2.1 Demo and Clearing Plan
 - c3.1 Proposed Site Plan
 - c4.1 Grading Plan
 - c5.1 Utility Plan
 - ES100 Photometric Plan
 - ES101, Electrical Site Plan
 - f1.1, Fire Site Access
 - L101, Landscape Plan
 - L201, Landscape Enlargements
 - L401, Landscape Details
 - L501, Plant List
 - Material Sample Board

PART III DEPARTMENTAL REVIEWS

Engineering	Engineering requests the wetland mitigation be described on professional letterhead. Prepare storm calculations and submit with engineered drawings.
Fire	1. Pavers or Grasscrete pavers are not acceptable as they must be surfaced for all weather driving. 2025 503.2.3 OK – after consultation with the Assistant Fire Chief, this will be permitted provided these areas remain unobstructed at all times and snow is promptly removed. 2. Show the turns from the driveways into the front of the buildings and the fire access as compliant with 25’:50”. No Auto Turn drawing 2025 OFC 503.2.4 Will need to change one island for 25’ radius (see drawing following this table). 3. Install a Knox box at each flex tenant entry and one at the Northwood Building entry 2025 OFC 506.1 OK – future construction plan. 4. Identify the OBC type of construction (is “mass Timber” compliant with type IV?) WCO 1303.6 OK – after consultation with the Building and Fire Department, staff confirmed that this issue will be resolved in the construction drawings. The applicant was advised that Type V construction is not permitted. 5. Fire hydrants are required on private property, in conformity with the WCO/Building Code, and shall be installed and in working order before beginning construction on the permanent structure for which the building permit has been issued. WCO 1371.02 OK – sheet c5.1, f1.1 6. Fire Hydrant locations are not compliant with WCO 1371.03. show distance of 250’ to two working hydrants for each building. OK – sheet f1.1. 7. Hydrants to be compliant with WCO 1371.04 and painted rust oleum yellow with white tops per 2025 OFC 507.5.7 OK – shown on sheet C5.1 8. Identify the fire apparatus access with no parking fire lane signs ON sheet OK – shown on sheet C3.1, f1.1



Planting island to be redesigned

PART IV GUIDE PLAN/ ZONING

Guide Plan – the Future Land Use Map identifies this area as Industrial in support of this request.

Zoning Code Requirements

1220.05 PLANNING COMMISSION REVIEW AND MODIFICATION (excerpt)

- a) 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:	
(a)	Modifications to setbacks, height, parking spaces or lot coverage shall not increase the overall amount of building square footage or intensity of use that could otherwise be developed on a parcel.
(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.
(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.
(g)	Modification shall maintain convenient and safe access to properties and buildings.

1218.06 PERFORMANCE REGULATIONS (excerpt).

Every performance standard set forth herein shall be complied with as a precedent to occupancy of any use in an industrial district.

(a) Structures. - All permitted main and accessory uses and operations, except for off-street parking and loading facilities, will be performed wholly within an enclosed building or buildings. No outdoor testing or storage of materials expected.

(b) Air Pollution. None expected

(c) Noise. None expected.

(d) Vibration. None expected.

(e) Radioactive or Electrical Disturbance. None expected.

(f) Heat and Glare. None expected.

(g) Industrial Wastes. None expected.

(h) Soil Removal. No mining, extracting, filling or soil-stripping operations expected.

(i) Trash Receptacles. Provided - see box score.

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
ZONING DISTRICT	E.I./ Exclusive Industrial	Light-industrial and office development	Light industrial is permitted. Flexible office buildings may require a conditional use if office or is the sole use of a building or tenant space or for fitness uses.
MAX. BUILDING HEIGHT SEE 1218.05 FOR EXCEPTIONS	60'	Height varies with the maximum being around 30' above grade.	OK
SETBACKS FOR MAIN/ACCESSORY USES 1218.04 Front (Viking Parkway)	Zoning Code - 50' Beacon Westlake Restrictive Covenants – 75 from street.	Closest is Northmoor Workshop at ~87.3'	OK
	Side (south) Zoning code - 25' Beacon Westlake Restrictive Covenants – 25'	Closest is Northmoor Workshop at ~125'	OK
	Rear (east) Zoning code - 50' Beacon Westlake Restrictive Covenants – 25'	Closest is Flexible Tenant Space 'C' ~30'	Requires a zoning modification.
SETBACKS FOR PARKING/LOADING 1218.04 Front (Viking Parkway)	Zoning code - 50' Beacon Westlake Restrictive Covenants – 50 from street.	Northmoor Workshop 8 spaces encroach. Flexible Tenant – approximately 28 landbanked parking spaces encroach. The restrictive covenants are unclear on exceptions; historically, approval was granted through the Declarant (Beacon Marshall) before Planning Commission review. It is not known whether Beacon Marshall has provided	Requires a zoning modification.

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
Side (south) Rear (east)		their approval but that is not required for the City's approval.	
	Zoning code - 5' Beacon Westlake Restrictive Covenants – 5'	Northmoor Workshop ~122' Flexible Tenant N/A	OK
	Zoning Code 5' Beacon Westlake Restrictive Covenants – 5'	Northmoor Workshop N/A Flexible Tenant ~9'	OK
TOTAL PARKING SPACES 1221.05	Northmoor Workshop –15 + Flexible Tenant – 82 = 97	Northmoor Workshop 15 + Flexible Tenant – = 87,. With 39 landbanked spaces = 141	OK
DRIVEWAYS 1221	24'	24'	OK
CURBING 1221.09	Required	Vertical concrete curb	OK
SIDEWALKS 1237.04(a)(4)(C)	5' clear	Walking paths are 5 feet wide and adjacent parking stalls are 20 feet deep, so acceptable for vehicle overhang.	OK
BUFFERING 1130.04, 1130.05, 1137.07	Zoning code: parking lot screening with a minimum ten-foot buffer, one deciduous tree every thirty feet, and shrubs every three feet at thirty inches tall, along with 40% tree canopy coverage. Restrictive covenants: parking areas to be screened from public streets with landscaping and berms.	Planting beds screening parking lots from the street will have 134 Taunton Dense Spreading Yews planted 3' apart and maintained as a hedge.	OK
TREE PRESERVATION PLAN 1137	Zoning code: 97 trees and 291 caliper inches to remain or be replaced, with some located between the parking lots and sidewalk as required front-yard trees. Restrictive covenants: encourage preserving natural landscaping on wooded lots with at least 10% of property landscaped with trees/shrubs.	360 trees preserved, ~2,880 caliper inches 51 new trees, 204 Caliper inches	OK
SIGNS 1223.13 (e)(f)	Zoning code: master sign plan/master sign criteria required Restrictive covenants: Only occupant name-and-address signs, may not advertise services, must be proportional to building, must use the same exterior materials as the building.	Still being developed and will be provided in a future submittal.	Condition for signage at a future meeting.
LIGHTING 1230.03	Lighting Plan Required	Provided.	OK
RETENTION	Required if more than 1 acre	Indicated with phase 1.	OK
TRASH ENCLOSURE 1218.06(i)	Required 6' tall masonry 6 feet from building, solid door	6' tall, burnished CMU to match buildings with solid gates	OK

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
HVAC, MECHANICAL EQUIPMENT LOCATION & SCREENING 1237.04(a)(9)	Zoning code/restrictive covenants: not in front of building, screened with fence or plant material, or housed in a structure in harmony with the surroundings	Acceptable with standard condition.	Condition that mechanical equipment is not placed in front of the building, and any equipment visible from a public street will be screened with landscaping or mechanical screening.
DESIGN REVIEW REQUIREMENTS (MATERIALS) 1237	Zoning code: full-size split-face and scored masonry units in earth-tone, white, or gray colors, along with metal panels and standing-seam roofs. Restrictive covenants: hard-burned brick; textured or color-impregnated concrete; decorative glazed or broken-face concrete masonry; crystallized glass panels; stainless steel, porcelain, enamel, or painted steel/aluminum architectural panels; weathered or polished stone; glazed terra-cotta; and synthetic plaster wall systems.	Shou Sugi Ban siding*, storefront system, garage door, metal roof system, ACM/Metal panel, standing seam metal panel, CLT (cross-laminated timber), manufactured stone veneer – see “Material Sample Board” drawing. Sugi Ban siding is not an approved exterior material under either the zoning code or the restrictive covenants. It is not known whether Beacon Marshall has provided their approval but that is not required for the City’s approval.	Modification for Shou Sugi Ban or approved alternate siding.

* *Shou Sugi Ban siding (properly known as yakisugi in Japan) is an ancient Japanese technique of preserving exterior wood by charring its surface with fire, followed by cooling, brushing off loose soot, and sealing it with natural oils. The result is a strikingly dark, highly durable, and distinctively textured architectural cladding that has become a popular modern trend for both homes and commercial buildings (downloaded from Google on 6/30/26).*

PART V DRAFT FINDINGS/MOTION

Draft Findings of Fact

1. The final development plan is consistent with the approved conceptual plan and incorporates additional technical drawings and revisions that address Planning Commission comments, including updated phasing, tree preservation, fire access, and departmental review items.
2. Zoning modifications are required for the Building C rear setback, the parking encroachments along Viking Parkway, and the use of Shou Sugi Ban siding, and approval of these modifications would indicate that the Commission finds them consistent with the performance standards in 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 Northmoor Studios final development plan with the following:

1. Modification to allow Building C to encroach into the side setback and the Northmoor Workshop parking to encroach into the front setback, and to permit the use of Shou Sugi Ban siding or an administratively approved alternative.

2. Condition that no mechanical equipment is placed in front of the building; any equipment visible from a public street must be screened with landscaping or mechanical screening; signage will be submitted for approval at a future meeting; fire access lanes between the buildings must remain unobstructed and clear of snow at all times; and the planting island nearest the western driveway of the north parking lot must be redesigned to provide the required 25-foot turning radius.
3. Approval is subject to comments in Part III of the 9/10/26 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.*