

WESTLAKE PLANNING COMMISSION
STAFF REPORT
9/10/26

PART I GENERAL INFORMATION

Julie Billiard School final development plan (addition), 3600 Crocker Rd., PP#21610033, Ward 6

PART II PROJECT SUMMARY

The purpose of this request is review the final development plan, which remains largely consistent with the conceptual plans approved at the 8/3/26 meeting but now includes additional site and engineering drawings. The motion approving the conceptual plan required that all outstanding items in the 7/31/26 staff report be resolved, including Fire Department comments, HVAC placement and screening, stormwater retention, and exterior materials. The Fire Department items have been addressed, the HVAC location is shown and a standard rooftop mechanical-screening condition is recommended, stormwater review remains under the Engineering Department's authority, and a modification allowing ribbed metal panels was agreed to during the review of the conceptual plan, provided masonry is incorporated at the building corners to break up the long façade.

According to the applicant, Julie Billiard School Westlake campus is being expanded 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 2026, with completion targeted for Spring 2027, allowing the new space to be fully operational for the 2027–2028 school year.

The cover letters state that the addition meets all zoning, building, fire, and stormwater requirements, adds enhanced buffering and grading, and expands classroom space rather than event capacity. They note that qualified, insured contractors will handle construction and that communication with the City and residents will continue. DS Architecture reiterates regulatory compliance, added evergreen screening, and stormwater improvements, and explains that limited contact information slowed earlier outreach. Overall, the correspondence emphasizes mitigation measures and the school's mission while maintaining compatibility with the neighborhood.

Comparison of Conceptual Plans and Final Development Plans

- C1.00, Site Layout – no change.
- C2.00, Site Grading – no change.
- C3.0, Site Utility Plan – no change.
- C3.01, Site Utility Plan – new drawing indicating utilities at Crocker Road.
- C4.0 Site SWPP Plan – no change.
- C4.01 Site SWPP Details – new drawing with stormwater pollution prevention details.
- C5.00 & C5.01, Construction Details; C5.03, Utility Details - new drawings with curb, pavement, parking details and utility details.
- E2.0, Site Electrical Plan – notes added including 3' height concrete base for poles (condition of approval suggested so total height remains less than 20').
- ED2.0, Site Electrical Demolition plan – no change – additional information provided;
- ES2.00, Site Lighting Calculation – no change, (condition recommended that lighting is at 4000K maximum).

- E0.01, Electrical Symbol Legend; E0.02, Electrical General Notes; and E5.12 Site Power and Grounding – new drawings.
- PC0.01a, Development Plan-Architectural Site Plan – no change.
- CO0.01D, Property Context Plan – no change.
- Boundary/Topo – no change.
- V1.01 Site Demolition Plan – no change.
- V1.00 Existing Conditions Plan – new.
- Fire Protection Fire; Fire Protection Water – no change.
- Fire Protection Notes – new.
- Preliminary Tree Preservation Report – new.
- D0.03C Landscape Plan/Tree Preservation Plan – no change.
- L100, Landscape Plan – no change.
- PC0.02 Enlarged Site Buffer – no change.
- SD0.03B Landscape Plan and Plant Palette – no change.
- PC1.00 SD, PC1.01 SD, PC1.02 SD Floor Plans – no change.
- PC1.03 SD, Roof Plan – new.
- PC4.01A, Exterior Elevations – no change (alternate design without masonry at corners of addition not supported in the conceptual plan).
- PC4.02A, Exterior Elevations – no change (alternate design with masonry at corners of addition supported in the conceptual plan)
- PC4.01B, Exterior Elevations – no change alternate design without masonry at corners of addition not supported in the conceptual plan)
- PC4.02B, Exterior Elevations – no change (alternate design with masonry at corners of addition supported in the conceptual plan)
- Renderings without masonry at corners – no change.
- Rendering with masonry at corners – no change.

PART III DEPARTMENTAL REVIEWS

Engineering	Prepare and submit a letter from an engineer addressing the added impervious area with routing and capacity tolerances to the existing storm basin.
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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

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’ 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 provided.	OK
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	OK
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	Standard condition that rooftop mechanical equipment must be fully screened from public streets and adjoining properties, with mechanical screening required wherever any portion remains visible.	Condition
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	Side (south) and (north) and (rear) – Ribbed metal panels in charcoal grey color and smooth texture. This material is not	Modification with condition to approve the

Box Score			
STANDARD	CODE	PLAN	DIFF
	wood-simulated products (fiber-cement, tile, or metal). Siding is limited to 66% of the total façade.	permitted and would need a zoning modification.	design with masonry at corners.

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 project generally complies with zoning standards, with required modifications limited to exterior materials, and this is the same modification shown in the conceptual plans that the Planning Commission supported and consistent with 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 Julie Billiard School final development plan with the following:

1. Condition of approval that parking lot lighting shall not exceed a total height of 20 feet including the 3-foot concrete base, that all fixtures operate at a maximum of 4000K, that rooftop mechanical equipment is fully screened from public streets and adjoining properties wherever any portion is visible, and that the building elevations showing masonry at the corners are approved.
2. Modification to allow charcoal-grey ribbed metal panels with a smooth texture.
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.