

WESTLAKE PLANNING COMMISSION
STAFF REPORT
7/1/26

PART I GENERAL INFORMATION

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

PART II PROJECT SUMMARY

The purpose of this request is to approve conceptual plans for a light-industrial and office development. The proposal for the ~9.7-acre site features four freestanding mass-timber buildings constructed in two phases, beginning with a 3,850 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. The office buildings are designed as adaptable shell spaces and are arranged to integrate with the site's natural features, creating a campus focused on wellness, community, and craft. Biophilic design elements (outdoor terraces, natural light, landscape views, and walking paths) are incorporated throughout, and building placement preserves significant tree and wetland areas. Site improvements include walking paths, a pond, a wetland boardwalk, exterior terraces, parking, and new planting zones. The use of exposed mass timber supports sustainability goals and provides a warm, natural environment for future tenants.

PART III DEPARTMENTAL REVIEWS

Fire	Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction which are not readily accessible from a public and/or private street. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. 2025 OFC 503.1.1 • Not compliant for the three flexible tenant buildings 2. The required turning radius of a fire apparatus access road shall be determined by the fire code official. Show as 25:50 2025 OFC 503.2.4 Turning radius. 3. A Knox Box (approved locking key box) is required to be installed in an approved location determined by the Fire Department and 2025 OFC Section 506.1. Order the box at www.knoxbox.com. Minimum requirement for existing structures is the Surface Mount, Model 3261. Contact the Westlake Fire Department at 440-835-6422 for more information or to determine the approved location. • At each flex tenant space and at the Northwood building access 4. Fire alarm, fire detections, sprinkler, standpipes, and/or fire suppression plans to be submitted by certified professional designers for each area. Plans are to contain specification sheets, calculations, etc...for proper review by AHJ. 2025 OFC Section 105 5. Type V construction is not allowed within the city of Westlake. WCO 1303.06 • Identify the OBC type of construction. Is "mass timber" compliant with type IV? PLANNING DEPARTMENT NOTE, AFTER DISCUSSING WITH THE BUILDING DEPARTMENT, THE MASS TIMBER AND SIDING IS ALLOWED. 6. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained. 2025 OFC 505.1 7. 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
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	8. The building and hydrant locations shall comply with Westlake Codified Ordinance 1371.03. “All buildings and structures shall be so located that all parts thereof are not more than 250 feet from at least two readily accessible public or private Fire Department hydrants. Such distance shall be measured along the centerline of the streets, roadways or driveways.” • Show the proposed private hydrant locations for review 9. All fire hydrants, new or replacements shall have a 5” Integral Storz Pumper Connection on the fire hydrant pumper nozzle and 2½” Cleveland Standard thread on the remaining ports. Hydrants shall be Mueller, Kennedy, or the equivalent. WCO 1371.04 10. Fire hydrants shall be colored in a manner approved by the fire code official of the political subdivision in which they are located. 2025 OFC 507.5.7 Hydrant Color. Private hydrant barrel/base shall be painted “RUST-OLEUM” Safety Yellow, caps painted “RUST-OLEUM” White, or the equivalent. 11. 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 Marking.
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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. Final development plan to indicate location and design for trash enclosures.

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 but not more than 25.5'	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 for both
	Side (south) Zoning code - 25' Beacon Westlake Restrictive Covenants – 25'	Closest is Northmoor Workshop at ~125'	OK for both
	Rear (east) Zoning code - 50' Beacon Westlake Restrictive Covenants – 25'	Closest is Flexible Tenant Space 'C' is ~38'	OK for restrictive covenants, modification for zoning code.
SETBACKS FOR PARKING/LOADING 1218.04	Front (Viking Parkway) Zoning code - 50' Beacon Westlake Restrictive Covenants – 50 from street.	Northmoor Workshop 8 spaces encroach (at ~24' setback). Flexible Tenant – all comply.	Requires a zoning modification. 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 that approval.
	Side (south) Zoning code - 5' Beacon Westlake Restrictive Covenants – 5'	Northmoor Workshop ~132' Flexible Tenant N/A	OK
	Rear (east) Zoning Code 5' Beacon Westlake Restrictive Covenants – 5'	Northmoor Workshop N/A Flexible Tenant ~11.6'	OK
TOTAL PARKING SPACES 1221.05	Northmoor Workshop –11, Flexible Tenant – 82, 93 total	Northmoor Workshop 16 + Flexible Tenant – 103 = 119., With landbanked = 160	OK
DRIVEWAYS 1221	24'	24'	OK
CURBING 1221.09	Required		Final development plan requirement.

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
SIDEWALKS 1237.04(a)(4)(C)	5' clear	Walking paths are 5 feet wide, but the adjacent parking stalls are only 18 feet deep, so vehicle overhang could partially block the sidewalk.	Parking stalls must be increased to a 20-foot depth or sidewalks widened to 7 feet wherever vehicles overhang. The walkway must also extend south to allow a future connection when the adjacent lot is developed.
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.	Ample space available to provide required buffering.	Future landscaping plan will need to address.
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.	Large areas of forest are being preserved and should comply.	More detailed information, such as a tree sampling and a data table, is needed to make a final determination on the tree preservation plan, along with the landscaping plan showing new trees that contribute to these numbers.
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.	Wall-mounted unit identification signage shown on A401.	A master sign plan/master sign criteria can be with the final development plan or after.
LIGHTING 1230.03	Lighting Plan Required		Final development plan requirement.
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		Final development plan requirement.
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		Final development plan requirement.
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	Shou Sugi Ban siding*, storefront system, garage door, metal roof system, sunshade louvers, industrial skylights, chimney, suspended overhang; chain-link rain chain.	Shou Sugi Ban siding is not an approved exterior material under either the zoning code or the restrictive covenants. Although a zoning modification could allow it, the Building Code's prohibition on Type V

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
	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.		construction also prevents the use of combustible siding and possibly the mass timber construction. It is not known whether Beacon Marshall has approved an exception.

** 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 proposed development generally meets zoning and restrictive-covenant standards, with required modifications limited to rear setbacks, front parking setbacks and material compliance.
2. Additional documentation for fire access, hydrant locations, tree-preservation data, and final landscaping, lighting, signage, and mechanical screening will be required at final development plan review.

Draft Motion¹

If the Planning Commission can approve, the following motion is advised:

Based upon the findings of fact, I move to approve the Northmoor Studios 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.

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