



January 20, 2015 (Revised)

Planning Commission
City of Cleveland Heights
40 Severance Circle
Cleveland Hts., OH 44118

Re: Conditional Use Permit:
Reuse of Existing
Millikin School Building
1700 Crest Road

Dear Planning Commission Members,

The Cleveland Heights/ University School District is requesting to reuse the existing Millikin school. They will use the building for administrative use:

1. Building Grounds and tradesmen: 20 employees
2. IT department: 10 employees
3. Ancillary Storage - 1 employee

All existing exterior city noted violations have been corrected.

The existing building is 45,848 sf. The Building and Grounds department is currently housed in the Wiley school building in University Heights. The space they are in is required for the temporary high school. The Wiley building is being converted into the high school during the high school demolition and reconstruction.

The Building and Grounds department will make minor interior renovations for this department and no changes to the exterior building. They will utilize approximately 30,000 sf of the building. They will have 18 school vehicles on site that will be used by the tradesmen to travel to the different school buildings in the district. The 18 tradesmen will park their personal vehicles here during the work day. There will be ancillary storage of materials related to the grounds and trades operation. This area will need the installation of a new overhead and man door for access.

We have included a site plan with new striping in the existing asphalt parking lot. We will not remove any of the existing trees in the renovation project or construct any new parking lots.

The planning department wanted us to share more details:

- a. Hours of operation: During the school year (Late August thru Early June) 7:30 am to 3:30 pm Remainder of the year: 7:00 am to 3:00 pm
- b. Description of School tradesmen Vehicles: 8 feet wide x 16-18 feet long. Box type vehicles- no large trucks, no semi-trucks. Many of the box trucks do have safety back up sounding devices that are necessary to work on school properties with children present.
- c. Type of work taking place inside the building: Some carpentry- table saw, router, dust collection system; electrical repair of items used in the school buildings such as light fixtures, overhead projectors, etc ; Plumbing and heating repair of items used in school buildings such as unit heaters, toilet and sink repair
- d. Duration of this building being used by the tradesmen? This building will be used for the closure and rebuilding of the High school, Middle school and Elementary schools - now to 2019 or 2020 depending on any construction delays.
- e. Why is this building being used vs. any other building? This building has been vacant and has the required space needed. The district does not have any large spaces in any other building they own for the building and grounds to be relocated into.
- f. Verification- This building will be used for the Building and Grounds, IT (Technical department- computers/ wiring, technology implementation throughout the school district).
- g. Per Zoning code section 1151.01 Purpose: We have stated the building new purpose and we believe this is a harmonious use of the building in this residential neighborhood. This use is quiet, it will not increase traffic in the neighborhood vs. the previous use as a school, and it will not be used after 4:00 weekdays and will not be used on the weekends. This new use will be much quieter than a school full of children and teachers.
- h. Per Zoning Section 1151.02 General Standards for all conditional Uses: The conditional use will be in general accord with the neighborhood. This use will not be a detriment to or endanger the public health, safety, morals, comfort or general welfare. The district will not change the existing character of the existing building or parking areas. They will add parking lot striping to insure the parking lot is more orderly than its current unstriped condition.
- i. Per Zoning Section 1155.05 (cc):We will follow these standards:
 1. The existing building is clearly non- residential in its original construction- WE COMPLY

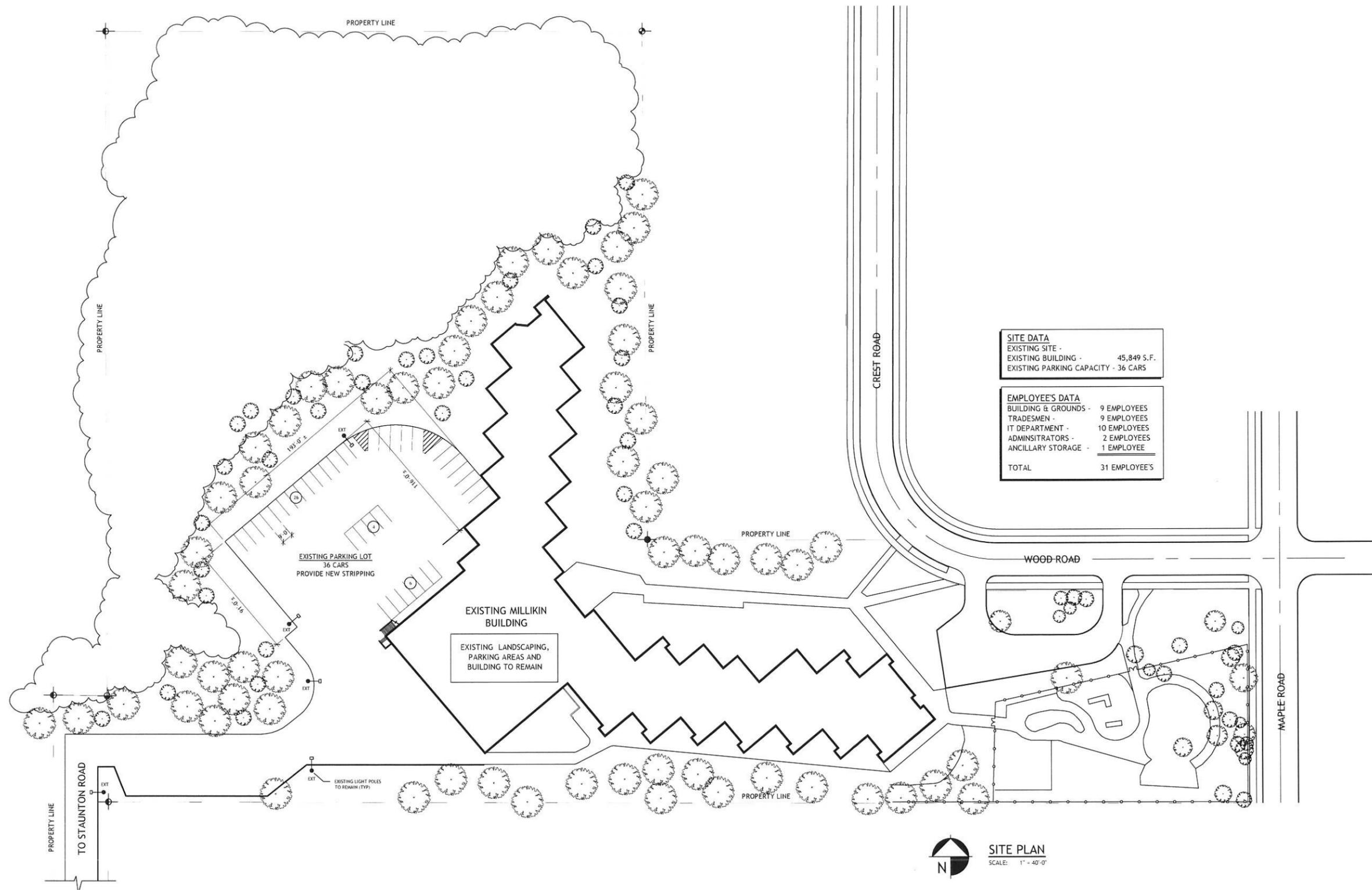
2. A non- residential building in a residential district may be converted to the following: We feel we comply with F - similar use to an office use
3. Off street parking is required per section 1163- WE COMPLY
4. The character of the site and community amenities should be preserved: WE COMPLY
5. No mechanical, electrical or chemical equipment utilized in the furtherance of use- WE COMPLY- NONE OF THESE ITEMS WILL BE CHANGED
6. The conduct of such use shall not be offensive to neighboring property owners- WE COMPLY FOR REASONS PREVIOUSLY STATED
7. The use must provide and adhere to a plan for minimizing negative impact of the operation on neighboring properties- WE COMPLY
8. Signage shall meet the requirements of the original use- We do not anticipate any signage changes- If any signage is required we will follow all Cleveland Heights sign rules and regulations and will submit for all approvals
9. For any non-residential use, outside storage is prohibited- WE WILL COMPLY.

Best regards,



Robert D. Orovets, RA, LEED AP
ThenDesign Architecture, Ltd.

RDO:sfr encl.
cc: file



SITE DATA	
EXISTING SITE	
EXISTING BUILDING	45,849 S.F.
EXISTING PARKING CAPACITY	36 CARS

EMPLOYEE'S DATA	
BUILDING & GROUNDS	9 EMPLOYEES
TRADESMEN	9 EMPLOYEES
IT DEPARTMENT	10 EMPLOYEES
ADMINISTRATORS	2 EMPLOYEES
ANCILLARY STORAGE	1 EMPLOYEE
TOTAL	31 EMPLOYEE'S

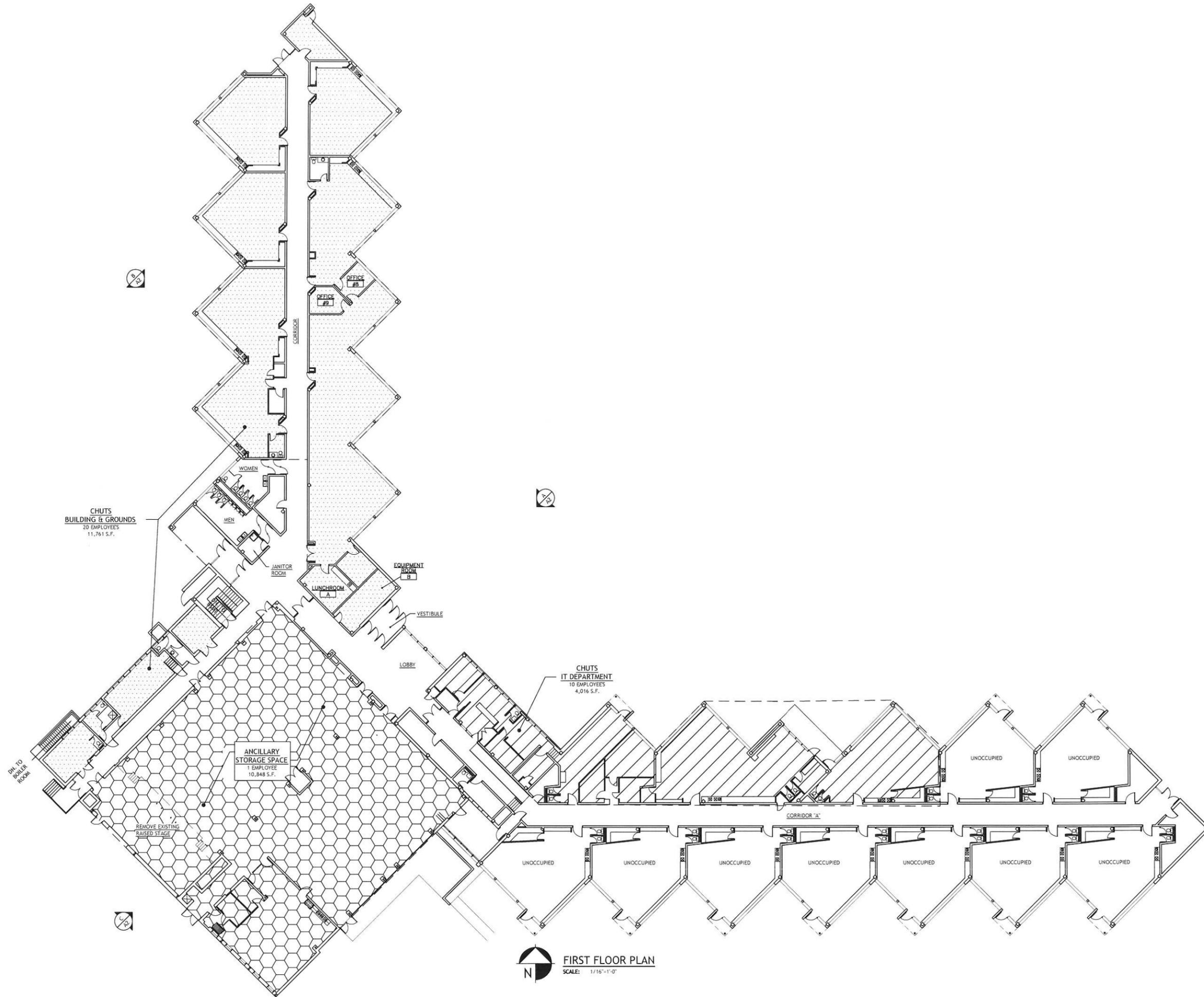
SITE PLAN
SCALE: 1" = 40'-0"

**CLEVELAND HTS - UNIVERSITY HTS SCHOOL DISTRICT
RENOVATIONS TO EXISTING MILLIKIN BUILDING**

1700 CREST ROAD
CLEVELAND HEIGHTS, OH 44121

1-14-2015 REVIEW
date

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FIRST FLOOR PLAN
SCALE: 1/16"=1'-0"

1-14-2015 REVIEW
Date
DATE:

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