

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JULY 27, 2017
REGULAR MEETING
MINUTES**

PRESENT: R. Fiala; C. Cox; Wade Mitchell; K. Kary, Vice Chairman
ABSENT: G. Merhar, Chairman; Mike Germano, Asst. Law Director
OTHERS: Darryl Keller, Chief Bldg. & Zoning Official; Jim Sayles, City Engineer;
Vicki Grinstead, Secretary

Vice Chairman Kary called the regular meeting to order at 7:00 p.m.

MINUTES

Regular Meeting Minutes

July 13, 2017

Mrs. Grinstead stated there was a spelling error on page 6 which has already been corrected.

Mr. Mitchell moved to approve the Regular Meeting Minutes of July 13, 2017 as submitted and Mr. Cox seconded.

ROLL CALL: Yeas: Mr. Mitchell; Mr. Kary, Vice Chairman; Mr. Fiala; Mr. Cox
 Absent: Chairman Merhar
 Nays: None

Motion Carried: APPROVED

Public Hearing Meeting Minutes

July 13, 2017

Mr. Cox moved to approve the Public Hearing Meeting Minutes of July 13, 2017 as submitted and Mr. Mitchell seconded.

ROLL CALL: Yeas: Mr. Kary, Vice Chairman; Mr. Fiala; Mr. Cox; Mr. Mitchell
 Absent: Chairman Merhar
 Nays: None

Motion Carried: APPROVED

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Mr. Cox moved to untable Old Business and Mr. Fiala seconded.

ROLL CALL: Yeas: Mr. Fiala; Mr. Cox; Mr. Mitchell; Mr. Kary, Vice Chairman
 Absent: Chairman Merhar
 Nays: None

Motion Carried: UNTABLED

OLD BUSINESS

Willoughby-Eastlake Bd. of Education (Ohio Living)
37047 Ridge Road
(Rep.- John Wiles)

**Lot Split/
PPN#27-A-007-000-005-0**

Mr. Kary stated the Law Department does have all the contracts in order and is asking the Board to address and approve the lot split.

Mr. Mitchell moved to approve the Willoughby- Eastlake Board of Education's lot split of 0.7770 acres from PPN# 27A-7-5 to be combined with PPN# 27A-15-9 and Mr. Cox seconded.

ROLL CALL: Yeas: Mr. Mitchell; Mr. Kary, Vice Chairman; Mr. Cox
 Abstain: Mr. Fiala
 Absent: Chairman Merhar
 Nays: None

Motion Carried: APPROVED

NEW BUSINESS

Process Technology
38809 Mentor Ave.
(Rep.-Jodi van der Wiel, Vocon)

**Development Plan/EAS
Renovation of existing bldg.**

Ms. Jodi van der Wiel of Vocon is representing Process Technology. Process Technology will be relocating their research and development department to this former auto dealership site. Improvements include eliminating some of the paved parking areas, roof repairs, painting and installation of skylights.

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Alterations to the parking areas have been approved by Ingress/Egress Board, with one of the aprons being eliminated. Deliveries will be made to the back of the building to the north (Butler Building). Employees and visitors will be parking in the lot immediately west.

On the front or south elevation of the building (existing exterior on rendering) there is a building with a sloped roof that is in disrepair and will be demolished. They will also be installing a walking trail to the rear of the property. Ms. Van Dr Weil does not believe on-site storm water retention will be necessary due to the replacement of existing hard surfaces with grass. Frontage on Mentor Avenue will be improved with landscaping, and a berm will be installed just south of the building to provide an acoustical buffer from traffic noise. Window glazing will be replaced and increased. A cohesive look will be created by wrapping the buildings in a corrugated perforated aluminum screen. Interior renderings and sample materials were presented.

Mr. Kary asked Ms. van der Wiel to refer back to the rendering where the curb cuts are shown. She explained this was an old image, but the design considerations are still the same. Mr. Kary's concern was in the Ingress/Egress meeting the Fire Department expressed concern about the turning radius with the island. Ms. van der Wiel explained that what the fire department did not like in the original rendering was that the ingress/egress was divided by a small island. She said that on the new rendering the island has been removed and the fire department has approved of the new plan because it will give them more flexibility with their turning radius. Mr. Fiala asked if the fire department approved of the roads not connecting in the back and Ms. van der Wiel stated they did.

Mr. Cox asked what the company actually did or manufactured. Jodi Richards, President of Process Technology briefly explained what the company did. They manufacture different types of specialty heaters that heat corrosive chemicals and also ultra pure water heaters and specialty in-line chemical heaters and cited a few examples. Their manufacturing facility is in Mentor and it will remain there, but they need more space for other areas of the business. Mr. Kary asked if they will be doing any testing in the Willoughby facility that would require exhaust systems or fans. Ms. Richards stated no, it will be contained within the facility and there will be no external exhaust.

Mr. Kary had concerns about the Mentor Avenue landscaping. They are addressing the landscaping in front of the structure but not the vacant lot to the west of the current facility, which may, in the future also be developed by their company. Mr. Kary would like to see some landscaping installed there also. Ms. van der Wiel agreed to add 4 trees parallel to the street for the west lot because they do plan to keep this lot for the future expansion of their business. Mr. Fiala suggested planting the trees strategically so there is no need to add curb cuts in the future.

Mr. Kary asked for clarification in regard to the sewer control manhole being moved from its current location on the berm. Ms. van der Wiel confirmed updated drawings will show it being relocated. Mr. Fiala remarked that the facility is at a gateway to the city and will be a huge improvement to this site.

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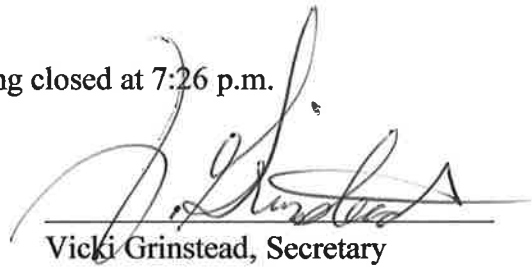
Mr. Fiala moved to approve the Development Plan/EAS for Process Technology, 38809 Mentor Avenue and Mr. Cox seconded.

ROLL CALL: Yeas: Mr. Cox; Mr. Fiala; Mr. Kary, Vice Chairman; Mr. Mitchell
 Absent: Chairman Merhar
 Nays: None

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:26 p.m.


Ken Kary, Vice Chairman


Vicki Grinstead, Secretary