

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
JANUARY 10, 2019  
REGULAR MEETING  
MINUTES**

**PRESENT:** J. McCue; C. Cox; S. Norris; K. Kary; M. Wildermuth, Chairman

**ABSENT:** None

**OTHERS:** M. Germano, Asst. Law Director; Jim Sayles, City Engineer; Vicki Grinstead, Secretary  
Darryl Keller, Chief Bldg. & Zoning Official

**Chairman Wildermuth called the regular meeting to order at 7:00 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**December 13, 2018**

Dr. Norris moved to approve the Public Hearing Meeting Minutes for December 13, 2018 as submitted and Mr. Cox seconded.

ROLL CALL:           Yeas:           J. McCue; K. Kary; S. Norris; C. Cox; Mike Wildermuth, Chairman  
                          Absent:       None  
                          Nays:         None

**Motion Carried:    APPROVED**

**Regular Meeting Minutes**

**December 13, 2018**

Mr. Cox moved to approve the Regular Meeting Minutes for December 13, 2018 as submitted and Dr. Norris seconded.

ROLL CALL:           Yeas:           K. Kary; S. Norris; C. Cox; J. McCue; Mike Wildermuth, Chairman  
                          Absent:       None  
                          Nays:         None

**Motion Carried:    APPROVED**

**OLD BUSINESS**

**Ridgewood Greens Subdivision, Ph. II**

**Major Subdivision/Final Plat**

Johnnycake Ridge Rd.

(Rep.- Russ Berzin, Franklyn Development/BEDAOS LLC)

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Mr. Russ Berzin of Franklyn Development/BEDAOS LLC and Dusty Keeney of Polaris Engineering are representing the final plat for the Ridgewood Greens Subdivision, Phase II.

Mr. Berzin explained that they re-phased the Ridgewood Greens Development. Phase I now has 56 homes on Mentor Ave. in Mentor and Phase II will have 38 homes, 7 of which are in the City of Willoughby. Phase III will have 25 homes in Mentor, for a total of 119 homes. A preliminary landscape design of the Rt. 84 intersection of the new development was presented to the Board (in record 1-10-19).

Mr. Keeney explained that Phase I will come in off of Mentor Ave. and will have an east/west street that will end at the next street, which will begin Phase II. Phase II will continue up to Johnnycake Ridge and will have a small cul-de-sac off this street. Phase III will be to the north in Mentor.

Mr. Kary stated the walking path was added to the Willoughby area as requested at last meeting. Mr. Keeney stated yes and they will connect to the sidewalks. Mr. Kary reiterated that all construction and staging for all three phases will come in off of Rt. 20 in Mentor and Mr. Berzin stated that was correct. There will also be a small sidewalk installed between King Edward Ct. and Polo Park during the installation of Phase II. The Homeowner's agreement will be sent to the Willoughby Law Department when completed.

Mrs. McCue asked to have the landscape plan explained in detail. Mr. Berzin stated it will be similar to the Mentor side. The entry sign will be a carved stone monument on each side of the roadway. The rendering presented this evening is only a preliminary design. There will be gang mailboxes added to the new landscape design. Mr. Kary asked Mr. Berzin to also present the Mentor rendering to the Board at the next meeting for the landscape design. Mr. Berzin will come back to Planning Commission with an exact landscape design plan and rendering. CEI will review the final landscape plan.

A copy of the agreement with CEI for the easement details must be presented to the Board and the Law Dept. Mr. Keeney said he has emails from CEI confirming they will be approving this easement and will forward to Mrs. Grinstead. Mr. Kary wants the CEI power lines shown on the landscape plan.

Mr. Kary asked Mr. Sayles about sanitary and storm water management. Mr. Sayles stated the Willoughby area will drain 100% into the Mentor system for both sanitary and storm water. These will be built in Phase I.

Mr. Kary inquired about a traffic signal on Rt. 84. Mr. Sayles stated the developers did the analysis and a traffic signal was not warranted for this area Mr. Sayles agrees with their conclusion. Mr. Kary stated there are concerns in regard to traffic from the surrounding neighborhoods. Mr. Kary proposed that another traffic study be done one year after the development is completed. If the traffic study shows a need for a traffic signal, then the developer will be financially responsible for its installation.

Mr. Berzin stated his traffic consultant Brian Gillespie of GBD Group is present tonight and would like him to speak in regard to this issue. Mayor Fiala is in agreement with Mr. Kary to generate another traffic study at some point after the development is completed because of the unknown future traffic generation.

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Mr. Gillespie stated the traffic volumes that would be necessary to meet those warrant thresholds are rather high for a development of this size, even if there was only one access point. Mr. Gillespie stated he would not discourage the city from performing a follow-up traffic study in a year, but based on the size of the development and knowing the volumes that would be needed to meet those warrants that are set forth by in the OMUTCD (Ohio Manual of Uniform Traffic Control Devices) it is highly unlikely a traffic signal would be warranted.

Mr. Berzin stated he would accept the condition of doing another study in whatever time frame is decided by the Commission this evening. Mr. Sayles said the traffic study and potential future traffic signal should be part of the financial guarantees of the subdivision that are already required.

Dr. Norris stated per the developer's letter dated October 19, 2018 that was forwarded to the Board that he is unwilling to do a cul-de-sac at the Johnnycake Ridge Rd. entrance and Mr. Berzin stated that was correct. Dr. Norris stated he believes this development traffic onto Rt. 84 will dramatically impact the existing neighboring streets.

Mr. Kary asked Fire Chief Todd Unger of the Willoughby Fire Department to speak in regard to response times to this new development if there was a gated cul-de-sac or only one entrance into the development off Mentor Ave.

Chief Ungar stated one of his concerns is the fire department response times and cited a couple of examples. Minutes in the fire service can make a huge difference in saving a life or a home that may be on fire. Chief Ungar stated having access directly off Rt. 84 would be truly beneficial to the fire/rescue department and the seven Willoughby homes they will service. Also if the cul-de-sac would have an emergency gate, they would have to take time to open the gate or use a siren based system to access the locked gate. They had a siren based system in another development and disabled it because the residents didn't want to hear sirens at all hours of the night.

There was some discussion on what a final plat entails. Mr. Sayles said the only change since the preliminary plat approval is the addition of a water easement that was left off the drawing but has always been there and is not a significant change.

Chairman Wildermuth stated one of the conditions previously agreed upon was the covenants for adequate storm water management and sewer maintenance which will be written into the Homeowner's Agreement. Mr. Sayles stated that is correct. Mr. Sayles also suggested doing the traffic study after full development in lieu of one year. It was suggested instead of full development it should be done when the Homeowner's Association takes over or 80% occupancy of the development. There was more discussion on this subject.

Dr. Norris asked if there is a warrant needed for a sign that reads "right turn only" leaving the development and a sign on Rt. 84 stating "no left turn". Mr. Gillespie stated there is no warrant needed for signs.

Mrs. Grinstead read in the conditions for the final plat for the Ridgewood Greens Subdivision:

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- (1) A complete landscape plan must be submitted and approved by the Planning Commission prior to the City Engineer's approval of the Improvement Plan.
- (2) That a traffic study be undertaken when 80% of the development have been completed in Phases I and II or three years from when the Rt. 84 entrance way is open; whichever comes first. A traffic study and subsequent traffic control devices, if required by the study, shall be fully funded by the developer by an agreement which is satisfactory to the Willoughby Law Department.
- (3) Construction traffic and staging for all three phases must be contained to Rt. 20 in Mentor.
- (4) A walking path is to be installed in the Willoughby portion of the development.
- (5) A copy of the CEI agreement details will be deferred to the Willoughby Law Department.
- (6) A sidewalk between King Edward Ct. and Polo Park will be installed during the Phase II Development.
- (7) The Homeowners Association (HOA) Agreement will be sent to the Willoughby Law Department for review and will include details for storm water management and sewer maintenance.

Dr. Norris moved to approve the final plat for the Ridgewood Greens Subdivision, Phase II, Johnnycake Ridge Rd., Willoughby, OH 44094 with the (7) seven conditions that were read in above by Mrs. Grinstead and Mr. Kary seconded.

ROLL CALL:           Yeas:           S. Norris; C. Cox; J. McCue; K. Kary; Mike Wildermuth, Chairman  
                          Absent:       None  
                          Nays:         None

**Motion Carried:    APPROVED**

**NEW BUSINESS**

**Former Willoughby Jr. High School**

4230 River St.

(Rep.- Steve Bittance, Willoughby Union Point Associates)

**Lot Split/PPN#27A-026-0-00-032-0**

Mr. Bittance of Willoughby Union Point Associates is representing his application for a lot split. Mr. Bittance said they would like to subdivide the parcel to separate the office use from the residential use.

Mr. Kary asked if the plans have changed for the residential area since they were last approved and Mr. Bittance stated no. Mr. Kary asked Mr. Bittance to give a brief description of the plan.

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Mr. Bittance said what is now Building “C”, the industrial arts building, will be demolished to make way for the ranch style cluster homes. There will be two units per building with an attached garage and will have a drive that connects onto Center St. There will be a rectangular parcel on Center St. that will be for future townhomes and a rectangular parcel on River St. that will also be townhomes.

Mrs. McCue stated she recalls there are currently two curb cuts that service the entire parcel and asked how they will service parcels two and three.

Mr. Bittance stated they will enter through the same driveways, come around and will have garages in the back. The townhomes will front onto the street with man doors and front porches.

Dr. Norris asked if there will be enough parking with dividing this parcel one parcel into four and Mr. Bittance said yes they will each have their own garages.

Mr. Sayles said if Parcels 2 & 3 will be accessing the other parcels than an ingress/egress easement needs to be added before the lot split is filed.

Mr. Bittance said there will be a reciprocal agreement for access for utilities and maintenance which will be recorded simultaneously with the ingress/egress easement. Mr. Bittance will share a copy of the simple easement with the Willoughby Law Department for review and approval.

Mr. Kary inquired about the former Union High School building. Mr. Bittance stated they are still working through some issues on that portion of the project.

Mrs. McCue moved to approve lot split of PPN #27A-026-0-00-032-0 for the former Willoughby Jr. High School, 4230 River St., Willoughby, OH 44094 subject to the above discussed easement requirements and Dr. Norris seconded.

ROLL CALL:	Yeas:	J. McCue; K. Kary; S. Norris; C. Cox; Mike Wildermuth, Chairman
	Absent:	None
	Nays:	None

**Motion Carried: APPROVED**

Chairman Wildermuth reminded the members that there will be a Work Session for the Zoning Code Updates on February 12, 2019 at 6:00.

Mr. Kary nominated Mrs. Grinstead for Secretary of Planning Commission for year 2019 and Dr. Norris seconded. There were no other nominations. Nominations were closed.

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ROLL CALL:        Yeas:            K. Kary; S. Norris; C. Cox; J. McCue; Mike Wildermuth, Chairman  
                     Absent:          None  
                     Nays:            None

**Motion Carried:    APPROVED**

Mr. Cox moved to elect Mrs. Grinstead for Secretary of Planning Commission for year 2019 and Mr. Kary seconded.

ROLL CALL:        Yeas:            C. Cox; J. McCue; S. Norris; K. Kary; Mike Wildermuth, Chairman  
                     Absent:          None  
                     Nays:            None

**Motion Carried:    APPROVED**

Mr. Cox nominated Mr. Wildermuth for Chairman of Planning Commission for year 2019 and Mr. Kary seconded. There were no other nominations. Nominations were closed.

ROLL CALL:        Yeas:            S. Norris; C. Cox; J. McCue; K. Kary; Mike Wildermuth, Chairman  
                     Absent:          None  
                     Nays:            None

**Motion Carried:    APPROVED**

Dr. Norris moved to elect Mr. Wildermuth for Chairman of Planning Commission for year 2019 and Mrs. McCue seconded.

ROLL CALL:        Yeas:            K. Kary; S. Norris; C. Cox; J. McCue; Mike Wildermuth, Chairman  
                     Absent:          None  
                     Nays:            None

**Motion Carried:    APPROVED**

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Mr. Wildermuth nominated Ken Kary for Vice Chairman of Planning Commission for year 2019 and Mr. Cox seconded. There were no other nominations. Nominations were closed.

ROLL CALL:           Yeas:           J. McCue; S. Norris; K. Kary; C. Cox; Mike Wildermuth, Chairman  
                          Absent:       None  
                          Nays:         None

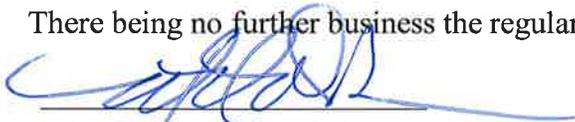
**Motion Carried:    APPROVED**

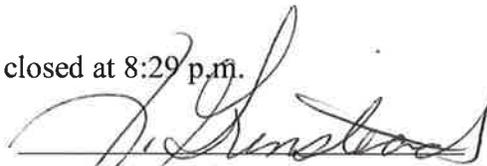
Dr. Norris moved to elect Ken Kary for Vice Chairman of Planning Commission for year 2019 and Mr. Cox seconded.

ROLL CALL:           Yeas:           C. Cox; J. McCue; K. Kary; S. Norris; Mike Wildermuth, Chairman  
                          Absent:       None  
                          Nays:         None

**Motion Carried:    APPROVED**

There being no further business the regular meeting closed at 8:29 p.m.

  
Mike Wildermuth, Chairman

  
Vicki Grinstead, Secretary