

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
MAY 24, 2018  
REGULAR MEETING  
MINUTES**

**PRESENT:** C. Cox; S. Norris; G. Merhar; K. Kary, Vice Chairman

**ABSENT:** M. Wildermuth

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

**Vice Chairman Kary called the regular meeting to order at 7:05 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**May 10, 2018**

Mr. Merhar moved to approve the Public Hearing Meeting Minutes for May 10, 2018 as submitted and Mr. Cox seconded.

**ROLL CALL:**           Yeas:           G. Merhar; Dr. Norris; Mr. Cox; K. Kary, Vice Chairman  
                          Absent:        Mr. Wildermuth  
                          Nays:         None

**Motion Carried:    APPROVED**

**Regular Meeting Minutes**

**May 10, 2018**

Mr. Merhar moved to approve the Regular Meeting Minutes for May 10, 2018 as submitted and Mr. Cox seconded.

**ROLL CALL:**           Yeas:           Dr. Norris; Mr. Cox; G. Merhar; K. Kary, Vice Chairman  
                          Absent:        Mr. Wildermuth  
                          Nays:         None

**Motion Carried:    APPROVED**

**OLD BUSINESS**

**Greenleaf Gardens, LLC**  
30841 Euclid Ave.  
(Dave Neundorfer, CEO)  
Oscar Hackett, CFO

**Development Plan/EAS**

**This item remains tabled.**

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**NEW BUSINESS**

**Brim Kitchen & Brewery**

3941 Erie St.

(Anthony Gillis, Harbor Inn Partnership, LLC)

**Amend Conditional Use Permit**

Vice Chairman Kary stated Condition #4 on the Conditional Use Permit (CUP) dated April 27, 2017 had expired on April 27, 2018 for Brim Kitchen & Brewery.

Mr. Gillis, 35228 N. Turtle Trail, Willoughby, OH is representing the application for Brim Kitchen & Brewery.

Mr. Gillis stated they would like to renew the same conditions they had before on the previous CUP for live acoustical music on their outdoor patio. They currently have music but are not utilizing the full allotted times on their current CUP, but would like to keep the same conditions in case they would like to extend their music venue.

Vice Chairman Kary suggested adding a one year termination date until the Planning & Zoning Codes have been finalized and the Board agreed. Mr. Gillis agreed with the expiration date as part of his CUP. Mr. Merhar stated when the city's zoning code is rewritten they will have to follow the new zoning code.

Dr. Norris asked if Brim had fenced in their dumpster. Mrs. Grinstead stated she spoke with Mrs. Frate and the fencing is up but the gate is being fabricated and will be installed as soon as it is complete and Mr. Gillis confirmed this information.

Mr. Merhar moved to approve the amended Conditional Use Permit, Condition #4 to allow acoustical music on outdoor 2<sup>nd</sup> floor patio at conversational level, weekdays (Sunday through Wednesday) until 10:00 p.m. and Thursday, Friday, and Saturday until midnight. This amendment shall terminate one year from the date of issuance (terminates 5-24-19) for Brim Kitchen & Brewery, 3941 Erie St., Willoughby, OH 44094 and Dr. Norris seconded.

ROLL CALL:           Yeas:           Mr. Cox; G. Merhar; Dr. Norris; K. Kary, Vice Chairman  
                              Absent:        Mr. Wildermuth  
                              Nays:           None

**Motion Carried:    APPROVED**

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**Willoughby Union Point Associates, LLC**

(former Willoughby Junior High School)  
4230 River St.

(Rep.-Bob Orovets, Then Design Architecture &  
Steve Bittance, Willoughby Union Point Associates)

**Development Plan/EAS**

Steve Bittance, Willoughby Union Point Associates, 25825 Science Park Dr., Beachwood, OH and Mr. Bob Orovets of ThenDesign Architecture are representing this application.

Mr. Bittance stated the former Willoughby Junior High School is the building at the point of River and Center Streets. The former junior high school will be converted into offices and leased to ThenDesign Architects (TDA) and will be approximately 24,000 s.f. The front of River and Center Street where there is vacant parking now they are proposing townhome buildings. The former industrial arts building, which is currently located in the back, will be demolished and they are proposing ground floor ranch cluster homes. Two of the buildings will have two units per building. The building on the south side will have three units. There will be a total of fourteen new residential units for sale.

Vice Chairman Kary stated at the EAS meeting they concluded they would like to see the River St. entrance only be used for the office space that is there. Mr. Bittance stated the River St. entrance will only be utilized for the offices and the residences (townhomes) that are on River St.

Vice Chairman Kary stated there was a concern with storm and sanitary lines. Mr. Bittance stated the service department ran a camera through the sanitary and storm lateral and determined that they weren't in sufficient condition. Their engineering plans will show the new laterals. They will also have sanitary to the existing building. There will be new storm to the site and new sanitary for all of the townhomes.

Vice Chairman Kary stated the front and sides of the townhomes have quite a bit of siding and would like to see if they could add a horizontal break or banding on the upper level. Mr. Bittance stated the lower level is masonry face brick, the upper level is siding and the brown on the rendering is a metal panel. Mr. Bittance stated they would be willing to look at other alternatives to break up the siding on the upper level. They are trying to blend the elements of the surrounding neighborhoods with a modern feel.

The existing junior high brick exterior will remain the same and they will be installing new windows which will be consistent with the period the building was originally constructed. The brass lettering will be polished and will remain on the front façade.

There was a brief discussion on the traffic flow for the buildings. Mr. Orovets stated in the Ingress/Egress meeting the fire department asked that they add a cul-de-sac or hammerhead ("T") at the end of the dead end street for the duplex units. They added a "pork chop" on the rendering for the emergency vehicles.

Mr. Sayles stated it makes sense that the office building traffic exits on River St. since it's a state route and a through street.

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The townhomes are three story walk up units. You would enter through the garage in the back; the front door is on the street side and the unit is vertical. The ground floor is a garage and a bonus room. The main floor above that are the living and dining rooms and kitchen. Above the main floor are the bedrooms and bathrooms. On the third story there is a rooftop patio.

Vice Chairman Kary stated he would ask for a motion contingent upon the Board of Zoning's approval of any necessary variances that are required. Mr. Orovets stated there are four variances required, but they will be eliminating two of them. They will ask for a variance for the side yard setback and height of the townhomes.

Mr. Merhar moved to approve the Development Plan/EAS for Willoughby Union Point Associates with the stipulation that they obtain any and all variances required by the Board of Zoning Appeals for the property located at 4230 River St., Willoughby, OH and Dr. Norris seconded.

ROLL CALL:        Yeas:            Dr. Norris; G. Merhar; K. Kary, Vice Chairman  
                         Abstain:        Mr. Cox  
                         Absent:        Mr. Wildermuth  
                         Nays:           None

**Motion Carried:    APPROVED**

**Lake County Engineers**  
38585 Pelton Rd.  
(Bruce Landeg & Tom Day, Lake County Engineers)

**Development Plan/EAS**

Mr. Landeg is with the Lake County Engineers, 500 Blackbrook Rd., Painesville, OH and is representing his application.

Mr. Landeg stated this is a proposed covered pre-engineered storage building for vehicles and equipment. It would be erected on concrete piers.

Their fleet has grown in size since the widening of State Rt. 2. Their other facility is on Blackbrook Rd. in Painesville and this facility would accommodate seasonal equipment storage. Fire Marshal Kocab did visit the site and had no issues. Mr. Keller stated the plan went before the EAS committee without any issues.

Dr. Norris moved to approve the Development Plan/EAS for Lake County Engineers, 38585 Pelton Rd., Willoughby, OH and Mr. Merhar seconded.

ROLL CALL:        Yeas:            G. Merhar; Mr. Cox; Dr. Norris; K. Kary, Vice Chairman  
                         Absent:        Mr. Wildermuth  
                         Nays:           None

**Motion Carried:    APPROVED**

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**New Building (Bank)**

4015 Erie St.

(Rep.- Jeffrey Deeds, Visconsi Companies, Ltd.)

**Conditional Use Permit**

Mr. Deeds explained that there are two drive thru ATM machines that run north to south for the bank and they require a Conditional Use Permit. One of the machines is in the island and the other is in under the canopy. Mr. Merhar stated their dumpster must be enclosed by fencing.

Dr. Norris moved to approve the Conditional Use Permit for two drive up ATM machines, one in the island and other under center canopy, 24 hrs., 7 days a week; and the dumpster must be fenced for the new bank building located at 4015 Erie St., Willoughby, OH 44094 and Mr. Merhar seconded.

ROLL CALL:        Yeas:        Mr. Cox; Dr. Norris; G. Merhar; K. Kary, Vice Chairman  
                         Absent:      Mr. Wildermuth  
                         Nays:        None

**Motion Carried:    APPROVED**

**New Building (Bank)**

4015 Erie St.

(Rep.- Jeffrey Deeds, Visconsi Companies, Ltd.)

**Development Plan/EAS**

Mr. Jeffrey Deeds of Visconsi Companies is representing the application for the new bank building that will be located at 4015 Erie St., Willoughby, OH 44094.

Mr. Deeds stated the site of the new facility will be located where the existing BP building is on the corner of Mentor Ave. and Erie St. They will demolish the existing building and construct a new bank building. The new building will be 3,500 s.f. There are currently three existing curb cuts. They will be utilizing two of the existing curb cuts. They will have a full cut on Erie St. and on Mentor Ave. they will have a full in, but no left hand turn out.

On the east side of the bank building there is a proposed double drive thru for two ATM machines and no teller window. One of the drive thru machines will be located in the island and the other in the center under the canopy. The traffic movement through the ATMs is north to south and there would be no conflicts with the curb cuts.

Mr. Deeds stated they were before the Board of Zoning Appeals May 23, 2018 for a variance for the Mentor Ave. curb cut. The ordinance requires 100 ft. from the intersection and they asked for and were granted the variance for 88 ft. from the intersection.

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Vice Chairman Kary stated the bank looks architecturally appealing, but it has a strong residential appearance and does not feel it fits in with the look of historic downtown area. The Board would like to see the building with a false front and possibly a mix of different materials for the exterior and cited an example of the bank building across the street. The Mayor and Board Chairman, Mike Wildermuth would like to schedule a meeting with Mr. Deeds to discuss a few modifications to approve the appearance of the building to fit into the historic district and Mr. Deeds agreed.

Vice Chairman Kary said he spoke with Mayor Fiala and the city would possibly like to acquire the corner of their property to add some local artwork and landscaping to enhance the entrance to downtown Willoughby. Mr. Deeds stated he did speak with the Mayor in regard to this subject and knows his client will not want a large piece of artwork and would possibly like to be part of the process. Mr. Deeds stated he could speak with his client and discuss a possible easement for the artwork. Mr. Deeds stated in return for this concession his client would like two signs; one at each entrance of the property. Vice Chairman Kary stated he would not see an issue with this compromise, but it would have to be discussed with the Building Department and Mayor.

Vice Chairman Kary asked if the bank would be willing to let patrons of downtown Willoughby utilize their parking spaces after bank business hours on evenings and weekends. Mr. Deeds stated he would have to speak to his client in regard to this issue. There was discussion on posting signage in regard to parking restrictions.

Mr. Merhar moved to table the Development Plan/EAS for a new bank building located at 4015 Erie St., Willoughby, OH until after the meeting with the Mayor and Chairman Wildermuth and Dr. Norris seconded.

ROLL CALL:	Yeas:	Dr. Norris; G. Merhar; Mr. Cox; K. Kary, Vice Chairman
	Absent:	Mr. Wildermuth
	Nays:	None

**Motion Carried: TABLED**

**New Medical Building**

38882 Mentor Ave.

(Rep.- Mark Maltry, Jemm Construction)

**Development Plan/EAS**

Mr. Mark Maltry of Jemm Construction, 200 Blackbrook Rd., Painesville, OH is representing the application for a new medical building. Mr. Maltry presented the Board with new plans that included landscape plans.

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Mr. Maltry stated the new building will be on Mentor Ave. where the existing putt-putt course is. They are proposing a 9,000 s.f. commercial space that will serve as a medical building for Aligned Chiropractic. Aligned Chiropractic will use 7,000 s.f. of the facility for chiropractic services and massage therapy and 2,000 s.f. will be utilized for tenant space. They revised their plans to address concerns for the lack of landscape islands in the parking lot that are required by the ordinance.

Vice Chairman Kary asked if they could add some landscaping to the area along Mentor Ave. to soften the parking lot. Mr. Maltry presented the Board with a few scenarios of what they could do with the bio-swale to soften its appearance. The Board approved of the first rendering (entered into record 5/24/18) with river rocks and perennial plantings and a small tree. There was some discussion on this subject.

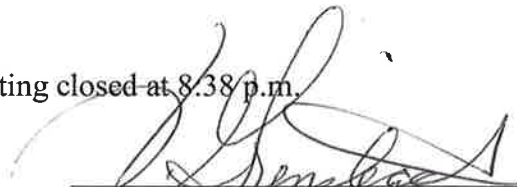
Mr. Merhar moved to approve the Development Plan/EAS for a new medical building located at 38882 Mentor Ave., Willoughby, OH with the stipulation that there will be river rocks and perennial plantings in the bio-swale and Mr. Cox seconded.

ROLL CALL:        Yeas:            G. Merhar; Mr. Cox; K. Kary, Dr. Norris; Vice Chairman  
                         Absent:          Mr. Wildermuth  
                         Nays:            None

**Motion Carried:    APPROVED**

There being no further business the regular meeting closed at 8:38 p.m.

  
K. Kary, Vice Chairman

  
Vicki Grinstead, Secretary