

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JULY 26, 2018
REGULAR MEETING
MINUTES**

PRESENT: S. Norris; C. Cox; M. Wildermuth, Chairman

ABSENT: K. Kary; G. Merhar

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

Chairman Wildermuth called the regular meeting to order at 7:18 p.m.

MINUTES

Regular Meeting Minutes

July 12, 2018

Dr. Norris moved to approve the Regular Meeting Minutes for July 12, 2018 as submitted and Mr. Cox seconded.

ROLL CALL: Yeas: S. Norris; C. Cox; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: APPROVED

Dr. Norris moved to untable Old Business for Greenleaf Gardens LLC and Mr. Cox seconded.

ROLL CALL: Yeas: C. Cox; S. Norris; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: UNTABLED

OLD BUSINESS

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

Development Plan/EAS

Mr. Cox moved to permanently table this application per the applicants request and Dr. Norris seconded.

ROLL CALL: Yeas: S. Norris; C. Cox; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

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Motion Carried: PERMANENTLY TABLED

Mr. Cox moved to untable the application Old Business for 6 Public Square, Willoughby, OH 44094 and Dr. Norris seconded.

ROLL CALL: Yeas: C. Cox; S. Norris; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: UNTABLED

Residential 4-unit Development

Development Plan/EAS

6 Public Square
(Rep.-Mike Caito, Architect, Payne and Payne Builders & Mike Ross, RSRE)

Mr. Caito of Payne and Payne Builders is representing the application for the Development Plan/EAS for 6 Public Square, Willoughby, OH. He presented the board with updated renderings (in record 7-26-18 @ 7:22 pm).

Chairman Wildermuth stated they requested to be tabled for the previous Planning Commission meeting and had been before the Design Review Board last week and Mr. Caito stated that was correct.

Mr. Caito stated they are proposing 4-unit townhouses which will contain two units each. The front building faces Public Square and the second building is behind it. The front units are smaller than the rear units. The rear units will be more expensive and will have private courtyards that will be fenced in. All of the units will have a two-car garage. The garages are located off of a private auto court and will not be visible from the public right-of-way or parking lot. They are proposing architecture that is inspired by the historical home that is being demolished. They will have a column and railing details on the front porch which will mimic the historical home. The doors on the proposed townhomes will be a similar design as well.

They just had a work session with the Design Review Board and Planning Commission. The buildings will be clad in fiber cement siding; it is a mixture of vertical and clap board siding. They are requesting a Conditional Use Permit (CUP) for the roof pitch of 5'5". They added the peaked roofs to conceal the roof decks and have vaulted ceilings in the master suites; and also gave them room to add staircases up to the roof decks. The roof decks will have a small storage room to store seasonal items. They are wrapping the roof decks with a low parapet wall for privacy.

The front two units are 1829 s.f. and the two rear units are 2311 s.f.; this does not include the garages or roof decks. Each unit has three bedrooms, living room, dining room, kitchen, and two and a half baths. The large units have three full baths.

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Mr. Caito stated they were before Design Review Board last week and there were some comments made about the scale of the buildings, which they decreased. Another suggestion was to add some darker color to the front building to bring the scale of the building down. They did make both adjustments and showed them to both Boards at the work session meeting.

Mr. Sayles stated there was conversation at the EAS meeting in regard to run off and sanitary sewer service. There is an existing sanitary sewer on the property, but he is unsure if it is in good enough condition. The applicant stated they will televise it and that will determine if they will have to replace the sanitary connection. Mr. Sayles will also help mitigate the run off because the project is increasing the roof area and pavement on the parcel; however they will not need a retention basin.

Dr. Norris moved to approve the Development Plan/EAS application as modified for the 4-unit residential development located 6 Public Square, Willoughby, OH 44094 and Mr. Cox seconded.

ROLL CALL: Yeas: S. Norris; C. Cox; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: APPROVED

NEW BUSINESS

Residential 4-unit Development

6 Public Square

(Rep.-Mike Caito, Architect, Payne and Payne Builders &
Mike Ross, RSRE)

Conditional Use Permit

Chairman Wildermuth asked Mr. Caito to clarify more about the height issue and what changes he has made to the original application.

Mr. Caito stated their original request was for 42' for the height to the tops of the buildings. The allowable height is 35' leaving a 7' difference in height. When they went before the Design Review Board (DRB) last week, the Board asked them to lower the height of the building. They lowered the building 18" and also measured all the surrounding buildings to obtain accurate measurements for the scale of the renderings. They lowered the roof pitch to 40'6" to the ridge line from the finished grade. They are asking for a reduction of the original request from 7' to 5'5". The gutter line is 30' off the ground.

Chairman Wildermuth stated in 2018 the city approved a change to the zoning code to allow Planning Commission to have control of the height of buildings in the city. The change was lowered from 50' to 35'. Any request for a structure taller than 35' must come before Planning Commission for a Conditional Use Permit (CUP).

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Dr. Norris stated from the side view it is not one big block and it has a roof over the porch and it is set back. There is also a roof over the second story which also sets back. It is a significant design to mitigate the overall size of the structure. He did like the overall design.

Dr. Norris moved to approve the Conditional Use Permit (CUP) to allow a maximum height of 40'6", which gives them a 5'5" above the maximum allowance of 35' in the downtown area and Mr. Cox seconded.

ROLL CALL: Yeas: S. Norris; C. Cox; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: APPROVED

CitiPointe Church
4095 Kirtland Rd.
(Rep.-Theresa Quinn, Senior Pastor)

Conditional Use Permit

Mrs. Quinn, 4095 Kirtland Rd., is representing CitiPointe Church.

Mrs. Quinn stated they were previously renting space in the downtown area. Their congregation is small and will not add to the congestion on Kirtland Rd. They may have a night out for the youth as mentioned in the Public Hearing portion. The property is surrounded by evergreen trees and is completely secluded.

The house to the right of this property is vacant and they are looking into purchasing it. They have some young people that are interested in living there and fixing it up.

The use is a typical church use; there will be a school of ministry. The school of ministry has two parts: one will have a marketplace which is compromised of young professionals and the other will equip people to become ministers.

The church services are typically on Wednesday night, Sunday morning and night, although this may change depending on their leadership and worship team and their availability. As the congregation grows they may add services. The services last approximately 2-3 hours. The facility has hardly any windows, which helps mitigate the noise level and they have no intention of installing windows.

The school of ministry is still working on their curriculum and they may have day and evening classes. They have a class called Business of Honors. They are investors who work in real estate and they have young people that are interested, so they may have a real estate investment meeting as part of the curriculum. This gives them to option to do something other than just minister. There will be biblical principles on how you conduct business.

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Mr. Keller asked what the attendance would be and Mrs. Quinn said it could be anywhere from 10-100 people. They are expecting 100 people to attend an event they have planned in August once they obtain their CUP and occupancy. He asked if they will be the only tenants in the building and she said yes. Mr. Keller stated she mentioned other uses and there is a fine line between business and an assembly use.

Mrs. Quinn stated they will bring in different businesses and train people on different career opportunities. The curriculum is on identity and who are you and why were you put on planet earth. They guide kids to their correct career path after college. They also do meetings outside of the church and do not charge any fees; everything else is all donation based.

Mr. Keller asked if there was any play areas for children. Mrs. Quinn stated only indoors; there is no outdoor play area and they have no plans to open a daycare.

Mrs. Quinn stated she would like to operate 24 hours, 7 days a week. Chairman Wildermuth asked if there is a dumpster on the premises. They do not have a dumpster because there is no kitchen. They will have garbage cans with lids which will be kept in a fenced area by the shed. Chairman Wildermuth stated that any type of trash cans must be enclosed by fencing and out of public view.

Mr. Cox moved to approve the Conditional Use Permit for CitiPointe Church with the following conditions: Hours of operation will be 24 hours, 7 days a week and any type of outdoor trash receptacles must be fenced and out of public view and Dr. Norris seconded.

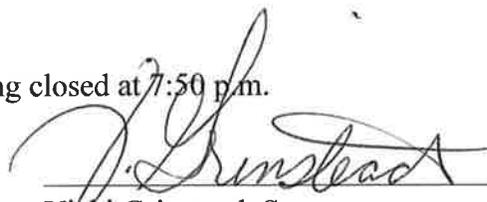
ROLL CALL: Yeas: S. Norris; C. Cox; M. Wildermuth, Chairman
 Absent: K. Kary; G. Merhar
 Nays: None

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:50 p.m.



M. Wildermuth, Chairman



Vieki Grinstead, Secretary