

**PLANNING COMMISSION
CITY OF WILLOUGHBY
OCTOBER 25, 2018
REGULAR MEETING
MINUTES**

PRESENT: G. Merhar; C. Cox; K. Kary; M. Wildermuth, Chairman

ABSENT: S. Norris

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 7:01 p.m.

MINUTES

Public Hearing Meeting Minutes

October 11, 2018

Mr. Merhar moved to approve the Public Hearing Meeting Minutes for October 11, 2018 as submitted and Mr. Cox seconded.

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

Motion Carried: APPROVED

Regular Meeting Minutes

October 11, 2018

Mr. Merhar moved to approve the Regular Meeting Minutes for October 11, 2018 as submitted and Mr. Cox seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

None

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NEW BUSINESS

Spirits in Willoughby

3872 Erie St.
(Rep.- Joe Myers of Joe Myers Architect, &
Jay Byram, Owner)

**Development Plan/EAS
754 s.f. kitchen addition/storage**

Mr. Jay Byram, Owner of Spirits in Willoughby, 3872 Erie St., Willoughby, OH and Joe Myers of Joe Myers Architect are representing this Development Plan/EAS.

Mr. Myers stated they are adding an extended kitchen onto the back of the existing facility. They are extending the back gable straight back and side gable will be larger. The construction materials will match the existing materials on the building (materials shown to Board members).

Mr. Cox moved to approve the Development Plan/EAS for Spirits in Willoughby, 3872 Erie St., Willoughby, OH 44094 as submitted and Mr. Merhar seconded.

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

Motion Carried: APPROVED

Severino Construction

38408 Apollo Pkwy.
(Rep.- Joe Myers of Joe Myers Architect, &
Tom Severino, Owner)

**Development Plan/EAS
3,750 s.f. warehouse addition**

Mr. Myers, of Joe Myers Architect, is representing the application for a Development Plan/EAS for Severino Construction at 38408 Apollo Pkwy., Willoughby, OH.

Mr. Myers stated Severino Construction is leasing the building to Apollo Supply and would like to build an addition onto the building to house construction equipment that was housed at another facility. The entire parking lot is currently gravel and they will be extending the building onto the gravel lot. They will be adding a curb cut in the front of the building. The new building masonry materials will match the existing building.

Mr. Merhar asked Mr. Keller is there are any parking issues. Mr. Keller stated there was existing parking and it is more than sufficient. Mr. Myers stated there is enough required parking on the site plan to cover both warehouse facilities.

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Chairman Wildermuth asked if it is a single lot and Mr. Myers replied yes. Mr. Myers said there is a fenced area on the property and they will be adding gates so the Fire Department can gain access all the way around both buildings. They were approved at the Ingress/Egress meeting on October 4, 2018.

Mr. Kary moved to approve the Development Plan/EAS for Severino Construction, 38408 Apollo Pkwy., Willoughby, OH. 44094 as submitted and Mr. Merhar seconded.

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

Motion Carried: APPROVED

SAMS Investments, Inc.
Willo-Grove Apartments
37411 Grove Ave.
(Rep.- Edward Dudley, Riverstone Surveying)

**Lot Split/PPN#27-A-017-0-00-012-0,
27-A-017-0-00-013-0, 27-A-017-0-00-
-014-0, & 27-A-017-0-00-016-0**

Mr. Dudley, of Riverstone Surveying, is representing the application for a Lot split for Willo-Grove Apartments located at 37411 Grove Ave., Willoughby, OH.

Mr. Dudley stated his company was contracted to do a survey of the Willo-Grove Apartments. When the title came in they discovered there were three deeds for the four parcels. The three deeds were inadequate; missing courses and bearings. He contacted the County and was told the best course of action would be to provide a lot split plan and new legal descriptions. They then contacted the attorneys for SAMS Investment and they agreed with the County.

Mr. Merhar asked if the intention was to split off the lot for development. Mr. Dudley said no the lots already have existing apartments. He said the main issue is that Grove Ave. runs through the middle of it and deeds were prepared before the street was dedicated.

Mr. Sayles stated there is one parcel (PPN# 27-A-017-0-00-016-0) that is on both sides of the street and this is the parcel that is being split and will be consolidated. There will be one parcel on one side of the street and the other parcel on the other side of the street. There will be two parcels instead of four once the lot split is approved. Mr. Merhar asked if the property is being sold and Mr. Dudley said he believes that is the case.

Mr. Kary stated there was a communication from Mr. Sayles (Exhibit "A") where several things were noted and he wondered if these items will be an issue. Mr. Sayles stated no, they are just surveyor to surveyor in reference to pins etc. Mr. Kary stated if the Board approves this as it is submitted this evening, then the burden is on Mr. Sayles to make sure the corrections are made and Mr. Sayles stated yes.

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Mr. Merhar moved to approve the Lot Split for Willo-Grove Apartments, 37411 Grove Ave., Willoughby, OH 44094 for Permanent Parcel Numbers 27-A-017-0-00-012-0, 27-A-017-0-00-013-0, 27-A-017-0-00-014-0, 27-A-017-0-00-016-0 as submitted, and Mr. Cox seconded.

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

Motion Carried: APPROVED

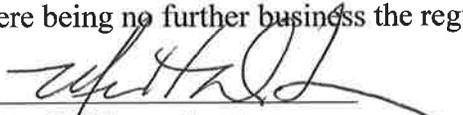
DISCUSSION

Zoning Code Updates

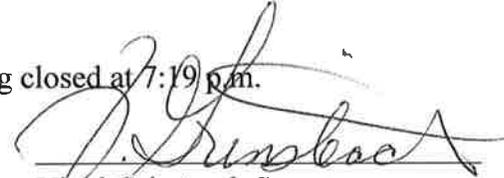
Dates for possible meeting

After some discussion the Board agreed upon Tuesday, November 13, 2018 as a possible meeting date for the Zoning Code Update changes. Mrs. Grinstead will contact Council Secretary Alisa Novak to invite Council members. Mr. Hart and Mrs. Hopkins of CT Consultants will also be notified.

There being no further business the regular meeting closed at 7:19 p.m.



Mike Wildermuth, Chairman



Vicki Grinstead, Secretary