

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
JANUARY 12, 2023  
REGULAR MEETING  
MINUTES**

**PRESENT:** K. Kary; M. Wildermuth; J. Cook; S. Norris, Chairman  
**ABSENT:** Vicki Grinstead, Secretary  
**OTHERS:** Tim Lannon, City Engineer; Darryl Keller, Chief Bldg. & Zoning Official;  
Stephanie Landgraf, Asst. Law Director; Maria Tomaselli

**Chairman Norris called the regular in-person meeting to order at 7:02 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**December 8, 2022**

Mr. Cook moved to approve the Public Hearing Meeting Minutes for December 8, 2022 as submitted and Mr. Wildermuth seconded.

**ROLL CALL:**           Yeas:     K. Kary; M. Wildermuth; J. Cook; S. Norris, Chairman  
                          Absent:  None  
                          Nays:    None

**Motion Carried:     APPROVED**

**Regular Meeting Minutes**

**December 8, 2022**

Mr. Wildermuth moved to approve the Regular Meeting Minutes for December 8, 2022 as submitted and Mr. Cook seconded.

**ROLL CALL:**           Yeas:     M. Wildermuth; J. Cook; K. Kary; S. Norris, Chairman  
                          Absent:  None  
                          Nays:    None

**Motion Carried:     APPROVED**

**OLD BUSINESS**

*This item remains tabled per the applicant's request.*

**Family Dollar**  
38000 Euclid Ave.  
(Rep.- Joe Myers, Myers Architect)

**Development Plan/EAS#4-3-22  
(retail store)**

**NEW BUSINESS**

**Jonathon & Ashley Kelm**  
5379 Oakridge Dr.

**Lot split/PPN#27A0050000080  
3.7606 acres split into 6 parcels to be  
combined w/existing residential properties**

Mrs. Kelm, 5379 Oakridge Dr., Willoughby, OH 44094 is representing the lot split of 3.7606 acres to be split into 6 parcels and combined w/existing residential properties located at Oakridge Dr./PPN#27A0050000080, Willoughby, OH 44094.

Mrs. Kelm's comments were inaudible. Chairman Norris informed Mrs. Kelm that there were only four of five members present for this meeting and asked if she wished to proceed and she replied yes.

Mr. Kary wanted confirmation that there is an easement to the south that will be owned by the city and Mr. Wildermuth said that is correct.

Mr. Keller said he spoke to the city engineer regarding this lot split and neither of them had any issues with it.

Mr. Cook moved to approve the lot split located at Oakridge Dr./PPN#27A0050000080, Willoughby, OH 44094 for 3.7606 acres to be split into 6 parcels and combine with existing residential properties and Mr. Wildermuth seconded.

ROLL CALL:       Yeas:     J. Cook; K. Kary; M. Wildermuth; S. Norris, Chairman  
                      Absent:  None  
                      Nays:    None

**Motion Carried:     APPROVED**

**Gayle Musiek**  
38519 N. Beachview Rd.  
(Rep- Vincent Marcellino, Vincent Homes LLC)

**Lot split/PPN#27-B-057-A-00-043-0  
split into 3 parcels to be combined w/  
existing residential properties**

Mr. Marcellino of Vincent Homes LLC is representing the lot split of 38519 N. Beachview Rd./ PPN#27-B-057-A-00-043-0, Willoughby, OH 44094 to be split into 3 parcels and to combined w/existing residential properties.

Chairman Norris asked Mr. Marcellino to give a brief description of what they are applying for. Mr. Marcellino's comments were inaudible.

Mr. Keller and the commission had no comments or concerns regarding this lot split.

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Mr. Wildermuth moved to approve the lot split located at 38519 N. Beachview Rd./PPN#27-B-057-A-00-043-0, Willoughby, OH 44094 to be split into 3 parcels and combine with existing residential properties and Mr. Cook seconded.

ROLL CALL:       Yeas:     K. Kary; M. Wildermuth; J. Cook; S. Norris, Chairman  
                  Absent:  None  
                  Nays:    None

**Motion Carried:    APPROVED**

**Planning Commission**

**Election – 2023  
Chairman  
Vice Chairman  
Secretary**

Mr. Cook moved to nominate Dr. Norris as Chairman of the Planning Commission for year 2023 and Mr. Kary seconded. There were no other nominations for Chairman.

Mr. Wildermuth moved to elect Dr. Norris for Chairman of the Planning Commission for year 2023 and Mr. Kary seconded.

ROLL CALL:       Yeas:     M. Wildermuth; J. Cook; K. Kary; S. Norris, Chairman  
                  Absent:  None  
                  Nays:    None

**Motion Carried:    APPROVED**

Mr. Cook moved to nominate Mr. Wildermuth as Vice Chairman of the Planning Commission for year 2023 and Mr. Kary seconded. There were no other nominations for Vice Chairman.

Mr. Cook moved to elect Mr. Wildermuth for Vice Chairman of the Planning Commission for year 2023 and Mr. Kary seconded.

ROLL CALL:       Yeas:     J. Cook; K. Kary; M. Wildermuth; S. Norris, Chairman  
                  Absent:  None  
                  Nays:    None

**Motion Carried:    APPROVED**

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Mr. Wildermuth moved to nominate Mrs. Grinstead as Secretary of the Planning Commission for year 2023 and Chairman Norris seconded. There were no other nominations for Secretary.

Mr. Wildermuth moved to elect Mrs. Grinstead for Secretary of the Planning Commission for year 2023 and Mr. Kary seconded.

ROLL CALL:        Yeas:     K. Kary; M. Wildermuth; J. Cook; S. Norris, Chairman  
                     Absent:   None  
                     Nays:     None

**Motion Carried:     APPROVED**

**DISCUSSION**

**Planning Commission**

One Public Sq.

(Rep.- Steve Norris, Chairman)

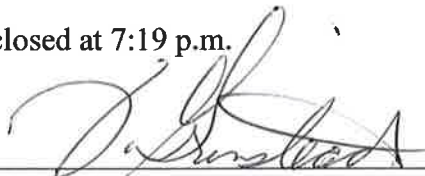
**Potential capital improvements**

Chairman Norris said Planning Commission is charged via city charter to recommend any potential capital improvements each year. He then asked the commission if any member had any suggestions. Chairman Norris suggested two items: 1) Install patron protection for outdoor dining in downtown Willoughby. It would protect the city from liability issues if they installed vehicle barricades, 2) Have a study done for a potential roundabout at Lost Nation and Hodgson Rd. in lieu of a traffic light and could save the city quite a bit of money.

Mr. Kary said there will be a traffic study done from Adkins to Lakeshore Blvd. by Mr. Lannon of CT Consultants. He said it is two miles without a traffic light. There is a significant cost to install a traffic light at Hodgson and Lost Nation Rd. Mr. Kary said the cost to widen Hodgson and install a traffic light could be anywhere from \$500,00 to \$750,000.

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

  
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Steve Norris, Chairman

  
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Vicki Grinstead, Secretary