

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JUNE 11, 2026
REGULAR MEETING
MINUTES**

PRESENT: J. Cook; Ben Capelle; S. Norris, Chairman

ABSENT: M. Wildermuth; K. Kary

OTHERS: Amy Hamilton, Law Dept.; Vicki Grinstead, Secretary; Tim Lannon, City Engineer;
Darryl Keller, Chief Bldg. & Zoning Official

Chairman Norris called the regular in-person meeting to order at 7:07 p.m.

MINUTES

Regular Meeting Minutes

May 28, 2026

Mr. Capelle moved to approve the Planning Commission Regular Meeting Minutes for May 28, 2026 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

Public Hearing Meeting Minutes

May 28, 2026

Mr. Capelle moved to approve the Planning Commission Public Hearing Meeting Minutes for May 28, 2026 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

Lowe's
36300 Euclid Ave.
(Rep.- Todd Bartok, Senior
Construction Mgr., Lowes)

**Conditional Use Permit to allow
storage of bagged product, a temporary
customer quick load zone, permanent
lumber storage, a permanent outdoor
sales display, and a permanent appliance
trailer**

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Mr. Capelle moved to untable the Conditional Use Permit for Lowes, 36300 Euclid Ave., Willoughby, OH 44094 and Mr. Cook seconded.

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

Motion Carried: UNTABLED

Chairman Norris advised Mr. Bartok that there are only three of the five members present this evening and he would need all three votes in favor of this proposal and he wished to proceed.

Mr. Bartok, Senior Construction Manager for Lowes, 1000 Lowes Blvd., Mooresville, NC 28117 is representing the amendment to Lowe's Conditional Use Permit (CUP) to allow storage of bagged product, a temporary customer quick load zone, permanent lumber storage, a permanent outdoor sales display, and a permanent appliance trailer.

Mr. Bartok stated that, in response to Fire Capt. Hum's concerns at the previous meeting, Lowe's rearranged its products to comply with the current CUP. Emergency lanes have been opened and emergency ingress and egress around the building have been cleared. Mr. Bartok said Lowe's is requesting additional storage at the rear of the building, as shown on the revised plan dated June 4, 2026. Capt. Hum approved the change and the amended plan during a Zoom meeting. The store manager also met Capt. Hum on-site, and they walked the site together.

Mr. Bartok stated that, due to increased demand for bagged mulch during the spring season, Lowe's discussed expanding the garden center toward Robinhood. The area, which is currently landscaped with a berm, would be paved and enclosed with an additional fence. He noted that there is a 45-foot setback from the residential area and that additional landscape screening would be added. Lowe's intends to submit a proposal in the near future to address this issue for next year. There were two easements Capt. Hum discovered, in the rear and west side of the building, which they added to the current plan, and they will maintain those as well and made sure the store was aware of this.

Chairman Norris read into record the current Conditional Use Permit conditions:

1. The time limit for outdoor storage and display of seasonal retail items shall be March 1 until October 15 each year.
2. The outdoor display shall be adjacent to the building and shall not extend beyond the concrete area.
3. The "Exhibit A & C" plan, drawing "and the pictures submitted this evening (2/14/19) shall be part of this conditional use permit.
4. The wood display at the front west end of the store shall be on the concrete area adjacent to the building and shall not be displayed on the island ***Added** (Exhibit "B," dated 2/14/19).
5. The outdoor display shall not at any time extend into the fire lane or parking area.
6. **Amended:** The amended Conditional Use Permit will allow additional outdoor storage of bagged product and a customer loading zone as indicated in Exhibit "A & C" dated February 14, 2019 and is limited to the use of a maximum of 49 parking spaces and with said location to be approved by the Chief Fire

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Prevention Official. In addition, maintenance and upkeep of parking lot shall be kept clear of debris and trash on a daily basis. Any outdoor storage on the sidewalk adjacent to the building shall comply with any of the Fire Marshal's requirements. If any changes are made, the applicant must come before the Planning Commission to amend this CUP.

Chairman Norris said the only addition to the current CUP would be the south side/rear of the building to add seasonal bagged goods. Mr. Capelle said the CUP, #2 states in part "shall not extend beyond the concrete area" but the products are on asphalt. Mr. Bartok said Capt. Hum said they would like them to maintain an 8' fire lane in this area so it was reworded to say, "shall maintain an 8' fire lane". It is accurately shown on the current plan and said the CUP should match.

Chairman Norris reiterated the current and amended CUP conditions:

1. The time limit for outdoor storage and display of seasonal retail items shall be March 1 until October 15 each year.
2. The outdoor display shall be adjacent to the building and shall maintain an 8' fire lane.
3. The wood display at the front west end of the store shall be on the concrete area adjacent to the building and shall not be displayed on the island.
4. The outdoor display shall be maintained as an 8' fire lane.
5. **Amended:** The amended Conditional Use Permit will allow additional outdoor storage of bagged products and a customer loading zone as indicated on the plan dated June 4, 2026 and is limited to the use of a maximum of 49 parking spaces and with said location to be approved by the Chief Fire Prevention Official. In addition, maintenance and upkeep of parking lot shall be kept clear of debris and trash on a daily basis. Any outdoor storage on the sidewalk adjacent to the building shall comply with any of the Fire Marshal's requirements. If any changes are made, the applicant must come before the Planning Commission to amend this CUP.
6. The south side/rear area (in blue and green on plan) for seasonal bagged goods shall not extend into fire or drive lanes.

Mr. Capelle moved to approve the Conditional Use Permit for Lowe's located at 36300 Euclid Ave., Willoughby, OH 44094 as submitted but with the following conditions: 1) The time limit for outdoor storage and display of seasonal retail items shall be March 1 until October 15 each year, 2) The outdoor display shall be adjacent to the building and shall maintain an 8' fire lane, 3) The wood display at the front west end of the store shall be on the concrete area adjacent to the building and shall not be displayed on the island, 4) The outdoor display shall be maintained as an 8' fire lane, 5) **Amended:** The amended Conditional Use Permit will allow additional outdoor storage of bagged products and a customer loading zone as indicated on the plan dated June 4, 2026 and is limited to the use of a maximum of 49 parking spaces and with said location to be approved by the Chief Fire Prevention Official. In addition, maintenance and upkeep of parking lot shall be kept clear of debris and trash on a daily basis. Any outdoor storage on the sidewalk adjacent to the building shall comply with any of the Fire Marshal's requirements. If any changes are made, the applicant must come before the Planning Commission to amend this CUP, 6) The south side/rear area (in blue and green on plan) for seasonal bagged goods shall not extend into fire or drive lanes and Mr. Cook seconded.

ROLL CALL: Yeas: J. Cook; Ben Capelle; S. Norris, Chairman
 Absent: K. Kary; M. Wildermuth

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Nays: None

Motion Carried: APPROVED

NEW BUSINESS

A&B Fencing

38296 Western Pkwy.
(Rep.- Bill O'Donnell, Owner)

**Conditional Use Permit for
proposed fence 8' per
C.O. 1155.04(r)(3)**

Mr. O'Donnell, owner of A&B Fencing, 38296 Western Pkwy., Willoughby, OH 44094 is representing the Conditional Use Permit for a proposed 8' fence per C.O. 1155.04(r)(3).

Chairman Norris advised Mr. O'Donnell that there are only three of the five members present this evening and he would need all three votes in favor of this proposal and he wished to proceed.

Mr. O'Donnell stated that they have reached capacity in their 11,000-square-foot building due to purchasing materials in bulk to obtain more favorable pricing. Because some of these materials are durable and can be stored outdoors, they are requesting approval to install an 8-foot black chain-link privacy fence to secure the outdoor storage area.

Mr. Keller stated that contractor facilities are subject to Planning Commission review and that fencing is required pursuant to C.O. 1155.04(r)(3). He explained that the code allows the Planning Commission to provide input regarding the appearance of the facility, including potential landscaping requirements, and affords neighboring property owners an opportunity to raise objections.

Mr. O'Donnell said the aerial image is old before they purchased the building and they park in front of the building. Mr. Keller had no issues with parking because it is mostly warehouse. The fence can be installed directly onto the property line, but Mr. O'Donnell said it will not be right on the property line.

Mr. Cook moved to approve the Conditional Use Permit for A&B Fencing, 38296 Western Pkwy., Willoughby, OH 44094 as submitted for an 8' fence but with the following conditions: 1) Storage permitted in rear yard subject to the installation of an 8' black chain link fence with privacy slates and a gate and Mr. Capelle seconded.

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

Motion Carried: APPROVED

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US Foils

38264 Willoughby Pkwy.

(Rep.- Mike Harford, Marous Brothers)

**Development Plan/EAS#6-4-26
for an office addition**

Mr. Harford, Architect of Marous Brothers Construction, 36933 Vine St., Willoughby, OH 44094 and agent for US Foils, 38264 Willoughby Pkwy., Willoughby, OH 44094 is representing the Development Plan/EAS#6-4-26 for an office addition.

Chairman Norris addressed the EAS.

- Stormwater- No issues
- Traffic- Minimal
- FD & PD- Minimal impact
- Noise, water, air pollution- None (industrial area)
- No impact on schools.
- Hazardous waste: None
- Timeline: Begin: unsure, Completed: End of 2026

Chairman Norris advised Mr. Harford that there are only three of the five members present this evening and he would need all three votes in favor of this proposal and he wished to proceed.

Mr. Harford addressed the Development Plan. Mr. Harford said on the landscape plan L101 shows the area where the office addition will be constructed. A benefit to this plan is it will separate the visitor and employee traffic from the semi-trailer traffic. They did not add parking but are striping for parking on the left-hand side (west lot). The semi-trucks are cutting through the site, and they are hoping this will guide them directly to the loading docks to alleviate this issue.

Chairman Norris noted that two trees would be removed from the landscaped side of the building. Mr. Harford confirmed that the trees would be replaced with the same type of trees elsewhere on the property. He also stated that small boxwoods and holly bushes would be added around the new addition to match the existing plantings surrounding the office portion of the campus. The masonry for the addition will match the existing office building.

Chairman Norris asked whether a sidewalk was proposed along the front of the property. Mr. Harford stated that no sidewalk was proposed and explained that the reference to a sidewalk on one of the renderings was included in error. Mr. Keller stated that he was uncertain whether a sidewalk was required in an industrial area. Mr. Harford noted that there are no sidewalks on any of the adjacent properties and that a previous addition completed approximately one and one-half years ago did not require sidewalk installation. Mr. Keller stated that sidewalks would be required for new development; however, in existing development, they are not required. Mr. Lannon stated that while the Code requires sidewalks, there may be additional language applicable to this situation. He further stated that requiring a sidewalk would not be practical in this location because the area has been fully developed for decades and there are no existing sidewalks to connect to.

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Chairman Norris asked Mrs. Hamilton, Esq., whether she agreed with Mr. Keller's assessment. Mrs. Hamilton stated that she was unfamiliar with that section of the Code and would need to review it further. Mr. Keller referenced C.O. 1179.04(d), which states, "In all Business and Industrial Districts, sidewalks shall be installed at the time of development according to the construction specifications adopted by Council and shall not be less than the construction specifications required in residential development." Mrs. Hamilton deferred to Mr. Keller's assessment and stated that it did not appear to contradict the language of the Code. Chairman Norris stated that he agreed with the assessment as well.

Chairman Norris asked what the striped areas in the parking lot were intended for. Mr. Harford explained that the striped areas are not designated parking spaces. The owner does not want vehicles parked in those areas, and some of the striping is associated with accessible parking spaces. He noted that there were never any landscape islands in those locations, that striping already existed on the site, and that only a small amount of additional striping is being added.

Mr. Lannon stated that he had no concerns regarding stormwater management and noted that the project does not meet the threshold requiring a stormwater plan. Mr. Keller also indicated that he had no concerns.

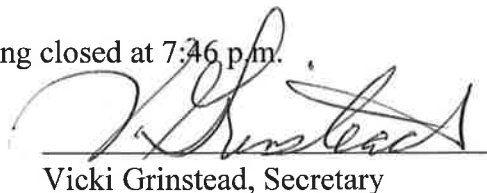
Mr. Capelle moved to approve the Development Plan/EAS#6-4-26 for US Foils, 38264 Willoughby Pkwy., Willoughby, OH 44094 for an office addition as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:46 p.m.


Steve Norris, Chairman


Vicki Grinstead, Secretary