

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
MAY 26, 2022  
REGULAR MEETING  
MINUTES**

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

**Chairman Norris called the regular in-person and Zoom meeting to order at 7:04 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**May 12, 2022**

Mr. Kary moved to approve the Public Hearing Meeting Minutes for May 12, 2022 as submitted and Mrs. McCue seconded.

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

**Motion Carried:     APPROVED**

**Regular Meeting Minutes**

**May 12, 2022**

Mr. Kary moved to approve the Regular Meeting Minutes for May 12, 2022 as submitted and Mrs. McCue seconded.

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

**Motion Carried:     APPROVED**

**OLD BUSINESS**

*This item will remain table 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**

**Texas Roadhouse**  
6095 Commerce Circle  
(Rep.- Sean French, Texas Roadhouse)

**Development Plan/EAS#8-4-22  
(addition for carry-out)**

Mr. French, 8019 Marigold Dr., Plain City, OH 43064 Regional Construction Manager for Texas Roadhouse, 6095 Commerce Circle, Willoughby, OH 44094 is representing this application for a Development Plan/EAS.

Mr. French said they are attempting a new concept design with an addition to the existing building for carry-out orders. What has gone on over the past two years has changed their customer base pertaining to carry-out ordering. They will be adding a small structure on the Maple Grove Dr. side of the existing building that is approximately 45'. Two-thirds of the addition will be dedicated to food prep, to go prep., packaging, and some minor storage. The front 15' will be point-of-sale and customer interaction.

Mr. Kary addressed the EAS. He said this is a clean project in terms of the EAS. There are no issues with traffic impact. Storm water: is already a paved parking lot and will continue to be that with no concerns. No issues with police and fire, noise, water, and air pollution. There will be no outdoor speakers. Mr. French said they use an app to alert customers their food is ready to pick up. They may have a Wi-fi extender. There were no effects on the schools and no hazardous waste concerns. The timeline to complete the project is nine weeks from groundbreaking.

Mr. Kary said they are only losing four parking spaces but that does not affect their parking requirements. He asked if there would be any landscaping to accentuate this part of the building. Mr. French said they tend to use river rock which offsets the necessity for a sprinkler system which requires yearly maintenance. There is no landscape plan for shrubbery along the side wall. In the rear there is the boiler room, dock, and trash area which no landscaping extends to.

Mrs. McCue said they will be replanting and asked where this will be located. Mr. French said toward the front, left of the front entrance there is an existing island. If anything is disturbed there it will be replanted. They assess their landscaping plan annually.

Mr. Kary asked if there is a space for people to wait for their carry-out orders. Mr. French said the app controls the flow of people picking up food. They have the ability to turn up or down the order flow. The customer generally waits in their car to be notified their order is ready. They will also have 5-8 dedicated to-go parking spaces and customers runners if needed. They will have a small bench in the corner to accommodate approximately five guests. The restaurant will remain open during construction.

Mrs. McCue moved to approve a Development Plan/EAS #8-4-22 for Texas Roadhouse, 6095 Commerce Circle, Willoughby, OH 44094 as submitted and Mr. Kary seconded.

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

**City of Willoughby  
Regular Meeting Minutes  
Planning Commission  
May 26, 2022**

**Motion Carried: APPROVED**

**First National Bank**  
35101 Euclid Ave.  
(Rep.- Daniel Merritt, BIGG Architecture)

**Conditional Use Permit  
(stand-alone ATM)**

Mr. Merritt, BIGG Architecture, agent for First National Bank, 35101 Euclid Ave., Willoughby, OH 44094 is representing this application for a Conditional Use Permit.

Mr. Merritt said the hours of operation of the ATM will be 24 hours, 7 days a week. There is no dumpster or outdoor speakers. There are two existing light poles in the parking lot and are down lighting. The bank will service and maintain the ATM on a month to two-month basis. There will be no outdoor maintenance done from 10:00 p.m. until 7:00 a.m. and Mr. Merritt agreed.

Chairman Norris does not see an issue with car stacking for the ATM.

Mr. Kary moved to approve a Conditional Use Permit with the following conditions: 1) Hours of operation: 24 hours, 7 days a week, 2) No outdoor maintenance from 10:00 p.m. until 7:00 a.m. for First National Bank, 35101 Euclid Ave., Willoughby, OH 44094 and Mrs. McCue seconded.

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

**Motion Carried: APPROVED**

**First National Bank**  
35101 Euclid Ave.  
(Rep.- Daniel Merritt, BIGG Architecture)

**Development Plan/EAS#9-4-22  
(stand-alone ATM)**

Mr. Merritt, BIGG Architecture, agent for First National Bank, 35101 Euclid Ave., Willoughby, OH 44094 is representing this application for a Development Plan/EAS.

Mr. Kary addressed the EAS. He said this is a clean project in terms of the EAS as well. No concerns from the police or fire departments. Storm water: is already a paved parking lot and will continue to be that with no concerns. No concerns with noise, water, or air pollution. No traffic concerns. Timeline: ATM takes approximately sixty days to install.

Mr. Kary asked what they do with the current parking lines. Mr. Merritt said they grind them down and resurface that area and install the concrete pad. Mr. Kary had a concern that guests could be driving over existing parking spaces. Mr. Merritt offered to install parking blocks or bollards for the eleven spaces on the north side of the ATM lane.

**City of Willoughby  
Regular Meeting Minutes  
Planning Commission  
May 26, 2022**

Chairman Norris asked if there is a camera servicing the ATM. Mr. Merritt said there is a wide-angle camera which is directed just at the current patron for security. The keypad is sloped for security.

Mr. Merritt said the current parking lines will be removed, ground down and signage will installed with exit and enter only arrows and the lot will be stripped per the plan presented. Mrs. Grinstead advised him to apply for signage for this project.

Chairman Norris said he would like parking blocks or bollards in those eleven parking spaces on the north side of the ATM lane.

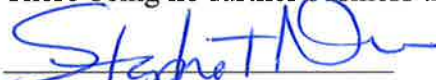
Mrs. McCue asked if they considered a curved island to protect the cars that are in drive thru que separate from the overall parking isle. Mr. Merritt said there is not much room but could possibly just install a curb, but they usually prefer not to use islands.

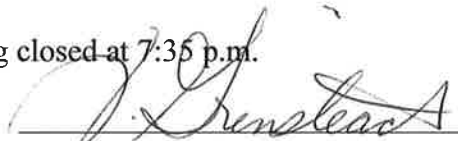
Mrs. McCue moved to approve a Development Plan/EAS #9-4-22 for First National Bank, 35101 Euclid Ave., Willoughby, OH 44094 as submitted and Mr. Kary seconded.

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

**Motion Carried:     APPROVED**

There being no further business the regular meeting closed at 7:35 p.m.

  
\_\_\_\_\_  
Steve Norris, Chairman

  
\_\_\_\_\_  
Vicki Grinstead, Secretary