

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JANUARY 14, 2021
REGULAR MEETING
MINUTES**

PRESENT: K. Kary; S. Norris; J. McCue; M. Merhar; M. Wildermuth, Chairman
ABSENT: None
OTHERS: Abigail Bell, Esq. ; Tim Lannon, City Engineer;
Darryl Keller, Chief Bldg. & Zoning Official; Maria Tomaselli, Secretary

Chairman Wildermuth called the regular virtual Zoom meeting to order at 7:25 p.m.

MINUTES

Public Hearing Meeting Minutes

December 10, 2020

Mr. Kary moved to approve the Public Hearing Meeting Minutes for December 10, 2020 as submitted and Dr. Norris seconded.

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

Motion Carried: APPROVED

Regular Meeting Minutes

December 10, 2020

Mr. Kary said he believed there was a sentence left out of Page 8 that Mr. Marous said he would build "The Bridge". Mrs. Grinstead re-listened to the minutes of December 10, 2020 and discussed with Mr. Kary and the minutes stand as written.

Mr. Kary moved to approve the Regular Meeting Minutes for December 10, 2020 as submitted and Mrs. McCue seconded.

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

Motion Carried: APPROVED

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OLD BUSINESS

This items remains tabled per the applicant's request.

Former YMCA
37100 Euclid Ave.
(Rep.- Greg Sommers, Sommers Real Estate Group)

**Lot Split/PPN#27-A-015-0-00-018-0,
27-A-015-0-00-005-0,
27-A-015-0-00-004-0,
27-A-015-0-00-017-0,
Parcel A- 1.0 acres,
Parcel B- 1.031 acres,
Parcel C (Remaining
parcel)- 1.8492 acres**

This items remains tabled per the applicant's request.

Former YMCA
37100 Euclid Ave.
(Rep.- Greg Sommers, Sommers Real Estate Group)

**Rezoning/EAS
Rezoning of front parcels:
PPN# 27-A-015-0-00-018-0,
27-A-015-0-00-005-0,
27-A-015-0-00-004-0,
27-A-015-0-00-017-0
from Residential Multi-Family Low
Rise to General Business**

This items remains tabled per the applicant's request.

Former YMCA
37100 Euclid Ave.
(Rep.- Greg Sommers, Sommers Real Estate Group)

Development Plan/EAS

Prestan Products
Lost Nation Rd. and Aquarius
(Rene Jimenez, Geis Construction Co.)

**Development Plan/EAS
Single-Story Commercial Bldg.**

Dr. Norris moved to untable the Development Plan/EAS for the Prestan Products, Lost Nation and Aquarius Willoughby, OH 44094 and Mr. Merhar seconded.

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

Motion Carried: UNTABLED

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Prestan Products
Lost Nation Rd. and Aquarius
(Rene Jimenez, Geis Construction Co.)

**Development Plan/EAS
Single-Story Commercial Bldg.**

Mr. Jimenez of Geis Construction Co., 1884 Kirby Lane, Twinsburg, OH agent for Prestan Products is representing the Development Plan/EAS for Prestan Products located at Lost Nation Rd. and Aquarius Parkway.

Mr. Jimenez said they wish to construct a building for Prestan Products of approximately 50,000 sq. ft. They have trucks and a dock loading area on the north side of the building, and parking for employees and visitors on the south side of the building. The access to the parking area is to the south. The loading area access is from Lost Nation Road. This is Phase I of this project. They would like to expand and add approximately 60,000 sq. ft. to this building in the future. He said in Phase II they would also expand parking for visitors and employees and also the truck loading areas. He said at the last meeting they tabled the project due to concerns in regard to the truck loading on Lost Nation Rd. He said they discussed these concerns with their client and ran through different scenarios. He said they felt where they have the truck traffic is the best location due to safety concerns with employee and visitor traffic. He said in order to move the truck entrance to the West entrance they would have to mitigate more wetlands and they are already very close to what is permitted and would have to resubmit to the Army Corps of Engineers. He said if they moved the building to the east they would have to be re-evaluated by the FAA. He said these changes would impact the schedule and the cost of the project.

Mr. Jimenez said the other reason they were tabled was because of the basic landscape plan that was originally submitted. He said they reviewed and discussed some suggestions by the Board at the last meeting. He said they re-evaluated their plan and agreed to add more landscaping at the expense of \$50-60K.

Mr. Kary said he would like to discuss the EAS points. He said based on the EAS, there was no more communications with the airport in regard to this project and Mr. Jimenez said no, but they have received an approval from ODOT. Mr. Kary asked Mr. Keller to confirm he did not have any issues with the plans or site and Mr. Keller said he did not. Mr. Kary asked Mr. Lannon if he echoed his concerns about the truck entrance being on Aquarius instead of Lost Nation Rd. at the last meeting, and Mr. Lannon said that is correct. They have a strong preference to use the side streets and concentrate traffic where it can be controlled. Mr. Kary said if there were any future concerns in regard to noise or air would they agree to mitigate these issues? Mr. Jimenez said yes, and he wished to add that they added a landscaper buffer behind the loading areas to provide visual and noise buffering.

Mr. Kary wished to address traffic and deliveries. Mr. Jimenez said they will have a maximum of eight deliveries and they will be coming from the south and leaving southbound. Mr. Kary asked if there will be weekend deliveries and Mr. Jimenez said he does not believe so. Deliveries will be made during normal business hours. Mr. Christopher Bryiarski said they typically have 5-10 trucks per day; half in the morning for drop off and half in the evening for pick up.

Mr. Kary asked Mr. Bryiarski if they would consider moving the truck entrance during the Phase II construction and Mr. Bryiarski said they would consider it. Dr. Norris echoes Mr. Kary's comments and welcomes Prestan.

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Mr. Kary moved to approve the EAS for Prestan Products located at Lost Nation Rd. and Aquarius, Willoughby, OH 44094 as submitted and per the minutes of January 14, 2021 and Dr. Norris seconded.

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

Motion Carried: APPROVED

Mr. Kary said he appreciates Prestan increasing their amount of landscaping. Mr. Kary asked Mr. Keller and Mr. Lannon if they had any issues with the Development Plan and they both said no. Mrs. McCue said she echoes Mr. Kary's comments in regard to the increase in landscaping. She said on the plant list they have trees that front on Lost Nation Road they have listed as 2-2 ½" caliper and asked if they would commit to 2 ½" caliper tree on that portion of the street only. Mr. Jimenez said he would take a look at it and study it to make sure it does not interfere with FAA regulations.

Mr. Kary asked if Prestan would commit to install a sidewalk in front of their building on Aquarius from Lost Nation to the end of the current proposed building. Mr. Jimenez said they had discussed that and they decided to spend the money enhancing the landscaping instead. Mr. Kary said they will ask again in Phase II for them to continue the sidewalks. Mr. Bryiarski said he wondered who the sidewalk would benefit. He feels it would invite foot traffic they would not like to have. Mr. Merhar said he agrees with Mr. Bryiarski. Mr. Jimenez said they would prefer to revisit this sidewalk item when they do Phase II and Mr. Kary said he is fine with that.

Dr. Norris moved to approve the Development Plan for Prestan Products located at Lost Nation Rd. and Aquarius, Willoughby, OH 44094 as submitted and per the minutes of January 14, 2021 and Mrs. McCue seconded.

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

Motion Carried: APPROVED

NEW BUSINESS

Former Browning School
38032 Brown Ave.
(Rep.- Dal Jaffray, Browning Willoughby LLC
& David Knott, Icon Mgmt. LLC)

Lot split from 1 parcel to 2
(PPN#27-A-018-C-00-006-0)

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Mr. Jaffray, is representing his lot split for the former Browning School, 38032 Brown Ave., Willoughby, OH 44094.

Mr. Jaffray said they bought the property and when they did their research they found that property was made up of sublots 110-115. The school itself sits on S/L 110-12 and 113, at some point, was incorporated into the school. Sublots 114-15 is where the park is. The intent is go back to the original which was to create an 80' wide lot which will then make sublots 113-15 identical. It will be 80' wide by 186'. He said McSteen prepared a legal description that was sent to Tim Lannon, City Engineer. Mr. Lannon said the lot split plat and legal descriptions are approved and just need Planning Commission approval. Mr. Jaffray said they intend to leave lots 110-12 as part of the Browning school parcel. Lots 113-15 will be residential. Dr. Norris said subplot 112 will remain a parking lot and Mr. Jaffray said yes.

Dr. Norris asked what the intent is for the school. Mr. Jaffray said it will be left as far as aesthetics. They are hoping to put in apartments in the former school in the future.

Mr. Kary moved to approve the lot split for the former Browning School, 38032 Brown Ave., (PPN#27-A-018-C-00-006-0) Willoughby, OH 44094 from 1 parcel to 2 parcels and Mr. Merhar seconded.

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

Motion Carried: APPROVED

Chagrin River Walk Ph. III
38501 Mentor Ave.
(Rep. Lynn Harland, Chagrin River Walk LLC)

Conditional Use Permit
increase bldg. ht. from 35' to 50'

Mr. Harlan of Chagrin River Walk LLC, 38119 Stevens Blvd., Willoughby, OH 44094 is representing the Conditional Use Permit (CUP) for Chagrin River Walk, Phase III, 38501 Mentor Ave., Willoughby, OH 44094.

Mr. Harland said they are building this apartment building just under 50' in height as discussed in the public portion. He said they are asking for a CUP to increase the allowable height of 35' to the 50' maximum height.

Dr. Norris moved to approve the Conditional Use Permit to increase the building height from 35' to 50' for Chagrin River Walk, Phase III, 38501 Mentor Ave., Willoughby, OH 44094 and Mrs. McCue seconded.

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

Motion Carried: APPROVED

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Sheetz, Inc.

4145 S.R. 306

(Rep.- Ryan Balko, Sheetz, Inc. & Mr. Rinker, Esq.)

Conditional Use Permit

Mr. Ryan Balko of Sheetz, Inc., 4907 Franklin Blvd., Cleveland, OH 44102 and Bruce Rinker, Esq. are representing the Conditional Use Permit (CUP) for a drive-thru for food service and a self-serve car wash for Sheetz, Inc. 4145 S.R. 306, Willoughby, OH 44094.

Mr. Rinker said one of the concerns expressed by Lakeland College is some sensitive environmental property that the college owns and is adjacent to Sheetz property. On the south side adjacent to the Speedway is the skimpiest boundary for the site. The southerly curb cut on S.R. 306 is right in and right out because it is close to the interchange. He said this site plan is preserving that corridor. He explained the rest of the developed property on the site plan. He said the real access points for in and out for the store are the primary parking spaces close to the perimeter. He said this format has been used at many other sites and has worked well for the flow of traffic. He said there is enough stacking room for the drive thru and the car wash. The trash enclosure is tucked in the far east side.

Mr. Balko said these sites typically do have oversize drive isles and oversize parking stalls. He said that drive isle that goes back to the college was incorporated into the site place because they saw the access point with the gate. There are seven fueling positions out front, the drive thru component, and separate stacking lanes for the car wash. There is parking on three sides of the building with flush sidewalks. There is outdoor seating around two sides of the building and seating inside as well. He shared his screen and showed the Board the renderings. He said the color and materials will be consistent throughout the site. He said they have been approved all of the signage for the site. The offsite roadway improvement that was discussed earlier was the concrete medium ends and they are proposing to extend a dedicated left turn lane and will pull island back.

Mr. Balko said in regard to Lakeland College's letter Sheetz does not typically conduct noise studies. He said at the order window, they will actually be using a touch screen to place their order, so there will be virtually no noise coming from this area. They did submit a lighting plan that meets the city code. He said as far as storm water management, this site is reducing the impervious surface compared to the current site. The development of this site will significantly improve and reduce the amount of run-off during storm events. He said the storm water plan meets all codes required. He said, as far as traffic, the drive thru is added revenue from the store, but is not the main source of revenue.

Dr. Norris asked if the Board needs to allow the drive thru and car wash as a Conditional Use. Mr. Keller said they are permitted with conditions. He said some conditions are already preset in the ordinances and the Board has the option to add additional conditions at this time. The dumpster will be enclosed with brick that is approximately 6' in height with bronze metal doors. Dr. Norris asked if they have the tv screens with running advertisements, and if they do not will they have them in the future. Mr. Balko said they do not and he cannot speak to what their future plans may be. Dr. Norris said if there is music in the canopy area or if there is ever any type of outdoor entertainment at the pumps, at all of the sound remain at conversational level. Mr. Balko said they do have music

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inside the canopy and the volume is controlled from inside the store. Mr. Balko said the hours of operation are 24/7, 365 days of the year. Dr. Norris said any outdoor maintenance, such as pressure washing be done during normal day time hours.

Chairman Wildermuth read into record C.O. 1115.04 (m) Car Wash Establishments and 1155.04 (t) Drive-thru and Drive-In Facilities for the Boards reference.

Mr. Robert Diehl is speaking on behalf of Lakeland Community College. Mr. Diehl said he appreciated Sheetz allowing them to keep the access with the gate. He said if Sheetz had reached out to the college some of their questions may have been answered previously. He said he would like to see more details on the lighting and asked Mr. Balko to address storm water further. Mr. Balko said there is an 18” storm pipe that collects the Days Inn parking lot water and it outlets toward the interstate to the ditch along the on-ramp. He said they are not changing flow, but reducing the run-off. Chairman Wildermuth said the City Engineer has already reviewed and approved the storm water issues. Mr. Diehl said they feel the traffic study grossly underestimates the amount of traffic in a typical semester that the college generates and would like it to be revisited to determine the impact of the college’s faculty, students and staff. Mr. Balko responded by saying Mr. Lannon, City Engineer has looked at several studies submitted and ODOT has also reviewed the traffic study.

Mrs. McCue said at the drive thru it does not seem like there are the required ten waiting spaces from where you actually order from. Mr. Balko said they discussed this with Mr. Keller and his staff and it is ten spaces from the pick-up windows. She also asked if a CUP is required for the outdoor dining and Mr. Keller said no, they are not serving alcohol.

Dr. Norris moved to approve the Conditional Use Permit for the drive thru for food service and a self-serve carwash, for Sheetz, Inc., 4145 S.R. 306, Willoughby, OH 44094 with the following conditions: 1) The drive-thru and carwash meet the existing ordinance conditions (C. O. 1155.04 (m) and (t)) and the ordering is done via touch screen, 2) The dumpster is enclosed, 3) Any outdoor music or noise is at conversational level, 4) Hours of operation are 24/7, 365 days of the year, 5) All of lighting is to be limited to the impervious area/parking lot, 6) Any building cleaning/pressure washing etc. would not be permitted from 1:00 a.m. through 5:00 a.m. and Mr. Merhar seconded.

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

Motion Carried: APPROVED

Sheetz, Inc.
4145 S.R. 306
(Rep.- Ryan Balko, Sheetz, Inc.)

Development Plan/EAS

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Mr. Ryan Balko of Sheetz, Inc., 4907 Franklin Blvd., Cleveland, OH 44102 is representing the Development Plan/EAS for Sheetz, Inc. 4145 S.R. 306, Willoughby, OH 44094.

Mr. Kary said they would discuss the EAS points first. Mr. Kary said the biggest concern seems to be the traffic and the traffic study. Mr. Lannon said the traffic study is a very comprehensive report and is well done. He said he had a couple of minor comments; one being whether the Covid factors were taken into account with the comps taken this year. There is a revised report that has since been factored this in. He agrees with the recommendations to add an additional turn lane and that no traffic signal is warranted. He said in the 2017 count S.R. 306 has approximately 16,000 cars per day and Sheetz would have 3,000-4,000 cars per day. He said 25% of this will be new traffic (e.g. off interstate), 75% will be drive by (e.g. off S.R. 306). Mr. Lannon said he still has questions about the left turn lane calculations. He said it is not a good idea to remove the median past the Red Roof Inn drive. Mr. Lannon said he would like to see more information from the traffic engineer. He would request the additional analysis using some type of generation because there is no way to do a count because Lakeland is not in session. Dr. Norris suggested there may be traffic studies done with the Holden Center or Lake Health building. Mr. Lannon said they could approve this contingent upon the City Engineer's final approval.

Mr. Kary asked if Mr. Lannon has any concerns in regard to storm water management. He said water retention could take care any current issues. The down stream system is not designed to handle the flow and would consider this site as a natural state when the retention calculations are done.

Mr. Kary said there are no issues with police, fire or the school system. Mr. Kary said the traffic issues and turning lane seem to be the biggest issues and the Board should approve this contingent with the City Engineer's final approval of the traffic study.

Mr. Kary moved to approve the EAS for Sheetz, Inc., 4145 S.R. 306, Willoughby, OH 44094 contingent upon the City Engineer's, (Mr. Lannon), reviewing data within a reasonable amount of time, to address the turning lane on S.R. 306 and per the minutes of January 14, 2021 and Mr. Merhar seconded.

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

Motion Carried: APPROVED

Mrs. McCue said behind the existing Speedway there is a siren and they are removing all of the pavement and adding lawn and asked if the siren needs service of a vehicular nature. Mr. Balko said he is unsure who is responsible for this siren, but will coordinate with the city.

Mrs. McCue asked if they could add plantings up by the building. She said she would also like to see landscaping along the street per the city ordinance. He said they prefer to keep the parking stalls striped because patrons use

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the planters for trash etc. and this helps maintain a cleaner site. He said this is not the final landscape plan and it will be resubmitted with whatever is required by city code. Mrs. McCue said the 36' oversized drive isle that goes back is in some disrepair and asked if the green space could be made larger on either side and/or add additional landscaping. Mr. Balko said they can look at the outer drive isles, but these isles are primary used by their delivery trucks to maneuver the site. The gas deliveries are three times a week for approximately one-half hour each. She asked if the new potential island on S.R. 306 could be a planting bed. Mr. Lannon said that island will be replaced with ODOTs bridge project. He said their plan is to replace is exactly as it was.

Dr. Norris moved to approve the Development Plan for Sheetz, Inc., 4145 S.R. 306, Willoughby, OH 44094 as submitted and per the minutes of January 14, 2021 and Mr. Merhar seconded.

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

Motion Carried: APPROVED

Planning Commission

**Election – 2021
Chairman
Vice Chairman
Secretary**

Dr. Norris moved to nominate Dr. Norris as Chairman of the Planning Commission for year 2021 and Mr. Kary seconded. There were no other nominations for Chairman.

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

Motion Carried: APPROVED

Mr. Kary moved to elect Dr. Norris for Chairman of the Planning Commission for year 2021 and M. Wildermuth seconded.

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

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Motion Carried: APPROVED

Dr. Norris moved to nominate Mr. Wildermuth as Vice Chairman of the Planning Commission for year 2021 and Mr. Kary seconded. There were no other nominations for Vice Chairman.

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

Motion Carried: APPROVED

Mr. Kary moved to elect Mr. Wildermuth for Vice Chairman of the Planning Commission for year 2021 and Dr. Norris seconded.

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

Motion Carried: APPROVED

Mr. Kary moved to nominate Mrs. Grinstead as Secretary of the Planning Commission for year 2021 and Mr. Merhar seconded. There were no other nominations for Secretary.

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

Motion Carried: APPROVED


Mr. Kary moved to elect Mrs. Grinstead for Secretary of the Planning Commission for year 2021 and Mrs. McCue seconded.

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

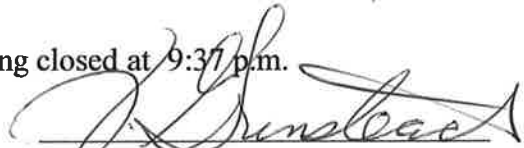
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Motion Carried: APPROVED

There being no further business the regular meeting closed at 9:37 p.m.



Mike Wildermuth, Chairman



Vicki Grinstead, Secretary

in record
Exhibit "A"



7700 Clocktower Drive • Kirtland, Ohio 44094-5198 • 440.525.7000 • 1.800.589.8520

January 13, 2021

Members of the Planning Commission
City of Willoughby
1 Public Square
Willoughby, Ohio 44094

Regarding: January 14, 2021 Planning Commission Meeting, Lakeland Community College
Request of Correspondence to be Read into Record Concerning Sheetz, Inc.
Conditional Use Permit and Development Plan

Dear Planning Commission Members,

Lakeland Community College, as a potential direct neighbor to Sheetz, Inc.'s SR 306 proposed project, has the following questions and concerns that it please asks for your consideration.

Site Matters

Excluding its Holden University Center, Lakeland's 353-acre campus includes 248 acres of property represented by bands of green space comprised of wetlands, forests, and natural ravines. The College is recognized for adopting and implementing sound sustainability practices in protecting these areas that, among other goals, promote current and future academic programs that utilize these green bands for teaching and learning. Please note that there is a large natural wooded area located directly adjacent to the proposed Sheetz, Inc. development.

As a potential direct neighbor, we believe that these questions should be addressed by the Sheetz developer:

- Has a noise impact study been performed?
- Has a lighting impact study been performed?
- Does the proposed stormwater management design guarantee that Lakeland's property to the east will not experience any issues?
- Does Sheetz offer drive-thru service at other locations? Both this drive-thru and the car wash will result in significant traffic flow directly against our property.

- As discussed in the following section, does the traffic study assure that the level of service at Lakeland's main entrance is unaffected during peak traffic periods?

TMS Engineers, Inc. Traffic Study

Please note that the College has identified four critical issues concerning TMS Engineers, Inc.'s traffic study:

1. Why isn't Lakeland's SR 306 / Clocktower Drive main entrance not considered a critical intersection for study?
2. The 7-7-2020 and 7-9-2020 traffic counts on page 17 reflect an almost zero traffic impact, due to almost nil College activity:
 - a. Summer sessions simply are our lowest terms for enrollment.
 - b. Due to COVID-19 mandated restrictions:
 - i. Of 2,632 students attending Summer 2020 sessions at Lakeland, only 117 students, or 4.4% were on-site.
 - ii. During the traffic study period, of approximately 450 full and part time College employees, I am estimating that only 5% to no more than 10% of our employees were on campus; the remainder were encouraged to remotely work.
3. The referenced August 16, 2017 traffic analysis also contains a critical flaw:
 - a. Our largest term for enrollment is our Fall term.
 - b. Fall Term 2017 classes at Lakeland did not start until Saturday, August 26, 2017, with the significant number of students and employees not starting until Monday, August 28, 2017.
 - c. Per the Ohio Department of Higher Education, our Fall, 2017 enrollment term was certified as a headcount of 7,652.
 - d. Unlike our Summer 2020 enrollment, Fall Term 2017 had:
 - i. 4,705 students taking all classes on-campus, and
 - ii. 2,947 students taking on-line classes, but a number of those students were also coming onto campus to take their classes online.
4. Because of the strong economy in Lake County, our non-traditional adult learner headcounts significantly dropped from our high-water mark during Fall term 2010. Please note that a non-traditional student is identified as age 25 years and older. Their enrollment is significantly driven by whether they are employed or unemployed.
 - a. Fall term 2010 we had a non-traditional student headcount of 4,864.
 - b. Fall term 2017 we had a non-traditional student headcount of 2,762.
 - c. The decrease of over 2,000 non-traditional students should be re-added into planning traffic future forecasts.

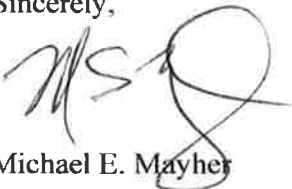
For our items #2, #3, and #4, obviously not all of these College students, employees, and visitors would have arrived or exited campus at SR 306 and Clocktower Drive, and for those that did, we also would need to consider who did not commute from / to the I-90 interchange points.

Meeting Attendance

Please note that Mr. Robert Diehl, Director for Facilities Management, and Ms. Amy Sabath, Director for Government Relations & Executive Assistant to the President, will be in "Zoom" attendance for your January 14, 2021 meeting.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'MS' followed by a large, stylized flourish that loops back to the 'S'.

Michael E. Mayher
Executive Vice President and Treasurer
mmayher@lakelandcc.edu

cc: Dr. Morris W. Beverage, Jr.
Mr. Robert Diehl
Ms. Amy Sabath