

**PLANNING COMMISSION
CITY OF WILLOUGHBY
FEBRUARY 8, 2024
REGULAR MEETING
MINUTES**

PRESENT: J. Cook; Ben Capelle; S. Norris, Chairman
ABSENT: M. Wildermuth; K. Kary; Larry Puskas, Chief Bldg. & Zoning Official
OTHERS: Keith Pedersen, Asst. Law Director;
Tim Lannon, City Engineer; Vicki Grinstead, Secretary

Chairman Norris called the regular in-person meeting to order at 7:10 p.m.

MINUTES

Regular Meeting Minutes

January 25, 2024

Mr. Cook moved to approve the Planning Commission Regular Hearing Meeting Minutes for January 25, 2024 as submitted and Mr. Capelle seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

None

NEW BUSINESS

Kirtland Tudor Estates
Stillman Lane/Tudor Dr.
(Rep.- Mike Ross, Paratto-Ross Real Estate)

**Extension of time for Lot split for
PPN#21-A-022-0-00-029-0 into 3 parcels**

Mr. Ross, 4735 Wood St., Willoughby, OH 44094 is representing the request for an extension of time for the lot split for Kirtland Tudor Estates, PPN#21-A-022-0-00-029-0, Willoughby, OH 44094 to obtain signatures of the H.O.A. members.

Chairman Norris advised Mr. Ross there are only three of the five members present and Mr. Ross wished to proceed.

Mr. Ross said at the last meeting he said he needed seventeen signatures to get the lot split completed but he found out he needs eighteen signatures because someone had a spouse that they were not aware of. He said it has been a challenge getting these signatures because some people have multiple homes all over the country, however, he does have sixteen out of the eighteen signatures.

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He said his thirty days would expire on Sunday (2-11-24) and is asking for a fourteen day extension from that date. If this is not approved it will push this project another sixty days.

Chairman Norris said one of the members, who is not present this evening, felt at the last meeting that this approval was putting the cart in front of the horse. He asked what would happen if this was denied this evening. Mr. Ross said if they deny this, they will lose their client, who is looking to build a million dollar home. It will also help them get closer to finishing this development. He said it has been a challenge because there have been a few issues with having them all notarized with the owners that live out of state. He said he is confident he will have all the documents within the fourteen day extension. Mr. Cook said if you do not obtain these within this extension of time then he will have to start over and Mr. Ross said if that is the wish of Planning Commission then yes. Mr. Capelle said fourteen days seems reasonable to him and would like to see this completed. Mr. Cook said he has been diligent and has made a reasonable effort and does not have a problem with the extension request. Mr. Pedersen, Esq. said the Law Dept. does not have an issue with this and it is up the Planning Commission if they wish to grant the extension.

Chairman Norris asked if he would explicitly say that this is an expressed condition for a fourteen day final extension. Mr. Ross said he is asking for a fourteen-day extension from the thirty-day approval he was originally granted which is up on 2-11-24. He said this will be his final request otherwise he will reapply.

Mr. Capelle moved to approve the extension of time of fourteen days for the lot split with the condition that no further extensions will be considered for Kirtland Tudor Estates, PPN#21-A-022-0-00-029-0, Willoughby, OH 44094 for the split of 3 parcels and Mr. Cook seconded.

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

Motion Carried: APPROVED

Cardinal Credit Union

37203 Euclid Ave.

(Rep.- Christine Blake CEO, Cardinal Credit Union,

Brian Osborne, M. E. Osborne Construction, & Jordan Berns, Esq.)

Development Plan/EAS#1-2-24

for a new building

Mr. Berns, Esq., and Brian Osborne of M.E. Osborne Construction (builder) are representing the Development Plan/EAS#1-2-24 for Cardinal Credit Union, 37203 Euclid Ave., Willoughby, OH 44094.

Mr. Osborne said they are here this evening to propose a 1,500 sq. ft. freestanding bank branch with an external ATM bypass lane and twenty parking spaces. This proposed branch is a relocation of their existing facility, which is located west of SOM Center on Euclid Ave., which was recently sold. They are committed to keeping a branch in the City of Willoughby. All of the required setbacks have been satisfied with this plan. Access is proposed through an existing curb cut on Euclid Ave. and a private easement with the neighbor to the east. Stormwater is being detained at a new basin to the north, which is the low point of the site, and will essentially be hidden from

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the street. He said Ms. Blake, CEO, has decided to forgo the drive thru and just install an ATM which is permitted under the code. They wanted to make sure they are all on the same page with the proposed ATM. Mr. Osborne said the ATM will be on the building.

Chairman Norris said the plans they have show a teller window that Mr. Osborne said they will not be using and instead will be an ATM on the building. Mr. Osborne said the current plan shows two lanes and the ATM will be on the left lane and this allows them to maintain the bypass lane. Mr. Capelle asked if the ATM will be where the teller window is now and Mr. Osborne said yes.

Chairman Norris said the board prefers to see the plan including the ATM and how they would stack cars with a possible overhang. Chairman Norris said they would be willing to discuss everything else and Mr. Osborne agreed and they would like the board's feedback for the new plan.

Chairman Norris said one of the biggest issues is ingress/egress and traffic along Euclid Ave. Chairman Norris said there are only three of the five members present and Mr. Kary, who is absent this evening, is the City Council representative to Planning Commission and he has submitted some notes. He said Mr. Kary has concerns, one of which is the traffic impact; the entrance off Euclid Ave. and would like it be a right turn only exit and asked if there would there be an island and/or signage. He is also asking how you will be incorporating the driveway to the mobile home park. He emphasized that there is a need to do a traffic study of this business in regard to safety. There are already traffic issues on Euclid Ave. and wants to make sure they are not adding to these issues. Mr. Osborne said there is already an existing curb cut on the site. Chairman Norris said one of the other concerns Mr. Kary wondered if they have a legal agreement with the neighboring property owner for the discharge of the storm basin into the rear of the property. The WPCC states that a sanitary sewer sample manhole is required.

Mr. Osborne asked if a trip generation study would be sufficient in regard to traffic. Mr. Lannon said they would need a more sophisticated study regarding the alignment of the driveway and the impact on the signalized intersection including Shankland. Mr. Lannon said they would require a Traffic Impact Study and Chairman Norris agreed.

Chairman Norris said his concern is the alignment of anything they are doing on Euclid Ave. with regard to Shankland. He drives through this area multiple times a day because it is near his job and knows this intersection is problematic. He would prefer their ingress/egress to be shifted to the west so that it would line up with Shankland Rd. Also, if possible, take the driveway down to the mobile home park and integrate that with Shankland Rd. so both properties are exiting as a combined unit to become a four-way intersection.

Ms. Blake wanted to clarify that the "T" would be Shankland into the property (Cardinal) then the current easement that goes out to Euclid Ave., which is owned by their neighbor, be closed, or remain open. Chairman Norris said he would prefer it would be closed so everything would exist across from Shankland but understands they are legalities that may be involved.

Mr. Capelle said if you are exiting the trailer park or bank there is no traffic signal for either of those and seems uncontrolled and dangerous. Mr. Lannon said ideally the traffic coming out of Orchard would have it's own signal face. He said a Traffic Impact Study would determine how the new building would impact pedestrian as well as vehicular traffic. If you look at the plan you can see the crosswalk crossing Euclid Ave., west of Shankland, goes right into the driveway, so that would have to be reconfigured at a minimum. Mr. Capelle said there is also a

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sidewalk with a wall there which is not on the plans. Mr. Capelle said he would be in favor of eliminating the entrance and exit off Euclid Ave. and having all the traffic using the other road. Ms. Blake said her ATM customers would most likely exit and turn right onto Euclid Ave. She said they will have no more than five customers in the building at any time and this will show in the traffic study. She said if the access to Euclid Ave. was “cut-off” completely and had to use the side access she would most likely not construct her facility here. Chairman Norris said the Traffic Impact Study should tell them there is a good way to solve the problem or no way. Mr. Capelle would like to see where the sidewalk is integrated and how the pedestrians interact with this intersection. The crosswalk is where the driveway would be for the new facility, so what happens to the crosswalk?

Chairman Norris said he believes this is a good use for the property and they want to work with them. Ms. Blake said her issue is time because she has to move out of her current building. Mr. Osborne said who would pay for the new traffic light face etc. Mr. Lannon said that responsibility would fall on the applicant. Ms. Blake said she could probably not afford to put in a traffic light. Mr. Berns, Esq. said the Traffic Impact Study should be the starting point for the analysis or end it. He said redirecting 110 mobile home residents to one exit may not be a reasonable solution for this small of a site.

Mr. Daddario, owner of this property for the last twenty-five years, said the former white house had six tenants and said it probably made more traffic then the bank will. He said the tenants had no issues with ingress/egress. He said he has asked the city to move the traffic signal to the left to help alleviate some of the issues with the mobile home park traffic to no avail.

Chairman Norris asked if the applicants would be ok with tabling this and submitting a Traffic Impact Study along with updated plans and they agreed.

Mr. Capelle moved to table the Development Plan/EAS#1-2-24 for Cardinal Credit Union, 37203 Euclid Ave., Willoughby, OH 44094 to allow time for the applicant to provide the Planning Commission with a Traffic Study and updated plan for the ATM and stacking of vehicles and Mr. Cook seconded.

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

Motion Carried: TABLED

Cardinal Credit Union

37203 Euclid Ave.

(Rep.- Christine Blake CEO, Cardinal Credit Union,

Brian Osborne, M. E. Osborne Construction, & Jordan Berns, Esq.)

Conditional Use Permit

for a drive thru

Chairman Norris asked the applicants if they wished to withdraw their Conditional Use Permit application since they are not installing a drive thru window. Mr. Osborne asked if they are all in agreement that an ATM is an allowable use and after a brief discussion it was decided to table the CUP until they could determine if it was an allowed use.

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Mr. Cook moved to table the Conditional Use Permit for a drive thru for Cardinal Credit Union, 37203 Euclid Ave., Willoughby, OH 44094 and Mr. Capelle seconded.

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

Motion Carried: TABLED

Former Union High School
25 Public Sq.
(Rep.- Dru Siley, Liberty Development Co.
& Mike Caito, Payne & Payne)

**Development Plan/EAS#5-1-24
for 40 apartments & 18 townhomes
PPN#27-A-029-0-00-004-0 & 001-0**

Mr. Siley of Liberty Development Co. is representing the Development Plan/EAS#5-1-24 for the Former Union High School, 25 Public Sq., Willoughby, OH 44094.

Mr. Siley said this will just be for discussion this evening because when they submitted for review, they have some setbacks that will require variances adjacent to the former VFW. They will be applying for the February 28, 2024 BZA meeting to seek those variances and back before Planning Commission at the March meeting. He said they were before the Design Review Board on Wednesday, February 7, 2024 and received approval for the overall design. They wanted to update the commission and get any feedback they may have.

Chairman Norris advised there are only three of the five members present and Mr. Siley wished to proceed.

Mr. Siley said they are repurposing the historic former high school building which is now on the National Register of Historic Places. They have received historic tax credits at both the state and federal levels. The renovation will meet the Secretary of the Interiors standards for historic preservation. The exterior renovation will consist of all new windows that will be period correct, repairs to the terra cotta, tuck pointing, and masonry repairs. Some of the significant changes will be to the front door, which has been blocked in, will be fully restored as well as the stairways. They will be converting the former school to 40 market rate apartments. A majority of them will be 1-bedroom, some studios and a couple of 2-bedroom units. There are also eighteen for sale townhomes at the rear of the property which is currently parking. The former tech addition, which is not of historic significance, in the back will be demolished. The red garage and some of the small additions that were added later on will also be demolished.

Mr. Siley said they have forty units and will provide forty parking spaces. There are eighteen townhomes; four of them are fronting on Euclid Ave., six are fronting on Center St. and in the center of the development are eight 3-story units. These townhomes will be similar to what was constructed at 6 Public Sq. They are providing two garages spaces as well as two driveway spaces for each townhome.

Mr. Siley said they have worked hard at the four sided architecture and the garages do not front on the street. The trend is to diversify housing options and that is what they are trying to achieve here. The school building will have an elevator and be modern on the interior.

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Mr. Siley said the townhome units fronting Center St. and Euclid Ave. have first floor master's and are targeted toward empty nesters and the townhome units are targeted toward young professionals. All the units will have basements.

Mr. Caito is an architect with Payne & Payne Builders. Mr. Caito gave the board a rendering with elevations (in record 2-8-24, Exhibit "A"). Mr. Caito said the nice thing about the site is most of the parking and garages are hidden. The facades will be various shades of white and gray siding, brick etc. The residents will have their outdoor spaces along the sidewalks so it will be a neighbor friendly development. The townhome product that Mr. Siley mentioned earlier near city hall is a unique product that will appeal to a lot of people. The units range from 1,700 sq. ft. to 2,500 sq. ft. plus basement space that can be finished.

Chairman Norris thanked the applicants for renovating this property. He asked if there was a more detailed landscape plan in the renderings, they submitted this evening. Mr. Siley said no, just in the original submittal with typical detail. Chairman Norris said Mr. Kary has notes on the EAS but he recommends waiting to go through this until the next meeting. Mr. Siley would like to hear any comments so they can prepare for the March meeting.

Chairman Norris said Mr. Lannon should evaluate the sanitary sewer capacity. Mr. Siley said their engineer is working on the civil engineering plans and will provide these to Mr. Lannon. Chairman Norris said there will be two parcels; one parcel will be the townhomes and the other parcel will be the apartments. Mr. Siley said it is currently two separate parcels owned by the city. They are requesting a lot line adjustment to reconfigure the north/south property line between Center St. and Euclid Ave. The reason for this is they want the apartment building and their parking to be on its own parcel and the townhomes on their own master parcel because there will be an H.O.A. There will be reciprocal access easements from both the Center St. and Euclid Ave. accesses. Chairman Norris said Mr. Kary's other comment was the Lake County Dept. of Utilities said each parcel will require its own water meter. Mr. Siley said these will be fee simple for sale units and will be individually metered.

Mr. Capelle asked Mr. Lannon if there will be any storm water issues. Mr. Lannon said there could be depending on the disturbance because there is more than an acre and it is a redevelopment so they will be required to reduce the impervious area by 20% or provide the equivalent of underground retention. Mr. Siley said they are currently working on that. Mr. Capelle said there is great pedestrian connectivity and they did a great job.

Chairman Norris asked if they would do a more detailed landscape plan showing the plantings and where they would be on the color site plan and Mr. Siley agreed to add them. Chairman Norris and Mr. Cook both commented that the plan was very well done.

Mr. Siley said the required setback variances are fairly minor and are triggered because of the adjacent former VFW building being in a residential district even though it is a commercial use. They will be on the February 28, 2024 BZA meeting and back to Planning Commission for the first meeting in March with these approvals. They would like to begin construction in the Spring.

Mr. Capelle asked about the dumpster on the plan. Mr. Siley said they will be moving it to a different location where it will be enclosed but have not yet determined the new location.

Mr. Capelle moved to table the Development Plan/EAS#5-1-24 for the former Union High School, 25 Public Sq. Willoughby, OH 44094 and Mr. Cook seconded.

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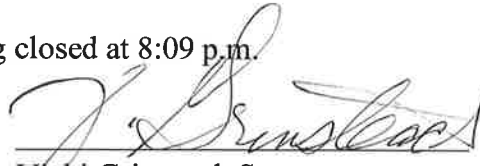
ROLL CALL: Yeas: Ben Capelle; J. Cook; S. Norris, Chairman
 Absent: K. Kary; M. Wildermuth
 Nays: None

Motion Carried: TABLED

There being no further business the regular meeting closed at 8:09 p.m.



Steve Norris, Chairman



Vicki Grinstead, Secretary