

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

PRESENT: Jim Cook; Ben Capelle; K. Kary; S. Norris, Chairman
ABSENT: M. Wildermuth
OTHERS: Mike Lucas, Law Director; Tim Lannon, City Engineer;
Darryl Keller, Chief Bldg. & Zoning Official; Vicki Grinstead, Secretary

Chairman Norris called the regular in-person meeting to order at 7:00 p.m.

MINUTES

Regular Meeting Minutes

July 25, 2024

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

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

Motion Carried: APPROVED

OLD BUSINESS

Williams Glen

Hodgson Rd./PPN#24-B-0-00-004-0
(Rep.- Joseph Conti, Owner)

**Development Plan/EAS#15-10-23(b),
Major Subdivision & Preliminary Plat
for 12 homes**

Mr. Conti, 2760 Loreto Dr., Willoughby Hills, OH 44094 is representing the Development Plan/EAS#15-10-23(b) for a major subdivision and preliminary plat for 12 homes deemed Williams Glen.

Mr. Cook moved to untable the Development Plan/EAS#15-10-23(b), Major Subdivision & Preliminary Plat for Williams Glen, Hodgson Rd./ PPN#24-B-0-00-004-0, Willoughby, OH 44094 and Mr. Capelle seconded.

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

Motion Carried: UNTABLED

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Chairman Norris asked Mr. Conti if he would like to proceed with only four of the five members present this evening and Mr. Conti wished to proceed.

Mr. Conti distributed the updated preliminary plat to the board members showing the storm sewer.

Chairman Norris noted the building type was five on the EAS form. Mr. Kary wanted to discuss the required sidewalks. He said sidewalks are required in the cul-de-sac when the homes will be constructed. There are also sidewalks required along Hodgson Road from one end of his property to the other, excluding the portion being donated to the city. In a previous discussion sidewalks would be required inside the cul-de-sac and along Hodgson Rd. where the three homes end and not continue to the end of the property. The compromise would be not to install the sidewalks on the interior cul-de-sac but install them down Hodgson Rd. all the way to the end of the property including the parcel being donated to the city, and Mr. Conti agreed. The board and city engineer agreed with the compromise. Mr. Kary said the other item that was previously agreed to, but would like to reiterate, is Mr. Conti agreed to install, and cover the cost of, a crosswalk from the cul-de-sac to across the street to the existing sidewalk. Mr. Conti said they did discuss this and again agreed to it.

Mr. Kary said there are to be no construction vehicles on the private streets for the Willoughby Crossing development and Mr. Conti agreed. Mr. Kary asked if a wetland study has been completed. Mr. Conti said he spoke with HCW and they will be out to the site next week and will push to have this completed.

Mr. Cook asked if the city was satisfied with the latest storm sewer plan. Mr. Lannon said the revised plan shows a storm sewer out letting to Lost Nation Road, which is acceptable.

Chairman Norris said the Staff Report shows there were variances required and were obtained and Mr. Conti said yes.

Mr. Cook moved to approve the Development Plan/EAS#15-10-23(b), Major Subdivision & Preliminary Plat for 12 homes for Williams Glen, Hodgson Rd./ PPN#24-B-0-00-004-0, Willoughby, OH 44094 with the conditions stated for the sidewalks and the wetlands study be completed and submitted to the city and Mr. Capelle seconded.

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

Motion Carried: APPROVED

Lacreme Event Studio
1356 Lost Nation Rd.
(Rep.- Kenyata Thomas, Owner)

**Development Plan/EAS#8-4-24
for an event studio**

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Mr. Capelle moved to untable both the Development Plan/EAS#8-4-24 and Conditional Use Permit for an event studio for Lacreme Event Studio and Mr. Cook seconded.

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

Motion Carried: UNTABLED

Mr. Capelle moved to permanently table the Development Plan/EAS#8-4-24 for Lacreme Event Studio, 1356 Lost Nation Rd., Willoughby, OH 44094, per the applicant's request and Mr. Cook seconded.

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

Motion Carried: PERMANENTLY TABLED

Lacreme Event Studio
1356 Lost Nation Rd.
(Rep.- Kenya Thomas, Owner)

**Conditional Use Permit for an
event studio**

Mr. Capelle moved to permanently table the Conditional Use Permit for Lacreme Event Studio, 1356 Lost Nation Rd., Willoughby, OH 44094, per the applicant's request and Mr. Cook seconded.

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

Motion Carried: PERMANENTLY TABLED


NEW BUSINESS

None

There being no further business the regular meeting closed at 7:16 p.m.



Steve Norris, Chairman



Vicki Grinstead, Secretary