

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
OCTOBER 9, 2025  
REGULAR MEETING  
MINUTES**

**PRESENT:** K. Kary; J. Cook; Ben Capelle, Chairman Pro Tem

**ABSENT:** M. Wildermuth; Tim Lannon, City Engineer; S. Norris, Chairman; Mike Lucas, Law Director

**OTHERS:** Darryl Keller, Chief Bldg. & Zoning Official; Vicki Grinstead, Secretary

**Mrs. Grinstead, Secretary called the regular in-person meeting to order at 7:00 p.m. She nominated Ben Capelle as Chairman Pro Tem and the board agreed via unanimous consent. The meeting was turned over to Chairman Capelle.**

**MINUTES**

**Public Hearing Meeting Minutes**

**September 25, 2025**

Mr. Cook moved to approve the Planning Commission Public Hearing Meeting Minutes for September 25, 2025 as submitted and Mr. Kary seconded.

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

**Motion Carried:     APPROVED**

**Regular Meeting Minutes**

**September 25, 2025**

Mr. Cook moved to approve the Planning Commission Regular Meeting Minutes for September 25, 2025 as submitted and Mr. Kary seconded.

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

**Motion Carried:     APPROVED**

**OLD BUSINESS**

**Ohio Paving & Construction Co. Inc.**

**Development Plan/EAS#16-7-25**

38332 Airport Pkwy.

(Rep.- Michael Princic, Ohio Paving & Construction)

Mr. Cook moved to untable the Development Plan/EAS#16-7-25 Ohio Paving & Construction Co., Inc., 38332 Airport Pkwy., Willoughby, OH 44094 and Mr. Kary seconded.

**City of Willoughby  
Planning Commission  
Regular Meeting Minutes  
October 9, 2025**

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

**Motion Carried:     UNTABLED**

Mr. Cook moved to permanently table the Development Plan/EAS#16-7-25 for Ohio Paving & Construction Co., Inc., 38332 Airport Pkwy., Willoughby, OH 44094 and Mr. Kary seconded.

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

**Motion Carried:     PERMANENTLY TABLED**

**NEW BUSINESS**

**The Enclave @ Literary Pointe, Ph. II**  
4317 Center St.  
(Rep.- Bob Myers, Probuilt Homes)

**Development Plan/EAS#14-6-25b for  
Two townhome style duplex buildings**

Mr. Myers of Probuilt Homes, 9134 Tyler Blvd., Mentor, OH 44060 is representing the Development Plan/EAS#14-6-25b for two townhome style duplex buildings.

Chairman Capelle let Mr. Myers know there are only three of the five members present and he would need all three members to vote in favor to pass his request and Mr. Myers wished to proceed.

Mr. Myers said there were before the board at a previous meeting and they are here this evening for Development Plan & EAS approvals.

Mr. Kary addressed the EAS.

- Stormwater- No concerns, adding to existing development.
- Traffic- No concerns cited by directors
- FD & PD- FD, just make the street to have no on-street parking and signage for a fire lane. Applicant added extra signage.
- Noise, water, air pollution- No concerns cited.
- Minimal impact on schools
- Hazardous waste: No concerns
- Miscellaneous: N/A
- Timeline: Start: Fall, 2025 Completion :Summer, 2026

Chairman Capelle asked if there were any question regarding the Development Plan. There were no questions or concerns from the board members.

**City of Willoughby  
Planning Commission  
Regular Meeting Minutes  
October 9, 2025**

Mr. Cook moved to approve the Development Plan/EAS#14-6-25b for The Enclave @Literary Pointe, Ph. II, 4317 Center St., Willoughby, OH 44094 for two townhome style duplex buildings and Mr. Kary seconded.

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

Motion Carried: **APPROVED**

**Fabulous Finds & Furnishings**  
37930 Second St.  
(Rep.- Liz Frangos, Owner)

**Conditional Use Permit for special events  
parking of noncommercial vehicles**

There was no one present to represent this application. The applicant asked to be permanently tabled.

Mr. Cook moved to permanently table the Conditional Use Permit for Fabulous Finds & Furnishings, 37930 Second St., Willoughby, OH 44094 and Mr. Kary seconded.

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

Motion Carried: **PERMANENTLY TABLED**

**Fabulous Finds & Furnishings**  
37930 Second St.  
(Rep.- Liz Frangos, Owner)

**Development Plan/EAS#17-7-25**

There was no one present to represent this application. The applicant asked to be permanently tabled.

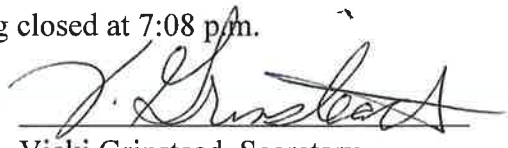
Mr. Cook moved to permanently table the Development Plan/EAS#17-7-25 for Fabulous Finds & Furnishings, 37930 Second St., Willoughby, OH 44094 and Mr. Kary seconded.

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

Motion Carried: **PERMANENTLY TABLED**

There being no further business the regular meeting closed at 7:08 p.m.

  
Ben Capelle, Chairman

  
Vicki Grinstead, Secretary