

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JUNE 21, 2022
WORK SESSION MEETING
MINUTES**

PRESENT: J. Cook; M. Wildermuth; J. McCue; S. Norris, Chairman

ABSENT: K. Kary; K. Sievers; Joe Palmer; Bill Henrich

OTHERS: Mike Ross; Mike Maniche; Phil Davis; Adam Brown; Paul Garcia; John Perkovich; Darryl Keller, Chief Bldg. & Zoning Official; Mike Lucas, Law Director, Mayor Fiala; Mike Merhar; Dan Anderson; Bob Carr; Dan Garry; John Tomaselli; Tom Thielman

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

DISCUSSION

Planning Commission

Potential Zone Code Updates

PROCEDURAL ITEMS:

1. Recognizing that emergencies will sometimes occur, it was requested that the Board Secretary be alerted several days in advance of an absence to ensure that a quorum exists for all meetings.
2. It was suggested that all Boards and Commissions be included on a common application form to identify, in one location, all required approvals. A schedule for the approval process should also be included in this application. PC's comment was to utilize the Development Plan review document to ensure that both applications are complete when they arrive at boards and commissions and that applicants are aware of all issues that they are responsible for addressing.
3. Board authority was discussed to limit overlapping approvals. For example, The Design Review Board has design and sign approval responsibility for DTW, and Planning Commission and the Sign Review Board defer.
4. Form Based Zoning was discussed as a viable way to give the Boards and Commissions more flexibility in the review and approval process. If we consider this option, it would only be for the Downtown Business District and the Lakeshore District. The administration will provide additional information on this.

PLANNING AND ZONING ISSUES:

1. We should consider bollards, parklets or other protective measures adjacent to outdoor dining areas. Currently we do allow outdoor dining with the approval of the Safety Director on a yearly basis. At the time of the review the numbers of table and chairs for each establishment are identified. The city will investigate appropriate protective measures for outdoor dining areas.
 - a. See recently amended code section; CHAPTER 1155 Use Specific Regulations (section .04 (hh)).

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2. Outdoor dining approvals should also include a requirement to ensure the walks and other surfaces are cleaned regularly.
 - a. See recently amended code; CHAPTER 1155 Use Specific Regulations (section .04 (hh)).
3. It was suggested we develop a strategy to ensure the completion of construction projects. A performance bond was suggested, as well as liquidated damages provisions as part of the permit. It was noted that liquidated damages would require we identify what damages to the City would incur to enforce.
4. Defined ride share pickup and drop off locations were suggested. Over the past year, Assistant Chief Tartaglia has been working with the ride share companies to identify these locations but has been unsuccessful in getting their approval. We will follow up with this issue. PC suggested a defined place in high traffic areas (such as DTW) for ride share pickups.
5. It is assumed that carryout dining will be a larger part of most restaurant businesses going forward. With this, delivery services such as Door Dash will also expand. It was asked if we should consider dedicated pickup zones for these couriers. This could reduce parking in DTW, which may cause concern for our restaurants, bars, and merchants. PC recommended a defined place in where expanded queueing for traffic can occur (with a minimum number of car spaces).
6. EV charging stations should be considered as a requirement for larger commercial or institutional developments.
 - a. We are currently seeking grants for EV charging stations. Locations include the City Hall parking lot and the Municipal Court parking lot.
7. We are to confirm what applications have defined timeframes for approvals. For example, Conditional Use Permits, require action within 60 days, or the application is denied.
8. We need to add a definition for coworking spaces, and the zoning requirements associated with them. These would include parking requirements, hours of operation, among other restrictions.
9. Redevelopment projects should also have landscaping requirements. It was suggested by PC that a more specific set of requirements be implemented for landscaping plans that identify placement, species, coverage, quantity, etc. in order to solicit more complete development plans prior to PC review.
 - a. See recently updated plan review application and landscaping code updates; 1109.04 DEVELOPMENT PLAN REVIEW
10. City-wide property maintenance procedure was discussed. It was explained that, on a yearly basis, several hundred property maintenance violations are issued. Most of these result in the required improvements. Some have been prosecuted. We will review how we monitor this process and expand the property maintenance inspections. The

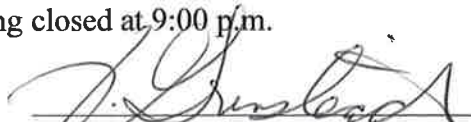
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discussion also included reaching out to nonprofits to be able to offer solutions to residents at the time of the violation observation.

11. Fencing is a common discussion topic with several commissions. It was requested we work toward clarifying our fencing code, including fencing associated with corner lots.
12. Additional clarification of the art code and how it will be implemented was requested. Projects that contribute to the arts fund may require separate Planning Commission approvals. PC recommended that the Art code be made a part of the development plan review document to ensure that the developer is aware from initiation that the art code either will or will not apply.
 - a. See code section; CHAPTER 1183 Public Art Regulations
13. Codes regulating garages should be reviewed and updated.
14. Driveways, including required setbacks should be reviewed and updated.
15. Long- and short-term rentals should be reviewed and codes for both should be updated. We are currently awaiting a ruling from the State of Ohio on short term rentals to help frame this discussion.
16. Signage and specifically internally illuminated signs in the Historic Downtown District should be reviewed and updated.
17. Requirement of a minimum of 200' frontage for retail business district should be evaluated, as most retail users do not require this.

There being no further business the regular meeting closed at 9:00 p.m.


Steve Norris, Chairman


Vicki Grinstead, Secretary