

**PLANNING COMMISSION
CITY OF WILLOUGHBY
MARCH 26, 2026
REGULAR MEETING
MINUTES**

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

Chairman Norris called the regular in-person meeting to order at 7:07 p.m.

MINUTES

Regular Meeting Minutes

February 26, 2026

Mr. Cook moved to approve the Planning Commission Regular Meeting Minutes for February 26, 2026 as submitted and Mr. Wildermuth seconded.

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

Motion Carried: APPROVED

Public Hearing Meeting Minutes

February 26, 2026

Mr. Cook moved to approve the Planning Commission Public Hearing Meeting Minutes for February 26, 2026 as submitted and Mr. Wildermuth seconded.

Chairman Norris asked if anyone wished to speak to this motion. Chairman Norris said there are procedures in place for these meetings for attendance, elections etc. and thanked Vice Chairman Wildermuth for serving in his absence and for his years of service as Chairman. He thanked all the other volunteers for their years of service on the Boards and Commissions and City Council. Mr. Cook offered his comment that Vice Chairman Wildermuth did an excellent job, along with the Law Director at this meeting during a very difficult situation. He said it may benefit the commission to have an officer present during controversial meetings such as this one.

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

Motion Carried: APPROVED

OLD BUSINESS

None

NEW BUSINESS

The Way Virtual Offices (Charlton Abbott)
37903 Euclid Ave.
(Rep.- Ken Boyd, Owner)

**Conditional Use Permit
including offices & barn for
occasional events**

Mr. Boyd, Owner is representing a Conditional Use Permit including offices and a barn for occasional events for The Way Virtual Offices (Charlton Abbott), 37903 Euclid Ave., Willoughby, OH 44094.

Mr. Boyd said they want to keep all the conditions on the CUP the same but eliminate #10 and make this CUP permanent.

Mr. Wildermuth asked if there have been any complaints. Mrs. Grinstead said on behalf of Mr. Keller in the Building Department there have been no complaints.

Mr. Kary noted that Mr. Fishleigh, an adjacent property owner, previously had concerns with the CUP which have since been resolved. Mr. Boyd confirmed this and stated Mr. Fishleigh was unable to attend to show his support due to a medical issue.

Chairman Norris read the previous conditions into record with the exception of #10, which is the termination date of the Conditional Use Permit (CUP).

Mr. Cook stated that Mr. Boyd has been very responsive in working with the residents. He noted that the residents can reach out to the Building Department regarding excess noise which will address concerns with the applicant, and that an officer may be called if issues escalate.


Mr. Wildermuth moved to approve the Conditional Use Permit for The Way Virtual Offices (Charlton Abbott), 37903 Euclid Ave., Willoughby, OH 44094 with the following conditions: 1) Hours of Operation: 5:30 a.m. until 10:00 p.m. Monday-Friday, 7:30 a.m. until 11:30 p.m. Saturday, and 8:00 a.m. until 8:00 p.m. Sunday, 2) Parking is subject to a use agreement w/neighbors or church to secure overflow parking of 10 additional spaces, 3) Landscape lighting no higher than knee level. No flood lighting permitted, 4) Piped in music must remain at conversational level and is to be controlled by the owner of the building. No live music permitted, 5) Dumpster must be screened and have a gate, 6) Patio usage is limited to members and invited guests only 7) Outdoor landscaping around outdoor patio(s) must be maintained as a buffer, 8) Use of premises and structures shall be in accordance with C.O. 1141.03(2)(b) Office; Administrative, Professional and Business, and all other standards and regulations of the Planning & Zoning Code, 9) The total number of individuals on premises shall not exceed the combined occupancy loads as prescribed on the Certificate of Occupancy for the house and barn and Mr. Cook seconded.

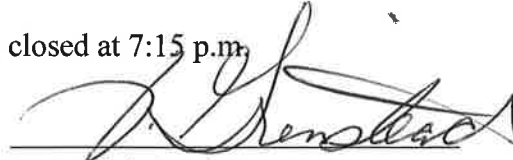
ROLL CALL: Yeas: M. Wildermuth; J. Cook; Ben Capelle; K. Kary; S. Norris, Chairman
 Absent: None
 Nays: None

**City of Willoughby
Planning Commission
Regular Meeting Minutes
March 26, 2026**

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:15 p.m.


Steve Norris, Chairman


Vicki Grinstead, Secretary