

**PLANNING COMMISSION
CITY OF WILLOUGHBY
APRIL 23, 2026
REGULAR MEETING
MINUTES**

PRESENT: K. Kary; Ben Capelle; M. Wildermuth; S. Norris, Chairman

ABSENT: J. Cook

OTHERS: Mike Lucas, Law Director; Vicki Grinstead, Secretary; Tim Lannon, City Engineer;
Darryl Keller, Chief Bldg. & Zoning Official

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

MINUTES

Regular Meeting Minutes

March 26, 2026

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

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

Motion Carried: APPROVED

Public Hearing Meeting Minutes

March 26, 2026

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

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

Motion Carried: APPROVED

OLD BUSINESS

None

NEW BUSINESS

Chairman Norris informed all applicants that there are only four of the five members present this evening and they need a majority or three votes in favor of their applications to be approved. All applicants wished to proceed.

**McKinley Outreach Community Center Inc.
Windermere Village**
1200 Lost Nation Rd.
(Rep.- Steve Jennings, LDA Architects,
Elizabeth Rothenberg, Esq., Extended Housing &
Karen McCloud, Director of Extending Housing)

**Development Plan/EAS#3-3-26,
& Major Subdivision/Preliminary Plat**

Elizabeth Rothenberg, Esq., Berns Ockner & Greenberger LLC, 3201 Enterprise Pkwy., Beachwood, OH and Mr. Jennings of LDA Architects, 5000 Euclid Ave., Cleveland, OH representing the Development Plan/EAS#3-3-26, & Major Subdivision/Preliminary Plat for The McKinley Outreach Community Center/Windermere Village.

Mr. Kary addressed the EAS.

- Stormwater- Follow city code. Infiltration test completed. Plans show storm sewer connection to Lost Nation; plans show retention & calculations meet stormwater requirements. Per city engineer: Major issues in previous EAS have been resolved. Has to be more restrictive per C.O. 1171.10 because it has to go to natural land cover.
- Traffic- Traffic generation report submitted previously w/same results (negligible). Street has been updated to a dead end with a “T” shaped turn around for ER service vehicles with a landscaping berm.
- Misc.- 1) Street lighting will be standard city requirement with traditional amber color (not LED). 2) Once the development is completed if the development contributes to a future flooding issue with Two Town Creek the applicant agreed to mitigate, within reason, for future flooding issues.
- FD & PD- PD-no issues, FD- no issues but can increase demand for FD services. Approved “T” shaped turn around.
- Noise, water, air pollution- None
- Minimal impact on schools.
- Hazardous waste- None
- Timeline: Begin: Spring 2027 Completed: May, 2028

Stormwater discussion. Mr. Kary said the first submittal did not meet the city code and asked Mr. Jennings to share how they changed it. Ms. Rothenberg said since the last submittal to Planning Commission and the council denial they have made changes to their plan. An infiltration test has been completed that caused a revision in the stormwater plan. They were also able to proceed with phase one of the Environmental Assessment and there was nothing found concerning an environmental impact. She stated per the city engineers comments, run-off across Lost Nation would be negligible.

Mr. Jennings said at the last meeting the biggest concern was not having a hard pipe connection from the site to Lost Nation Rd. He said during a rain storm a majority of the water will stay on-site unless it is a large storm in which case the overflow will go directly to Lost Nation Road. Mr. Kary said to clarify, some of the water will migrate to Two Town Creek. He noted that the city engineers original concerns were all resolved in this submittal.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
April 23, 2026**

Mr. Lannon gave an overview of Two Town Creek being an extensive watershed, however, this site only contributes 0.2% of water to the peak flows and the criteria they are meeting is very stringent. Mr. Kary said this meets city code and Mr. Lannon agreed. Mr. Kary said if this site were to exacerbate the condition of Two-Town Creek once this development was constructed would the applicants agree to work with the city engineer to study the issue and find a resolution. Ms. McCloud said they will do whatever is reasonable to mitigate the issue. Mr. Jennings said the stormwater basin has been moved to the opposite side of Windermere, away from Two Town Creek, from where it was on the previous plan. Mr. Kary noted that if this plan passes this evening the applicant(s) will have to attend the next City Council meeting and that date will be shared with them by the Council Clerk.

Chairman Norris addressed the Development Plan. Ms. Rothenberg said the changes made to the plan the commission just received was a result of a neighborhood meeting in Ward One last week, which they all attended. They heard the neighbors asking for green space and a privacy fence which they have now provided as a result of this meeting.

Chairman Norris noted the commission received six letters from residents and communications with clarifying questions from Council President Carr, Mayor Fiala and Councilwoman Sievers.

Mr. Jennings said as previously discussed they changed two main items; changing the cut through to the dead end "T" shaped turnaround with a landscaped berm and connecting the stormwater to Lost Nation Rd. He noted that they changed Lot One into green space, and to provide privacy to the adjacent neighbors they will install a white vinyl privacy fence (mostly solid) behind the proposed development. Chairman Norris said they should check with the Building Department to make sure this type of fencing is compliant with the city's code and Mr. Jennings agreed.

Chairman Norris said the landscape plan specifies three sugar maples and asked if the one tree that is unlabeled on the rendering is a sugar maple and Mr. Jennings said yes.

Mr. Kary expressed appreciation for the removal of a duplex to create additional green space, noting that the area could serve as a community gathering space or playground for families. He also acknowledged that the proposed amber street lighting will comply with city standards. Ms. McCloud added that security cameras will be installed to enhance resident safety and protect the property. It was confirmed that Extended Housing will be responsible for building, owning, and managing the properties.

Mr. Kary asked if they have 75' of frontage for the homes on the curve. Mr. Jennings said there is a code for curved streets and they worked with the city to meet this requirement and cannot recall what the number was. Mr. Wildermuth asked for this to be shown on the final plan and Mr. Jennings agreed.

Chairman Norris asked whether they have a landscaping maintenance plan and, if so, would they be willing to share it with Council or the City Engineer's Office, such as a contract or a letter of intent to submit a landscape maintenance contract. Ms. McCloud said they normally do, but they do not yet have a contract.

Chairman Norris said Mr. Lannon suggested a (TIF) which would divert future increases in property taxes to a capital improvement fund for use on neighborhood capital improvements, and he provided a few examples.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
April 23, 2026**

Chairman Norris asked Mr. Keller, in terms of zoning compliance, are there any non-conforming areas and Mr. Keller said, not to his knowledge.

Chairman Norris said if a motion comes forward it contain two suggestions to City Council; 1) They consider a TIF/RID and 2) The applicant is to submit a letter of intent to have a landscape maintenance plan.

Mr. Wildermuth moved to approve the Development Plan/EAS#3-3-26, & Major Subdivision/Preliminary Plat for The McKinley Outreach Community Center/Windermere Village, 1200 Lost Nation Rd., Willoughby, OH 44094 as submitted but with two suggestions to City Council; 1) They consider a TIF/RID and 2) The applicant is to submit a letter of intent to have a landscape maintenance plan and Mr. Capelle seconded.

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

Motion Carried: APPROVED

Michael Pietrangelo
38509 N. Beachview Rd.

Lot split/combination 2 lots into 1
PPN#27-B-056-E-00-001-0

Mr. Pietrangelo, 38509 N. Beachview Rd., Willoughby, OH 44094 is representing the lot split/combination of 2 lots into one for the Pietrangelo residence, 38509 N. Beachview Rd./ PPN#27-B-056-E-00-001-0, Willoughby, OH 44094.

Mr. Pietrangelo gave some background of the property. The elderly neighbor who owns this current strip of land can no longer care for it and has become unsightly and he offered to purchase and maintain it and she agreed. This is the reason he is requesting this lot split.

Chairman Norris asked if there are procedural issues that need to be resolved and there were none by the Law Director or the City Engineer.

Mr. Wildermuth moved to approve the lot split/combination for Pietrangelo residence, 38509 N. Beachview Rd./ PPN#27-B-056-E-00-001-0, Willoughby, OH 44094 as submitted and Mr. Capelle seconded.

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

Motion Carried: APPROVED

TAG Towers III LLC
4822 E. 355th St.
(Rep.- Jim Kopac, TAG Towers)

Conditional Use Permit
for Verizon wireless cell tower

**City of Willoughby
Planning Commission
Regular Meeting Minutes
April 23, 2026**

Mr. Kopac of TAG Towers, 10 Church Circle, Annapolis, MD 14101 is representing the Conditional Use Permit (CUP) for a Verizon Wireless cell tower.

Chairman Norris said the commission was advised by the Law Department that the applicant must comply with the following Codified Ordinance 1155.04(zz) and any and all relevant provisions therein as to the Applicant and his conditional use permit issued hereunder....

Mr. Lucas said Chapter 1155.04 deals with specific fact sensitive conditional uses and the one Chairman Norris read is for cell towers which have specific provisions that apply to the applicant.

Mr. Kopac read each item and addressed it. (1) The tower site shall be large enough to contain within its boundaries any potential debris including falling ice. *This is a 70x70 leased area with a 52x60 compound and the Verizon equipment will be in this compound.*

(2) The tower base shall be located no closer than 100 feet to a residential district or public street right-of-way or a distance equal to fifty percent (50%) of its height, whichever is greater. *They are in an industrial area and are approximately 750' from the nearest residential structure.*

(3) The applicant shall demonstrate that the proposed tower is the minimum height necessary to accommodate the antennae and is no higher than existing towers housing similar antennas. *This is an RF design and there are a few towers Verizon is already on and they are trying to offset with this one by triangulating sectors and are in the middle range with height.*

(4) Where the site abuts a residential district or public right-of-way, the base of the tower shall be completely screened, except for the driveway access, by evergreen trees of at least six feet in height. *He is asking for this item to be waived since they are in an industrial district.*

(5) All installations shall exhibit architectural quality, coloration to blend with surroundings, and structural integrity. Experimental or temporary installations, inferior materials, and questionable stability are not permitted. In every case, the entire installation, including evergreen plantings shall be compatible with the character of the surrounding area of the City and shall have no adverse impact on the property, the neighborhood, or general public. Permanent foundations shall be adequate for anticipated wind loads. *They are prepared to submit tower and foundation renderings and a Geotech study once they have been approved. The tower is steel gray in color and blends into the skyline. They are asking once again to waive the evergreen plantings since they are not near a residential area.*

Mr. Lucas said this is a footprint for all Conditional Use Permits for cell towers. Where they are not relevant to a fact sensitive location, which the applicant has correctly pointed out; Limited Industrial, there is no purpose underpinning to have a condition that has no application. For the record, this condition is "not in play" and does not have to be included in the conditions themselves.

Chairman Norris said he would add- Due to the location the condition of C.O. 1155.04(zz), numbers 4 & 5 the portions related to evergreen screenings are not warranted.

Mr. Capelle said there are trees along the western property line and asked if they will be taken down. Mr. Kopac said they will not be touching the trees. Mr. Capelle then asked what powers the cell tower. Mr. Kopac said they have an easement with FirstEnergy, which will provide power. He added there is a propane tank on site to fuel the generator and a battery backup that will last approximately eight hours.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
April 23, 2026**

Mr. Capelle moved to approve the Conditional Use Permit for TAG Towers III LLC agent for Verizon Wireless for a wireless cellular tower located at 4822 E. 355th St., Willoughby, OH 44094 as submitted but with the following conditions: C.O. 1155.04(zz) Transmission Towers and Related Facilities. A transmission tower and related facilities for commercial and public signal transmission may be permitted in an L-I and G-I District in compliance with the following for the purpose of minimizing potential danger to residents from radio frequency (RF) interference and radiation from transmission antennae.

(1) The tower site shall be large enough to contain within its boundaries any potential debris including falling ice.

(2) The tower base shall be located no closer than 100 feet to a residential district or public street right-of-way or a distance equal to fifty percent (50%) of its height, whichever is greater.

(3) The applicant shall demonstrate that the proposed tower is the minimum height necessary to accommodate the antennae and is no higher than existing towers housing similar antennas.

(4) Where the site abuts a residential district or public right-of-way, the base of the tower shall be completely screened, except for the driveway access, by evergreen trees of at least six feet in height. **(Per Planning Commission condition not required due to location).**

(5) All installations shall exhibit architectural quality, coloration to blend with surroundings, and structural integrity. Experimental or temporary installations, inferior materials, and questionable stability are not permitted. In every case, the entire installation, including evergreen plantings **(Per Planning Commission plantings not required due to location)**, shall be compatible with the character of the surrounding area of the City and shall have no adverse impact on the property, the neighborhood, or general public. Permanent foundations shall be adequate for anticipated wind loads

(6) Due to the location the condition of C.O. 1155.04(zz), numbers 4 & 5 the portions related to evergreen screenings are not warranted and Mr. Wildermuth seconded.

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

Motion Carried: APPROVED

TAG Towers III LLC
4822 E. 355th St.
(Rep.- Jim Kopac, TAG Towers)

Development Plan/EAS#4-3-26

Mr. Kopac of TAG Towers III LLC is representing the Development Plan/EAS#4-3-26 for a Verizon Wireless cell tower.

Chairman Norris addressed the EAS.

Mr. Kopac said with the exception of construction there will be very minimal traffic. Propane tank on site will be reviewed/handled by the Building and Willoughby Fire Departments. No building on site; just a concrete pad.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
April 23, 2026**

- Stormwater- None per city engineer
- Traffic- Minimal
- FD & PD- Minimal impact
- Noise, water, air pollution- None (industrial area)
- No impact on schools.
- Hazardous waste: Handled by Bldg. Dept. and WFD.
- Timeline: Begin: Undetermined Completed: 90 days from start date.

Mr. Kopac noted there will be a 70x70 leased area with a 52x60 fenced compound, 7' in height with three strands of barbed wire which will be locked and gated. They will utilize the existing access drive.

Chairman Norris asked Mr. Keller if there is anything non-conforming for this application and Mr. Keller said no.

Mr. Wildermuth moved to approve the Development Plan/EAS#4-3-26 for TAG Towers III LLC for a Verizon wireless cellular tower located at 4822 E. 355th St., Willoughby, OH 44094 as submitted and Mr. Capelle seconded.

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

Motion Carried: APPROVED

The Shankland Reserves
Shankland/PPN#27A0150000230 & 240
(Rep.- Greg Sommers, Sommers Development Group)

**Major Subdivision/Final Plat &
Improvement Plans for 16 townhomes**


The applicant has asked to be tabled until the next available meeting.


Mr. Wildermuth moved to table the Major Subdivision/Final Plat & Improvement Plans for 16 townhomes for the Sommers Development Group deemed The Shankland Reserves, Shankland Rd./PPN#27A0150000230 & 240, Willoughby, OH 44094 per the applicant's request and Mr. Capelle seconded.

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

Motion Carried: TABLED

There being no further business the regular meeting closed at 8:12 p.m.


Steve Norris, Chairman


Vicki Grinstead, Secretary