PLANNING COMMISSION
CITY OF WILLOUGHBY
AUGUST 27, 2026
REGULAR MEETING
MINUTES

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

Chairman Norris called the regular in-person meeting to order at 7:05 p.m.

MINUTES

Regular Meeting Minutes **June 11, 2026**

Mr. Capelle moved to approve the Planning Commission Regular Meeting Minutes for June 11, 2026 as submitted and Mr. Cook 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 **June 11, 2026**

Mr. Wildermuth moved to approve the Planning Commission Public Hearing Meeting Minutes for June 11, 2026 as submitted and Mr. Capelle seconded.

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

Motion Carried: APPROVED

NEW BUSINESS

Peggy Rose Elite Healthcare and Transportation
4853 Robinhood Dr.
(Rep.-Monique Burns & Shalonda Brown, Owners)

Conditional Use Permit for an Adult Daycare

Ms. Brown stated that the adult daycare's proposed operating hours were initially 9:00 a.m. to 2:00 p.m., Monday through Friday. Following discussion, however, they decided that the facility would operate from 6:00 a.m. to 6:00 p.m., seven days a week. The extended hours would accommodate late client pick-ups as well as staff performing interior maintenance.

Chairman Norris asked whether there was a dumpster available at the facility. Ms. Brown stated that there was a shared dumpster that they would be permitted to utilize.

Chairman Norris inquired about outdoor maintenance of the facility. Ms. Brown explained that the cleaning and maintenance of the exterior of the facility would be the responsibility of the landlord. However, they would assist with exterior maintenance if needed.

Chairman Norris stated that the Commission will include that outdoor maintenance or the use of power equipment outdoors is not permitted from midnight until 6:00 a.m., seven days a week. He further stated that no outdoor storage of any kind, outdoor activities, or outdoor music would be permitted. Ms. Brown said the only thing they may have would be a small grand opening with a ribbon cutting and then a tour of the interior of the facility but approves of all the conditions stated.

Ms. Brown asked whether they would be permitted to park their van overnight. She explained that the van is used to transport their clients. Chairman Norris stated that overnight parking of the van would be at the discretion of the landlord. Ms. Brown indicated that the landlord does not have an issue with the van being parked overnight.

Chairman Norris asked the board members if they should add an expiration date and it was decided to make this a permanent Conditional Use Permit (CUP).

Chairman Norris reiterated the CUP conditions: 1) Hours of operation will be 6:00 a.m. until 6:00 p.m., 7 days a week, 2) Will utilize shared dumpster, 3) No outdoor maintenance or use of power equipment outdoors from midnight until 6:00 a.m., 7 days a week, 4) No outdoor storage of any kind, no outdoor activities and outdoor music will be permitted.

Mr. Capelle moved to approve the Conditional Use Permit for Peggy Rose Elite Healthcare and Transportation LLC located at 4853 Robinhood Dr., Willoughby, OH 44094 as submitted but with the following conditions: 1) Hours of operation will be 6:00 a.m. until 6:00 p.m., 7 days a week, 2) Will utilize shared dumpster, 3) No outdoor maintenance or use of power equipment outdoors from midnight until 6:00 a.m., 7 days a week, 4) No outdoor storage of any kind, no outdoor activities and outdoor music will be permitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

Peggy Rose Elite Healthcare and Transportation
4853 Robinhood Dr.
(Rep.-Monique Burns & Shalonda Brown, Owners)

Development Plan/EAS#7-7-26
Adult Daycare

Mr. Kary addressed the EAS.

- Stormwater- Existing, no issues
- Traffic- No issues
- FD & PD- No issues
- Noise, water, air pollution- None
- Minimal impact on schools.
- Hazardous waste: None
- Timeline: Open: Mid-October, 2026 Completed: N/A

Mr. Kary asked whether there was a safety measure in place to prevent adult clients from migrating into the parking lot area. Ms. Brown stated that all staff members are trained regarding safety procedures. Ms. Burns added that no individual will ever be left alone; clients will be escorted from the building directly into the van and upon returning from the van back into the building.

**Note:* Chairman Norris noted that on Attachment A of the EAS, line 5 should be N/A instead of unknown and on line 6 Institutional should be the Occupancy Classification instead of Mercantile.

Chairman Norris addressed the Development Plan.

Ms. Brown said they would spruce up the interior with some decorations, pictures etc. as shown in the renderings provided.

Mr. Kary noted that, in their application, they indicated they would limit their caseload to twelve clients at any given time. Ms. Brown confirmed this and explained that they would like to be more hands-on and provide more individualized attention to each person.

Mr. Kary also wanted to clarify that they would be providing interior work only. Ms. Burns confirmed that this was correct.

Mr. Wildermuth asked if their clients will take direction. Ms. Brown said yes, they are high functioning adults. He said the Building Department will ask if this is a business or I-4 institutional occupancy.

Mr. Kary let the applicants know they will be notified that they will be on the City Council agenda for Tuesday, September 1, 2026 for the EAS.

Mr. Capelle moved to approve the Development Plan/EAS#7-7-26 for Peggy Rose Elite Healthcare and Transportation LLC located at 4853 Robinhood Dr., Willoughby, OH 44094 for an adult daycare as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:27 p.m.

Steve Norris, Chairman

Vicki Grinstead, Secretary