

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
MARCH 26, 2026  
PUBLIC HEARING  
MINUTES**

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

Chairman Norris called the public hearing to order at 7:02 p.m.

The legal notice was read into record by Mrs. Grinstead. Chairman Norris asked if anyone wished to speak in favor of this proposal.

**The Way Virtual Offices (Charlton Abbott)**  
37903 Euclid Ave.  
(Rep.- Ken Boyd, Owner)  
Conditional Use Permit including patio & barn for occasional events

Mr. Boyd, owner is representing for The Way Virtual Offices (Charlton Abbott), 37903 Euclid Ave., Willoughby, OH 44094 for a Conditional Use Permit.

Mr. Boyd said everything is going well and the community has been supportive and they are in favor of continuing this permit as a permanent CUP.

Chairman Norris asked if anyone else wished to speak in favor of this proposal (x3) and there was no one.

Chairman Norris asked if anyone wished to speak in opposition of this proposal. Beverly Pengal, 37724 Jordan Dr., Willoughby, OH 44094. Ms. Pengal expressed concerns about noise levels and whether events would be held indoors or outdoors.

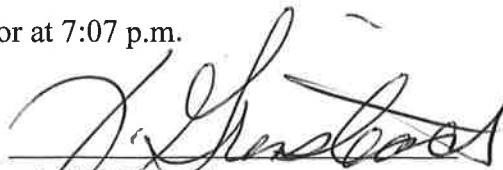
Chairman Norris stated they can let the applicant speak to this in the rebuttal portion or during the New Business portion of the meeting.

Chairman Norris asked if anyone wished to speak in opposition of this proposal (x3) and there was no one.

Chairman Norris asked if anyone else wished to speak in favor of this proposal in rebuttal. Mr. Boyd said they are fully complying with everything set forth in the current CUP and aim to be good neighbors. Pop-up events typically occur in the afternoons, and he is not aware of any concerns from the city or residents.

Chairman Norris closed the public hearing for at 7:07 p.m.

  
Steve Norris, Chairman

  
Vicki Grinstead, Secretary