

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JULY 27, 2023
REGULAR MEETING
MINUTES**

PRESENT: J. Cook; K. Kary; M. Wildermuth, Vice Chairman
ABSENT: Ben Capelle; Stephanie Landgraf, Asst. Law Director; S. Norris, Chairman
Tim Lannon, City Engineer
OTHERS: Larry Puskas, Chief Bldg. & Zoning Official; Vicki Grinstead, Secretary

Vice Chairman Wildermuth called the regular in-person meeting to order at 7:01 p.m.

MINUTES

Public Hearing Meeting Minutes

July 13, 2023

Mr. Kary moved to approve the Planning Commission Public Meeting Minutes for July 13, 2023 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

Regular Meeting Minutes

July 13, 2023

Mr. Cook moved to approve the Planning Commission Regular Meeting Minutes for July 13, 2023 as submitted and Mr. Kary seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

None

**City of Willoughby
Planning Commission
Regular Meeting Minutes
July 27, 2023**

NEW BUSINESS

Lake County Executive Airport

1717/1745 Lost Nation Rd.

(Rep- S. Drew Gittins, Thrasher, Dinsmore & Dolan, LPA)

Lot split/PPN#27-B-054-0-00-012-0

Mr. Gittins of Thrasher, Dinsmore & Dolan, LPA is representing the lot split for the Lake County Executive Airport.

Mr. Gittins said this is the same lot split that was approved by Planning Commission on June 28, 2022. He said it is a parcel that is partially leased to another company and is being taxed for the entire lot so they are seeking to split it and have the Lake Development Authority receive some of the tax benefits.

Mr. Kary said this is his ward and wanted clarification that this is where the cold storage hangar is and Mr. Gittins confirmed that as being correct. He asked if both the addresses are involved with that hangar and Mr. Gittins said half the lot is leased and the other half is Lake Development Authority. They will be splitting the lot pretty much down the middle.

Mr. Kary moved to approve the lot split of PPN#27-B-054-0-00-012-0 for the Lake County Executive Airport, 1717/1745 Lost Nation Rd., Willoughby, OH 44094 and Mr. Cook seconded.

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

Motion Carried: APPROVED

Vice Chairman Wildermuth noted that Sheetz has asked to be tabled.

Sheetz
Vine St. & St. Clair

**Rezone/EAS#7-6-23(a) from Limited
Industrial to General Business for PPN#
27-A-027-D-00-021-0
27-A-027-D-00-020-0
27-A-027-D-00-019-0
27-A-027-D-00-018-0
27-A-027-D-00-017-0
27-A-027-D-00-016-0
27-A-027-D-00-015-0
27-A-027-A-00-003-0
27-A-027-A-00-004-0
27-A-027-A-00-005-0
27-A-027-A-00-006-0
27-A-027-A-00-007-0**

27-A-027-A-00-008-0

27-A-027-A-00-009-0

Mr. Cook moved to table the application for a rezone of multi-parcels as stated from Limited Industrial to General Business for Sheetz, located at Vine St. & St. Clair, Willoughby, OH 44094 per the applicant's request and Mr. Kary seconded.

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

Motion Carried: TABLED

Discussion

Amza Group

4735 Glenbrook Dr.
(Rep.- Dom Sciria, Project Guidance LLC, &
Chris Courtney, C.W. Courtney Co.)

Parking lot expansion

Vice Chairman Wildermuth said when they submit formally and the development requires any variances, they will need to obtain Board of Zoning Appeals approval first.

Mr. Sciria of Project Guidance, LLC, 9865 Highland Dr., Brecksville, OH 44141 and Chris Courtney of C.W. Courtney Co., 700 Beta Dr./Suite #200, Mayfield Village, OH 44143, consultants to the property owner, are representing the discussion for a parking lot expansion.

The Amza Group recently purchased the vacant property located at 4735 Glenbrook Dr. They wish to discuss a plan to expand the existing parking lot. He said the property was previously used as a truck terminal which going forward is allowed as a conditional use.

The tenant leasing the building is STG Logistics. They are considered an intermodal transportation warehouse service provider. They have more than 70 warehouse operations in the U.S.

STG's lease agreement stipulates that the property will be used for "warehouse, distribution, truck/trailer parking and general office use." They have advised that this location will not be a truck terminal, but rather a warehouse and distribution facility.

All materials will be stored inside the building. They will not be storing hazardous materials. Products that are to be delivered to, warehoused, and shipped from this location will be in less than container load quantities. Product will be on pallets, as well as in crates and boxes. STG reports that they will receive 12-15 inbound trailers a week and have people picking up their freight in box trucks, vans and even station wagons. They estimate that they will have 8-10 pick-ups a day. There will be 8 to 10 employees working in the building.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
July 27, 2023**

With regard to the proposal to expand the parking lot at the property, the property consists of approximately 5 acres of land. It includes an 11,775 sq. ft. one story masonry building with loading docks along both the east and west elevations of the building. There are currently 55 parking spaces. The building is surrounded on 4 sides by asphalt paving.

The conceptual proposal we are discussing this evening will add paving that measures from 83 ft. to 116 ft. in width by 285 feet in length. Their analysis of code indicates they can construct the additional parking and comply with code and see no existing code violations.

It is our understanding that they need the additional paving so as to better maneuver semi tractor-trailers on the site, however we cannot guarantee that trucks will never be parked in that area.

If we proceed with the project as proposed a stormwater pollution prevention plan will be provided. It is their understanding that, because we would be disturbing less than ½ an acre, a stormwater management plan will not be necessary. However, they will work with the City Engineer to address these matters.


As part of the proposed improvements, the existing asphalt paving will be crack filled, repaired as needed, seal coated and restriped. Lighting of the proposed parking lot expansion will be as required by code. They would like to get the paving completed this year.

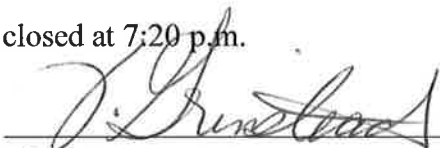
Mr. Puskas asked what types of products will they be distributing. Mr. Sciria said he pressed the issue and they stated it would be commercial products that are used by businesses or something used by the general public, but nothing hazardous.

Mr. Cook said they are not asking for additional parking but additional space for the large vehicles to maneuver and Mr. Sciria said that was correct because there will be semi-tractor trailers that will be 73' long.

Mr. Puskas said if this is a warehouse it is permitted in this district and does not require a conditional use permit.

There being no further business the regular meeting closed at 7:20 p.m.


Mike Wildermuth, Vice Chairman


Vicki Grinstead, Secretary