

**PLANNING COMMISSION
CITY OF WILLOUGHBY
OCTOBER 24, 2024
REGULAR MEETING
MINUTES**

PRESENT: Jim Cook; K. Kary; Ben Capelle; M. Wildermuth, Vice Chairman
ABSENT: S. Norris, Chairman
OTHERS: Stephanie Landgraf, Law Director; Tim Lannon, City Engineer;
Darryl Keller, Bldg./Zoning Chief; Vicki Grinstead, Secretary

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

MINUTES

Public Hearing Meeting Minutes

October 10, 2024

Mr. Capelle moved to approve the Planning Commission Public Hearing Meeting Minutes for October 10, 2024 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

Regular Meeting Minutes

October 10, 2024

Mr. Capelle moved to approve the Planning Commission Regular Meeting Minutes for October 10, 2024 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

None

NEW BUSINESS

Willoughby Police Station

37733 Euclid Ave.

(Rep.-Brian Hennies, Richard L. Bowen & Associates)

**Conditional Use Permit
for a public safety facility**

Mr. Hennies of Richard L. Bowen & Associates, agent for the Willoughby Police Station is representing the Conditional Use Permit for a public safety facility.

Mr. Hennies said they are making upgrades to the building, not just for law enforcement but to bring the building up to code. They are also incorporating a tornado shelter. Vice Chairman Wildermuth said this is for a type 4 emergency.

Mr. Kary said the operating hours for a police station are 24 hours, 7 days a week and Mr. Hennies said yes, and the dispatch center will also operate out of this facility. He said the dumpster(s) will be enclosed. The perimeter fence around the property is 6' and the fence around the dumpster and generator enclosures are approximately 7'. There is a retaining wall on two sides and the fence is where the gates will be.

Vice Chairman Wildermuth said the Design Review Board (DRB) discussed moving the impound area. Mr. Hennies said the updated drawing has it closer to the firing range. The original plan showed the impound lot in the other parking lot but have not yet submitted a request to come back before DRB and have that revised. The board's concerns were being able to see the items in the impound lot. Mr. Hennies said they were originally proposing to use the same ornamental fence that will be around the perimeter, so you will be able to see into it. If they revise the plan, they will show DRB a solid fencing design and additional landscaping such as arborvitaes. The police department and Police Chief would prefer to move it back because of the close proximity to the firing range.

Mr. Capelle said there are two dumpster locations and asked if they both have brick walls. Mr. Hennies said yes, however, they have decided to remove the dumpster nearest to the generator but would keep the one near the firing range.

Mr. Kary asked about the firing range and the hours it is used. Chief Schultz said they have two shifts that do training and ideally they would like to use it 24/7. They are looking for alternative training ideas for 2025 but they do quite a bit of departmental training, such as fire arms training, in house. He said if there are issues with noise at night they would not shoot at night. Mr. Kary suggested putting an expiration date of possibly one year on the Conditional Use Permit (CUP) to make sure there are no noise issues. If there are no issues then the next CUP will have no expiration date. Chief Schultz said they want to be good neighbors. There have been many advancements made to reduce the noise such as baffles etc. Training off-site tends to create departmental issues such as overtime etc. so having an in-house facility is important. The firing range hours will be 24 hours, 7 days a week.

Mr. Hennies said one of the last things that will be completed will be the firing range and that could be a year from now, so they may not even be shooting within that year. The firing range will be partially underground, which should help mitigate the noise. They have 16" fully grouted reinforced block around the perimeter, acoustical spray on the walls and ceiling baffles. They have done sound testing with previous projects and would be happy to share that with the commission. It was decided the CUP would expire one year after the issue date of the firing range Certificate of Occupancy.

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Vice Chairman Wildermuth said the other condition would be no outdoor maintenance allowed from 12:00 a.m. until 6:00 p.m., 7 days a week.

Mr. Capelle asked if there were any loud speakers outside and Mr. Hennies said no. They will have intercoms for the access gates and a paging system in the building itself.

Mr. Capelle moved to approve a Conditional Use Permit for the Willoughby Police Station, 37733 Euclid Ave., Willoughby, OH 44094 with the following conditions: 1) Hours of operation are 24 hours, 7 days a week for police department, 2) No outdoor maintenance allowed from 12:00 a.m. until 6:00 a.m., 7 days a week, 3) Dumpster(s) must be enclosed/screened, 4) Firing Range hours are 24 hours, 7 days a week, 5) This CUP expires one year after the issue date of the firing range Certificate of Occupancy and Mr. Cook seconded:

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

Motion Carried: APPROVED

Willoughby Police Station
37733 Euclid Ave.
(Rep.-Brian Hennies, Richard L. Bowen & Associates)

**Development Plan/EAS#11-8-24
for the renovation of existing bldg. &
an addition of a jail & shooting range**

Mr. Hennies of Richard L. Bowen & Associates, agent for the Willoughby Police Station is representing the Development Plan/EAS#11-8-24 for a public safety facility.

Mr. Kary addressed the EAS.

- **Stormwater:** Underground stormwater detention will be added to site to allow the water to slowly release into the ground.
- **Traffic:** None cited from PD & FD, no different than from previous location.
- **FD & PD:** None cited
- **Noise, water, air pollution:** None, CUP will address noise.
- **Impact on schools:** None
- **Hazardous waste:** Waste products from firing range and building will be appropriately disposed of.
- **Timeline:** Begin: Winter 2024 or Early spring 2025 Complete: 2026

Mr. Hennies said the storm water management is an E.P.A. requirement. While they are increasing the amount of impervious surfaces and creating more storm water run-off, it will not go into the sewer systems but into the underground tank in the rear of the property where it will be treated and slowly released into the ground. The site does not currently have a system, so this will accommodate the entire site.

Vice Chairman Wildermuth said they will now address the Development Plan. He said they discussed quite a bit of items during the CUP discussion because a lot of the items are similar.

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Mr. Kary said they discussed moving the impound lot back to its original location and going back to the Design Review Board (DRB) for approval. This commission can send a letter of recommendation to the DRB supporting this item. He asked if the impound lot, being located next to the firing range, inhibits any functions of the range. Mr. Hennies said not for personnel entering the facility, but more for maintenance vehicles, swat trucks etc. and may cause issues because it will be a congested area. This issue was not discussed with DRB at that time but was discussed with the police department after the DRB meeting. Mr. Hennies said they will screen the impound lot with solid fencing and landscaping. Chief Schultz said all of the mechanical items will be at the back end of the range. He said the officers will be shooting into a mound of rubber pellets. There will be a company that services the building and removes the pellets etc. and they need to get their machines and trucks to the back end so they need to keep this area clear.

Mr. Capelle asked how they envision pedestrians accessing this building from Euclid Ave. Mr. Hennies said they would enter off Grove Ave. as they have done in the past. There will be an A.D.A. path as a part of their civil drawings and will connect to the existing sidewalk.

Mr. Cook asked what the square footage was of this facility. Mr. Hennies said the existing building is 31,554 sq. ft., the jail is 4,241 sq. ft., the range is 3,952 sq. ft. for a total of 39,747 sq. ft.


Mr. Kary said he would like to see a variety of textures and colors for the landscaping for the plaza wall. Mr. Hennies said the landscaping is being done by the city, so they are not specifying plantings. The renderings are a conceptual image of what it could be.

Mr. Capelle moved to approve the Development Plan/EAS#11-8-24 for the Willoughby Police Station, 37733 Euclid Ave., Willoughby, OH 44094 with the stipulations that A.D.A. access from the right-of-way to the building is added to the plan and more color and texture is added to the landscaping for the plaza wall and Mr. Cook seconded.

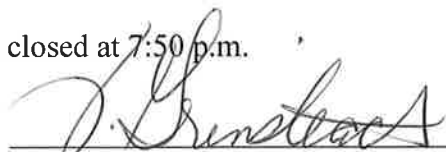
ROLL CALL: Yeas: Ben Capelle; K. Kary; J. Cook; Vice Chairman Wildermuth
 Absent: Steve Norris, Chairman
 Nays: None

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:50 p.m.



Mike Wildermuth, Vice Chairman



Vicki Grinstead, Secretary