

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
JULY 25, 2024  
REGULAR MEETING  
MINUTES**

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

**Chairman Norris called the regular in-person meeting to order at 7:00 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**June 27, 2024**

Mr. Kary moved to approve the Planning Commission Public Hearing Meeting Minutes for June 27, 2024 as submitted and Mr. Cook seconded.

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

**Motion Carried:     APPROVED**

**Regular Meeting Minutes**

**June 27, 2024**

Mr. Cook moved to approve the Planning Commission Regular Meeting Minutes for June 27, 2024 as submitted and Mr. Kary seconded.

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

**Motion Carried:     APPROVED**

**OLD BUSINESS**

**Williams Glen**  
Hodgson Rd./PPN#24-B-0-00-004-0  
(Rep.- Joseph Conti, Owner)

**Development Plan/EAS#15-10-23(b),  
Major Subdivision & Preliminary Plat  
for 12 homes**

Mr. Conti, 2760 Loreto Dr., Willoughby Hills, OH 44094 is representing the Development Plan/EAS#15-10-23(b) for a major subdivision and preliminary plat for 12 homes deemed Williams Glen.

**City of Willoughby  
Planning Commission  
Minutes  
July 25, 2024**

Mr. Cook moved to untable the Development Plan/EAS#15-10-23(b), Major Subdivision & Preliminary Plat for Williams Glen, Hodgson Rd./ PPN#24-B-0-00-004-0, Willoughby, OH 44094 and Mr. Kary seconded.

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

**Motion Carried:     UNTABLED**

Chairman Norris asked Mr. Conti if he would like to proceed with only three of the five members present this evening and Mr. Conti wished to proceed.

Mr. Conti, 2760 Loreto Dr., Willoughby Hills, OH 44094, said he is the owner of this parcel.

Chairman Norris said he was informed that the city is waiting for approvals on this project. Ms. Landgraf, Esq. said the city engineer has not yet verified whether there are tie ins or access for tie ins. Mr. Conti said that will be part of the TIF. Mr. Thielman was making a draft of the proposal for the TIF but has not yet completed it. Mr. Conti said Mr. Thielman needed the accurate cost of the storm sewer line that will tie in to Lost Nation Rd. Polaris Engineering and Surveying has been out to mark the property. He said in the meeting with the Mayor it was a forgone conclusion that they have to run these sewers with a TIF and it is now just a matter of the paperwork to obtain City Council's approval.

Chairman Norris said then does this mean the storm water plans are not in yet and Mr. Conti said no. Mr. Conti said they are just asking for the preliminary plan approval. Chairman Norris said without the necessary storm water plans submitted, and without the city engineer's approval, it is the city's law director's position that the commission should not approve this. Mr. Conti said he was not informed by the law department of this and is frustrated by the delay.

Mr. Kary said he has been involved in all the meetings and he was not informed until late today there was a recommendation not to approve this until the storm water plans were submitted. They understand the process of the TIF and how Mr. Conti and the city are working together to make this happen so that the storm water exits to the appropriate location. Mr. Conti said at the last meeting no one said he could not move forward without these plans, but now there is an issue, and if he knew, he would not be here this evening. Chairman Norris apologized to Mr. Conti for the lack of communication. He suggested Mr. Conti contact Mr. Lannon and get the storm water plans in before the next meeting so they can approve this plan.

Mr. Cook moved to table the Development Plan/EAS#15-10-23(b), Major Subdivision & Preliminary Plat for Williams Glen, Hodgson Rd./ PPN#24-B-0-00-004-0, Willoughby, OH 44094 and Mr. Kary seconded.

**City of Willoughby  
Planning Commission  
Minutes  
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ROLL CALL:           Yeas:     J. Cook; K. Kary; S. Norris, Chairman  
                          Absent:  Ben Capelle; M. Wildermuth  
                          Nays:    None

**Motion Carried:     TABLED**

*These items remain tabled. There was no one present to represent these applications. Mr. Kary suggested the commission wait for one more meeting to hear from the applicant.*

**Lacreme Event Studio**  
1356 Lost Nation Rd.  
(Rep.- Kenyata Thomas, Owner)

**Development Plan/EAS#8-4-24  
for an event studio**

**Lacreme Event Studio**  
1356 Lost Nation Rd.  
(Rep.- Kenyata Thomas, Owner)

**Conditional Use Permit for an  
event studio**

**NEW BUSINESS**

**None**

**DISCUSSION**

**Townhomes**  
32801 Euclid Ave./PPN#27A0100000160  
(Rep.- Jacob Shields, Grey Fox Capital Ltd.)

**Rezone from Retail Business  
to Residential Multi-Family Low-  
Rise for 30 townhomes**

Mr. Shields of Grey Fox Capital, 6161 Oak Tree Blvd./Suite 200, Independence, OH 44131 said they are a developer focused mainly on residential, mixed use and commercial developments. He gave a bit of background on his company and the financial institution they work with. They have completed projects in the Willoughby area such as Aldi's, Chagrin Mill Farms, and the Hamlet apartments, as well as a others in the surrounding areas.

They are proposing to build thirty, for sale, townhomes on a 3-acre parcel that has been undeveloped for quite some time. They estimate an eight million dollar private investment for this project. They are asking to rezone this parcel from Retail Business to Residential Multi-Family Low-Rise. They believe this is consistent with the single family and townhomes to the south, and north is commercial, and referred to the renderings provided. He said the townhomes will be approximately 1,500 sq. ft. and will be two stories with a basement. They have not chosen a builder at this point. The layout provided, they believe, makes the most sense for the emergency services. They also provided a trip generation study that shows, at peak hours, thirty-three trips. The price point for these townhomes will be in the mid \$200,000 range. The project may also require some variances for density and side setbacks. The project cannot move forward if it is not a thirty unit development. They will buffer the project with

plenty of landscaping to help buffer the residents from the commercial properties to the north and west. They will install private roads that will be 26' wide with a 4' sidewalk which will be maintained by the H.O.A. He would like input from the commission on the project.

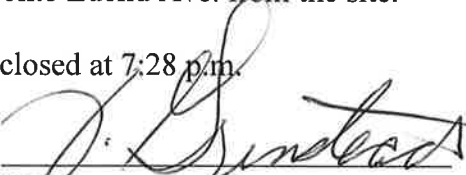
Mr. Kary said the city ordinance allows twenty-four townhomes, but they would be asking for thirty. He said the more landscaping the better for this development and Mr. Shields agreed. Mr. Kary is the council liaison on Planning Commission and he has spoken to city council members about this project. He has also spoken with Ward Councilman Carr and he is in favor of this project. Mr. Kary asked if these will have single or double garages. Mr. Shields said he believes double but it will depend on a market analysis of the needs for the area. Mr. Kary said aesthetically, from the ariel view provided, he would like to see a median strip between units, with landscaping on the median strip. Mr. Shields said they were also considering a variance from the front setback to allow for more buffering.

Chairman Norris said he does not have a direction either way. He said this does provide middle housing which is needed for first time home buyers at this price point. He suggested Mr. Shields speak with the Mayor and Economic Director to get their opinion on whether the city needs more retail or is this a good option for a parcel that has gone undeveloped for some time. Mr. Shields said he has done this and the administration is in support of this project.

Chairman Norris said he agrees with Mr. Kary's comments and if he can construct less units or whatever the minimum is they could construct and still provide the most green space, that would be preferable. He agrees landscaping will be key to this project. He also suggested, in the planning stages, they may want to provide egress from the site with dedicated left and right turn lanes onto Euclid Ave. from the site.

There being no further business the regular meeting closed at 7:28 p.m.

  
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Steve Norris, Chairman

  
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Vicki Grinstead, Secretary