

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
AUGUST 22, 2024  
REGULAR MEETING  
MINUTES**

**PRESENT:** Jim Cook; Ben Capelle; M. Wildermuth; K. Kary; S. Norris, Chairman  
**ABSENT:** None  
**OTHERS:** Mike Lucas, Law Director; Tim Lannon, City Engineer;  
Darryl Keller, Chief Bldg. & Zoning Official; Vicki Grinstead, Secretary

**Chairman Norris called the regular in-person meeting to order at 7:07 p.m.**

**MINUTES**

**Regular Meeting Minutes**

**August 8, 2024**

Mr. Wildermuth moved to approve the Planning Commission Regular Meeting Minutes for August 8, 2024 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**

**OLD BUSINESS**

None

**NEW BUSINESS**

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

**Rezone/EAS#10-7-24(a) from Retail  
Business to Residential Multi-  
Family Low-Rise for 30  
townhomes**

Mr. Shields of Grey Fox Capital Ltd., 6161 Oak Tree Blvd./Suite #250, Independence, OH 44131 is representing the Rezone/EAS#10-7-24(a) request from Retail Business to Residential Multi-Family Low Rise for 30 townhomes.

Mr. Shields gave some background of his company and mentioned the finance company they work with. The site is a bit over three acres and is currently zoned Retail Business. They are proposing to change the zoning to Residential Multi-Family Low Rise (R-MF-L) which designates density, not height. There are height restrictions

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per the zoning code which would allow them to construct a 2-story product. The site has been vacant for quite some time and is surrounded by storage to the north and west, and single family lots and businesses to the east. There are townhomes, multi-family apartments and single family homes to the south and are zoned R-MF-L and feel these would be a nice fit for this location. This would be a good product for first time home buyers or people looking to down size. The site plan presented is generic and they are currently working on a more sophisticated site plan, which would be submitted after approval by City Council.

Mr. Shields said they would like to construct thirty townhomes that will be approximately 1,500 sq. ft. each with an attached 2-car garage and private driveways. They will have private roads and a homeowners association (H.O.A.). They currently show an additional six parking spaces and will have a mailbox kiosk. He said considering the surroundings they would like to provide as much landscaping/buffering as possible. He said they may require variances and will have to go before the Board of Zoning Appeals (BZA). They are open to any suggestions the city may offer. He said this a small project and varied changes to the project could cause them to withdraw the deal. The for sale 2-story fee simple townhomes would sell for between \$250,000-\$300,000. He said they are for sale but this would not prohibit someone from buying these homes and renting them out. The common area and landscaping would be maintained by the H.O.A. Mr. Kary said it would be favorable to have these owner occupied and to put in the details of the H.O.A. documents that these cannot be rented. Mr. Shields agreed and would make note of it.

Mr. Kary addressed the EAS.

- **Stormwater:** Retention on site plans. The water will exit the site via a water shed that crosses northeast corner of the property.
- **Traffic:** Per city engineer, no concerns based on similar sites in the area with no signalized intersection. Applicant provided a traffic volume count which is fine for rezoning.
- **Sidewalks:** Must be provided on interior of the site and along Euclid Ave.
- **FD & PD:** PD, no concerns. FD, no concerns but increased demands.
- **Noise, water, air pollution:** No concerns.
- **Impact on schools:** None-Wickliffe schools.
- **Hazardous waste:** No concerns
- **Timeline:** Begin: Summer/Fall 2025, Complete: End of 2026

Mr. Wildermuth asked how many total units are there. Mr. Shields said the zoning allows 24 but they are asking to construct 30 because 24 would not be enough to make it financially feasible and they may have to reconsider the project.

Chairman Norris read favorable comments from the Economic Development Director Tom Thielman and Mayor Fiala for the rezone of this parcel. He explained that R-MF-L is a designation of density for residential development within the city and only within this designation can townhomes be constructed. Mr. Wildermuth said townhomes can be two or three stories and can be attached together in groups of two to six.

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Mr. Kary wanted to reiterate that these being owner occupied is critical to this project and the approval of City Council. City Council has been sensitive to rezoning property within the city. Mr. Shields said he would state in front of City Council that these would not be rented and this would be made a condition in the H.O.A. documents for this development.

Chairman Norris said this type of middle housing is what the city is missing and would be preferable for first time home buyers or people looking to down size.


Mr. Wildermuth said this rezoning request is consistent with the zoning to the south and east and is not spot zoning and the administration is also in favor of this request.


Mr. Capelle moved to approve and recommends to City Council the Rezone/EAS#10-7-24(a) request from Retail Business to Residential Multi-Family Low Rise for 30 townhomes for the property located at 32801 Euclid Ave./PPN#27A0100000160 and Mr. Cook seconded.

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

**Motion Carried:     APPROVED**

There being no further business the regular meeting closed at 7:33 p.m.

  
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Steve Norris, Chairman

  
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Vicki Grinstead, Secretary