

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
SEPTEMBER 26, 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 7:06 p.m.**

**MINUTES**

**Public Hearing Meeting Minutes**

**August 22, 2024**

Mr. Wildermuth moved to approve the Planning Commission Public Hearing Meeting Minutes for August 22, 2024 as submitted and Mr. Capelle seconded.

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

**Motion Carried:     APPROVED**

**Regular Meeting Minutes**

**August 22, 2024**

Mr. Cook moved to approve the Planning Commission Regular Meeting Minutes for August 22, 2024 as submitted and Mr. Wildermuth seconded.

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

**Motion Carried:     APPROVED**

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Kirtland Tudor Estates Ltd.**  
Stillman Lane/Tudor Dr.  
(Rep.- Mike Ross, Paratto Ross Real Estate)

**Lot split/PPN#21-A-022-0-00-029-0  
1 parcel creating 5 parcels**

Mr. Ross of Paratto Ross Real Estate is representing the lot split for 1 parcel creating 5 parcels for Kirtland Tudor Estates Ltd., Stillman Lane/Tudor Dr./PPN#21-A-022-0-00-029-0, Willoughby, OH 44094.

Mr. Ross said the board had previously discussed and approved this lot split but there was an error with parcel “D” which was created because they had to remove the condo land. The developer elected to give a portion of the land he controlled to the H.O.A. as an exchange. This information was not on his previous application because at that time it was not discussed, however, in future discussions it was decided to do the exchange. The legal descriptions for parcels A, B and C have not changed. The new legal description for parcel “D” added language stating this parcel would be combined with the parcel deemed Kirtland Tudor Estates Condominium Phase I Volume 58, Page 5, Lake County Plat Records, which is condo land, essentially creating four parcels after the combination.

Mr. Capelle asked if these parcels were for single family homes. Mr. Ross said it is zoned R-MF-L but the intention of these lots are for homes. Chairman Norris asked if there is access to Parcel “D”. Mr. Ross said no, it will be combined with the aforementioned parcel (Volume 58, Page 5). Chairman Norris said do you intend to build on this and Mr. Ross said no, it is a hillside. This parcel is directly behind the four condos already there, so this solidifies no one will build behind them and they will retain control of the land.

Mr. Lannon said the consolidation of this parcel is critical to the process due to the landlocked issue. Ms. Landgraf said this is also in the legal description but the board can also add it to the motion.


Mr. Capelle moved to approve the lot split for Kirtland Tudor Estates Ltd., Stillman Lane/Tudor Dr./PPN#21-A-022-0-00-029-0, Willoughby, OH 44094 creating five parcels with the condition that Parcel “D” is combined with the parcel deemed Kirtland Tudor Estates Condominium Phase I Volume 58, Page 5, Lake County Plat Records and Mr. Kary seconded.

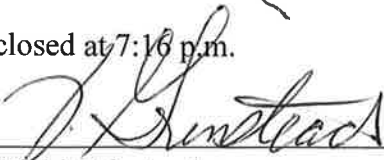
ROLL CALL:           Yeas:    M. Wildermuth; J. Cook; Ben Capelle; K. Kary; S. Norris, Chairman  
                              Absent:  None  
                              Nays:   None

**Motion Carried:    APPROVED**

**City of Willoughby  
Planning Commission  
Minutes  
September 26, 2024**

There being no further business the regular meeting closed at 7:16 p.m.

  
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Steve Norris, Chairman

  
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Vicki Grinstead, Secretary