

**PLANNING COMMISSION  
CITY OF WILLOUGHBY  
FEBRUARY 27, 2025  
REGULAR MEETING  
MINUTES**

**PRESENT:** K. Kary; J. Cook; Ben Capelle; M. Wildermuth; S. Norris, Chairman  
**ABSENT:** Tim Lannon, City Engineer  
**OTHERS:** Mike Lucas, Law Director; Darryl Keller, 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**

**February 20, 2025**

Mr. Wildermuth moved to approve the Planning Commission Public Hearing Meeting Minutes for February 20, 2025 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**

**Regular Meeting Minutes**

**February 20, 2025**

Mr. Capelle moved to approve the Planning Commission Regular Meeting Minutes for February 20, 2025 as submitted 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**

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Former Union High School**  
Public Square  
(Rep.-Kevin Hoffman, Polaris Engineering & Surveying)

**Lot split/1 lot into 2 for  
PPN#27-A-029-0-00-006-0**

Mr. Hoffman of Polaris Engineering, 34600 Chardon Rd., Willoughby Hills, OH 44094 is representing the lot split for the former Union High School.

Mr. Hoffman said the Planning Commission had viewed this presentation previously but he will be presenting a new development plan this month. The C2 parcel will remain a separate parcel is tied to the apartment building because of the historical tax credits. He said for now this will just be a parking area. He said there was some concern there would not be enough parking for the apartments but this has improved that situation. The new plan that has been submitted will have, based on the code's definition, nine fee simple single family homes and not townhomes. George Davis of Probuilt Homes will be the builder of these homes on the C1 portion of the site plan.

Chairman Norris said he is worried there will be less of a unified theme for these homes then the previously approved townhomes and there were strict guidelines to be followed. Mr. Keller said this is common to change a plan and gave an example. Mr. Hoffman said these are site improvements; the Design Review Board must approve each home. There will be nine homes instead of the original 18 previously proposed units.

Mr. Capelle moved to approve the application for a lot split to split one lot into two for the Former Union High School, Public Sq./PPN#27-A-029-0-00-006-0, Willoughby, OH 44094 and Mr. Cook seconded.

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

**Motion Carried:    APPROVED**

**Lake Development Authority**  
1825 Lost Nation Rd./PPN#27-B-054-0-00-012-0  
(Rep.- Andrew Torowski, Verdantas &  
Patrick Mohorcic, Lake Development Authority)

**Development Plan/EAS#3-1-25  
for an airport terminal**

Mr. Torowski of Verdantas, 8150 Sterling Court, Mentor, OH 44060 & Patrick Mohorcic of Lake Development Authority, 105 Main St./B501, Painesville, OH 44077 are representing this Development Plan/EAS#3-1-25 for an airport terminal.

Mr. Kary addressed the EAS. This project is for a two-story, 5,250 sq. ft. airport terminal.

- Stormwater: Will provide underground detention.
- WPCC- no concerns cited.

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- Traffic- no concerns cited. See FD/PD comments. One drive will remain for authorized vehicles only and will have signage at two points on the north and south edges of the curb cuts and the other will be new driveway to the north leading to the parking lot.
- FD & PD- Per Ingress/Egress meeting 2/27/25- Will keep existing drive off Lost Nation and remove/move approximately six parking spaces to widen for emergency apparatus. They will add pavement markings (stripes w/signage) and add signage for ER vehicles only. They will also add signage at the entrance to the Lost Nation Dr. entrance for ER vehicles only or the possibility of a gate. Designated parking space for WPD.
- Noise, water, air pollution- no concerns
- No impact on schools
- Hazardous waste: no concerns
- Timeline: Start: When permits are obtained from city. Complete: End of 2025

Chairman Norris addressed the Development Plan. Mr. Torowski said this building will have a lot of glass to take advantage of the views of the taxiways. You will enter the facility from the southwest portion of the building where there is an information center and a waiting area in the rear. The building is comprised of aluminum composite panels, and a curtain wall system with black mullions and gray glass (showed samples to the board). The building will also be encased in brick on the north, west and east sides with the exception of the rear which is all glass with a second-story observation deck by the offices.

Mr. Kary asked if they have a new rendering of the driveways discussed at Ingress/Egress this morning. Mr. Torowski said he did not have time to get it done for this meeting. Mr. Kary was concerned about the parking and landscaping. Mr. Torowski said they are speculating they would be losing 2-6 parking spaces. He showed the board where they would be adding striping for the emergency vehicles. They will still have parking on both sides of the utility driveway. The south point will remain the same because of the runway protection zone. Mr. Kary requested that they add plantings along the Lost Nation on the south side of the parking area.

Mr. Mohorcic said they would be happy to but would have to discuss it with the county. Mr. Kary said they have had developers build on airport property and have not completed their projects for landscaping that were approved as part of a whole development plan. Mr. Mohorcic said this is up to the private property owner and not the Lake Development Authority and has no jurisdiction. Mr. Kary will have Mr. Keller send a letter. He also asked if the county would fix the benches that are in disrepair and maintain the landscaping which were both installed by them. Mr. Mohorcic said he will make sure it is taken care of. The county has put a significant amount of money into the airport and hopes to improve it and alleviate some of these concerns.

Mr. Kary asked Mr. Keller about the comments in the Staff Report regarding landscaping. Mr. Keller said Mrs. Brooks comments were the landscaping was sparse. If the plan is changing, then the landscaping requirements are up to the commission. Chairman Norris said since the plan is changing with the Ingress/Egress, then they can shift that proposed landscaping from the western bed to the south of the parking lot near Lost Nation Rd. and have it match the rest of the western landscaping. Mr. Mohorcic said he has to get permission from the county. Mr. Capelle said if it is made a requirement then it has to be done. Chairman Norris was concerned about the size of the serviceberry tree but Mr. Torowski said these trees are designed to not be tall. Chairman Norris said the western entrance way of the terminal building is flush with plantings so if they need to move some of those plantings to use on that southern parking lot bed, it would be acceptable. He does not believe the county needs to provide additional plantings but can utilize what is existing and reallocate them to the southern bed.

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Chairman Norris said to reiterate they can reallocate the existing landscaping on the landscape plan to make sure the southern side of the parking lot should have similar landscape screening as the western side of the parking lot.

Mr. Torowski said the brick is a textured brick called garnet with a similar grout. The roof on the building will be a matte Regal Blue finish. The metal panels will be Brilliant Silver (plan says Dove Gray) but have since changed the color. The columns will be clad with Brilliant Silver as well. The building glaze will be a gray and the glass will be tinted gray.

Mr. Capelle said they need pedestrian access to the street for A.D.A. accessibility. Chairman Norris said the sidewalk accessibility for pedestrian access to the street would be a contingency of approval.

Chairman Norris said there are 34 parking spaces and they could possibly lose 6 so that leaves them with 28. Mr. Keller said there are no code requirements for the airport district for parking, so it is up to the applicant what their use is. Mr. Mohorcic said they anticipate utilizing approximately 10-15 parking spaces daily and there is additional parking on Jet Center. He said over the next ten years they anticipate a total increase of 10-20% of additional flights (or 2-4 flights a day). Chairman Norris said he would estimate, for the future, they would need 4 parking spots per flight.

Mr. Mohorcic said they will also be installing a nice pilots lounge. They will also have a separate parking space for the Willoughby Assistant Police Chief. Willoughby PD has a requirement to have a satellite office north of the railroad tracks for security purposes. They will have key card access to the facility and security cameras.

Chairman Norris asked how the fence will be installed where the sidewalk is located on the southern side of the proposed terminal. Mr. Torowski said there is a black ornamental mesh style 10' fence that has a gate with a security pad that will abut the 10' existing chain link fence. There was a brief discussion on lighting, an EV charger and suggestion of the installation of a flag pole in the parking lot or on the building.

Chairman Norris said there is a contingency for this approval for the upcoming lot split at the next Planning Commission meeting on March 13, 2025 for PPN#27-B-054-0-00-012-0, 27-B-052-0-00-003-0 & 27-B-052-0-00-012-0). He said the other two conditions are to reallocate the landscaping to create a southern buffer along the parking lot to mirror the western landscaping, and the addition of an A.D.A. compliant pedestrian access to the sidewalk on Lost Nation Rd.

Mr. Wildermuth moved to approve the application for a Development Plan/EAS#3-1-25 for Lake Development Authority, 1825 Lost Nation Rd./PPN#27-B-054-0-00-012-0, Willoughby, OH 44094 for a new airport terminal contingent upon the Planning Commission approval of the lot split and consolidation at the March 13, 2025 for meeting and subject to the following conditions: reallocate the landscaping to create a southern buffer along the parking lot to mirror the western landscaping, and the addition of an A.D.A. compliant pedestrian access to the sidewalk on Lost Nation Rd. and Mr. Capelle seconded.


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

**Motion Carried:    APPROVED**

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There being no further business the regular meeting closed at 8:08 p.m.

  
Steve Norris, Chairman

  
Vicki Grinstead, Secretary