

**PLANNING COMMISSION
CITY OF WILLOUGHBY
JUNE 26, 2025
REGULAR MEETING
MINUTES**

PRESENT: K. Kary; J. Cook; Ben Capelle; S. Norris, Chairman
ABSENT: M. Wildermuth; Mike Lucas, Law Director
OTHERS: Darryl Keller, Chief Bldg. & Zoning Official;
Tim Lannon, City Engineer; Vicki Grinstead, Secretary

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

MINUTES

Regular Meeting Minutes

June 12, 2025

Mr. Capelle moved to approve the Planning Commission Regular Meeting Minutes for June 12, 2025 as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

OLD BUSINESS

This item remains tabled per the applicant's request

McKinley Community Outreach Center, Inc.
Windemere Village
Windemere Avenue
(Rep. Steve Jennings)

**Major Subdivision Preliminary Plat/
Development Plan/EAS #13-5-25**

NEW BUSINESS

Porscha's Heart to Heart Homecare LLC
38765-69 Lakeshore Blvd.
(Rep. Porscha Lusk., Owner)

**Conditional Use Permit
C.O. 1141.03(6)(e) Adult Daycare Facility**

Ms. Lusk., Owner is representing the Conditional Use Permit (CUP) for an adult daycare.

Ms. Lusk said there will not be too much of a change from what it is already. The fire department will be doing the required inspections etc. There will be no construction.

Ms. Lusk said the hours of operation of the facility will be from 9:00 a.m. until 4:00 p.m., . She said there may be a clean up crew in the evening, so they would request to be closed to by 8:00 p.m. She said the earliest someone

**City of Willoughby
Planning Commission
Regular Meeting Minutes
June 26, 2025**

would be in the facility would be 8:00 a.m. She said there will be a cleaning crew there on the weekends. Chairman Norris said they will put the hours of operation as 8:00 a.m. until 8:00 p.m., 7 days a week. He asked if they plan to have outdoor music. She said they may have live or prerecorded music once a year in the summer time. Chairman Norris said this would have to remain at a conversational level. Mr. Keller said there is no permitted use for outdoor activities for this type of facility. He said he would recommend they set a condition that all activities remain indoors, however, she could submit a permit to the Building Department for the music. They will review it and there should be no issues.

Ms. Lusk said she is in the process of obtaining a dumpster. Chairman Norris said the dumpster must be enclosed. She said there is an enclosure with a gate. Chairman Norris asked if she plans on doing any power washing or cleaning outdoors. She said yes, sometime. He said they will set a condition that no outdoor maintenance will be allowed from 12:00 a.m. until 6:00 a.m., 7 days a week.

Ms. Lusk asked what the letter of opposition consisted of. Chairman Norris said that resident wanted to make sure the clients would be in a secure environment and could not wander away. Ms. Lusk said these are alert and oriented clients and she will have staff supervising them. Mr. Keller said the email is a public record and he or Mrs. Grinstead could forward it to her via email.

Mr. Kary said if she wished to amend her Conditional Use Permit in the future she could reapply to come back before the board. Ms. Lusk wanted to amend her hours of operation to 6:00 a.m. until 8:00 p.m.

Mr. Cook moved to approve the application for a Conditional Use Permit for an adult day care for Porscha's Heart to Heart Homecare LLC, 38765-69 Lakeshore Blvd., Willoughby, OH 44094 with the following conditions: 1) Hours of operation are 6:00 a.m. to 8:00 p.m., 7 days a week 2) Dumpster must be enclosed, 3) No outdoor activities permitted, 4) No outdoor maintenance allowed from 12:00 a.m. until 6:00 a.m., 7 days a week, and Mr. Capelle seconded.

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

Motion Carried: APPROVED

Porscha's Heart to Heart Homecare LLC
38765-69 Lakeshore Blvd.
(Rep. Porscha Lusk., Owner)

Development Plan/EAS#12-5-25

Ms. Lusk., Owner is representing the Development Plan/EAS#12-5-25 for an adult daycare facility.

Chairman Norris apologized and said he forgot to mention earlier that the board only has four of the five members present this evening and she needs three votes in favor of her application. He said if she would like to table for a full board she may do so. Ms. Lusk wished to proceed.

Mr. Kary addressed the EAS.

**City of Willoughby
Planning Commission
Regular Meeting Minutes
June 26, 2025**

Mr. Kary said there are two addresses listed on the application, which means there are two parcels and asked if she is purchasing both parcels. Ms. Lusk said yes but it is one building with two addresses. He said one parcel encompasses the parking lot to the west and the building and the other parcel encompasses the parking lot to the east. He asked if she will be utilizing both lots and she said yes. She said one side will be for her existing business Porscha's Heart to Heart Homecare and the other would be the adult day center.

Mr. Kary said he visited the site and received some comments from the directors and they are concerned the stormwater detention basin needs to be cleaned out so it can function properly. Mr. Lannon said this may fall to the property owner and not this applicant. He does not have previous records from this development and associated retention so there should be a maintenance agreement and inspection schedule that need to be submitted. Mr. Kary suggested Ms. Lusk speak to the seller and have him handle these items before purchasing the property.

- Stormwater- Stormwater basin needs cleaned out. Maintenance agreement and inspection schedule need to be submitted.
- Traffic- No issues cited.
- FD & PD-No concerns.
- No impact on schools.
- Hazardous waste: Outside company to handle waste.
- Miscellaneous: Recommend consolidation of parcels or easement should be required across parcels for utilities and stormwater.
- Noise, water, air pollution: No concerns
- Timeline: Start: Fall of 2025, No completion date because there is no construction.

Mr. Kary informed the applicant that she would have to appear in front of City Council for the EAS on July 8, 2025.

Chairman Norris asked if the parking meets the code requirements and Mr. Keller said yes. Mr. Lannon said the two parcels on their own do not meet zoning so these parcels need to be consolidated and can be done at the County. Mr. Kary suggested the current owner consolidate these so when Ms. Lusk purchases the property she purchases one parcel instead of two. The other option can be an easement.

Chairman Norris addressed the Development Plan.

Mr. Keller said this business meets the zoning requirements. There are very few requirements for this use and he cited an example.

Mr. Kary asked how many clients she would take on. Ms. Lusk said a maximum of twenty clients with approximately five caregivers. She said some clients could be there four hours and some a full eight hours. She has to comply with all state regulations. Mr. Capelle noted there are sidewalks. Chairman Norris asked where the client would enter and Ms. Luck said the clients would enter at the east back door.

Chairman Norris asked if the landscaping around the monument sign would remain the same and Ms. Lusk said yes. Mr. Kary suggested they clean out the bed and add some mulch around the base of the sign. Chairman Norris

**City of Willoughby
Planning Commission
Regular Meeting Minutes
June 26, 2025**

suggested adding some grasses or some type of plantings to shield the parking area from the street, but it is not a requirement.

Mr. Capelle moved to approve the Development Plan/EAS#12-5-25 for Porscha's Heart to Heart Homecare LLC, 38765-69 Lakeshore Blvd., Willoughby, OH 44094 for an adult daycare facility as submitted and Mr. Cook seconded.

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

Motion Carried: APPROVED

DISCUSSION

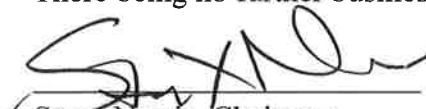
Probuilt Homes/Goryance LLC
4317 Center Street
(Rep.- George Davis, Probuilt Homes)

**Discussion – Rezone Residential
Multi-Family to Downtown Business**

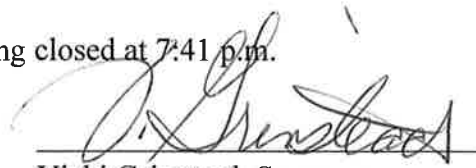
Mr. Davis of Probuilt Homes, 9134 Tyler Blvd., Mentor, OH 44060 is here to discuss a rezone. He said they built the townhomes behind ThenDesign and then constructed a private drive for seven ranch style townhomes. He is selling out of most of these homes and while doing so he met Mr. Goryance next door that owns this parcel they are looking to rezone. They discussed adding his property to the Enclave as Phase II. It will benefit him as well as the residents of the Enclave. They will consolidate the traffic to the one private drive rather than having an alley or driveway on Mr. Goryance's parcel. It will allow them to tie in to the new storm sewer and improvements. It will help spread out the cost and the maintenance of the private drive, so it will spread out amongst eleven residents instead of seven. He said they received a variance through Board of Zoning Appeals for a side yard setback. Now they wish to rezone the property from Multi-Family Low Rise to Downtown Business, which is the same zoning classification as the Enclave and townhomes. There will be eleven townhomes in total.

Mr. Keller has no concerns and said it makes sense. Mr. Kary suggested Mr. Davis have all the information for City Council because they have voted down quite a bit of rezoning requests, but this one makes sense to him. Mr. Davis said they met with the administration and they were supportive. There were no other questions or concerns.

There being no further business the regular meeting closed at 7:41 p.m.



Steve Norris, Chairman



Vicki Grinstead, Secretary