

**ZONING BOARD OF APPEALS  
CITY OF WILLOUGHBY  
PUBLIC HEARING  
AGENDA  
SEPTEMBER 9, 2026**

*If you wish to listen or watch only, download the Zoom App on your Smart Phone or Computer, and enter the meeting ID number or go to <https://zoom.us/join> and enter the meeting ID number 898 7921 2761. To listen only, please dial 1-312-626-6799 or 1-929-205-6099 and enter meeting ID number 898 7921 2761. Anyone wishing to send correspondence to the Board of Zoning Appeals to be read into record, please email to the secretary, Vicki Grinstead at [vgrinstead@willoughbyohio.com](mailto:vgrinstead@willoughbyohio.com). The cut-off date for letters to the Board is the day before each meeting by 4:30 p.m.*

**MINUTES**

**August 12, 2026**

**OLD BUSINESS**

**Nicholas & Eileen Matteo**  
38245 Brighton Path

**Generator/side yd.**

The appeal of Nicholas & Eileen Matteo, 38245 Brighton Path, Willoughby, OH 44094 for **NOTICE OF NONCOMPLIANCE of C.O. 1131.06(b)(1)(2) Minimum Required Yards**, the minimum side yard setback is 5 feet with a total of both sides being 12 feet. The plans submitted indicate that the proposed generator would be set back 3 feet from the side lot line creating a deficit of 4 feet of the required 7 foot setback and therefore not permitted. The property is currently zoned Residential R-60.

**Olivia Queen**  
4423 Summit St.

**Short-term rental**

**NOTICE OF NONCOMPLIANCE of C.O. 1131.03 Schedule of Permitted Uses**, short term rental properties (transient) uses are not listed as permitted use in this district. The property is currently zoned Residential R-60 zone district.

**NEW BUSINESS**

**Vitalone Services, Inc.**  
PPN#27B0530000330/Lost Nation Rd.  
(Rep.- Nick Vitalone, Owner)

**Impound lot in L-I zone district**

**NOTICE OF NONCOMPLIANCE of C.O. 1145.03(d)(7) Storage/Distribution**; Storage of unlicensed vehicles, impound lots, auto repossessing is not a permitted use. The plans submitted indicate erecting a 15,000 sq. ft. building for towing, a limo and auto detailing business with a 4-acre impound lot. The property is currently zoned L-I, Light Industrial zone district.