



City of Willowick
PLANNING COMMISSION
Monday, November 14, 2022 at 7:30 PM
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance to the Flag**
3. **Roll Call**
4. **Approval of Minutes**

1. - September 16th, 2022

5. **Development & Plan Review Committee - Mr. Rising**
6. **Rules Committee – Mr. Rising**
7. **City Engineer’s Report – Mr. McLaughlin**
8. **Law Director’s Report – Ms. Landgraf**
9. **Architectural Review Board - Mr. Heckman**
10. **Community Reinvestment Area – Mr. Carden**
11. **Public Hearings**
12. **Public Portion**
13. **Remarks – Old Business**
 1. Discussion on Uniform Design Codes for the City of Willowick
14. **Remarks – New Business**
 1. Break Time, LLC located at 1269 E. 305th Street
15. **Adjournment**

CITY OF WILLOWICK, LAKE COUNTY
MINUTES & PROCEDURES OF A
PLANNING COMMISSION MEETING
Special Meeting

DATE: September 16th, 2022
PLACE: City Hall
TIME: 1:00 p.m.

The meeting was called to order by Mr. Carden at 1:00 p.m. and opened with the Pledge of Allegiance.

PRESENT WERE: Carden, Foisel, Hren and Houry
(Rising, Mohorcic and Heckman were absent)

Approval of Minutes

July 11th, 2022 meeting minutes were approved. Motion by Mr. Hren, second by Mr. Foisel Vote: All ayes. Motion carried.

Development & Plan Review Committee - Mr. Rising

There was no written report submitted and Mr. Rising was not present.

Rules Committee - Mr. Rising

There was no written report submitted and Mr. Rising was not present.

City Engineer's Report - Tim McLaughlin

There was no written report submitted and City Engineer was not present.

Law Director's Report

There was no written report submitted and Ms. Landgraf was not present.

Architectural Review Board - Mr. Heckman

Mr. Heckman was absent and no report provided.

Community Reinvestment Area (CRA) - Mr. Carden

Mr. Carden had no report tonight.

Public Portion

The public portion was open and closed with no one present.

Remarks - Old Business

There were none at this time.

Remarks - New Business - Jammin' for Jesus located at 30500 Bayridge Blvd at Shoregate Methodist Church

- Pastor Elgan Reynolds of Shoregate United Methodist Church was present at the meeting to provide information regarding the proposed event. He explained that the event is the same as last year where they will have songs, a bounce house, a magician, gospel groups providing music and free food. Mr. Carden went through the responses from our departments regarding safety. Police Chief Turner's response was to be aware of the noise ordinance in the city, Fire Chief Tennyson's response was that there is to be no cooking conducted under any tents or temporary structures which Pastor Elgin explained there would be no cooking under any structures. Chief Tennyson also indicated in his report to make sure there is a portable fire extinguisher in close proximity to the grill area, Pastor Elgin stated that he will make sure to have fire extinguishers very close. Service Director Shannon stated that he has no concerns on his end and Chief Brennan's report stated to make sure they obtain any permits needed from the Lake County Building Department and/or the Lake County Health Department.

Motion by Mr. Houry, Second by Mr. Carden approve of the Special Event of Jammin' for Jesus. Discussion: None. Vote: All ayes. Motion carried.

Adjournment

Motion by Mr. Hren, second by Mr. Houry, to adjourn the meeting. Discussion: None. Vote: All ayes. Motion carried.

The meeting adjourned at 1:09pm.

Mark Carden, Chairman

ATTEST:

Heather K. Boling, Building Secretary

The Prime Directive – Fundamental Goals for Design and Development

Create Places for People

Vibrant cities promote and develop places that always put people first. Willowick's places must be safe, comfortable, varied, attractive, and fun.

Enhance Access to the Lakefront

Lake Erie is the city's greatest asset. It provides recreation for our residents and enhancing pedestrian access to public spaces around the lakefront or incorporating it into designs is highly recommended.

Create Connections

Vibrant cities make it easy for people to navigate and connect to, from and within them. Willowick's connections will link its' attributes, amenities and public spaces physically and visually.

The Commercial Design Principles

The following five principles elaborate on the concepts, means and methods of development that will positively impact the physical realm of Willowick's commercial districts.

- _ Think Pedestrian First
- _ Lakefront Connectivity
- _ Continuity of Design
- _ Quality of Design

I. *Think Pedestrian First*

Willowick's commercial districts shall be designed and developed to provide for a safe and inviting pedestrian experience.

A comfortable, safe and attractive pedestrian experience is the key to the success of Willowick's commercial districts on Vine Street and Lakeshore Boulevard.. Buildings should be designed to promote walkability or rehabilitated to recapture the qualities of existing buildings and their original pedestrian orientation. The principle of Pedestrian First requires business entrances to engage the street and provide a clear entry sequence. Sidewalk areas should be wide enough to accommodate pedestrian activity while also allowing space for amenities such as landscaping, benches, transit waiting areas, and refuse containers.

Fundamental Concepts

Building Entrance on the Street Active Uses:

Dining, Retail, Business Consistent

Setbacks to sidewalk

Design Elements

- Windows at street level Encourage planters
- Appropriate scale signage (blade & pendant)
- No blank walls or blank windows
- Promote window displays
- Provide 4-season activity Inviting entrances
- No head-in parking
- Limit curb cuts & vehicle access
- Scale of buildings in context with adjacent buildings Lighted building facades
- Consistent Setbacks to Sidewalks
- Promote outdoor dining
- Transitions/connections to Lakefront Park
- Promote business and retail uses

II. Lakefront Connectivity

Willowick's greatest asset is Lakefront Park. It is our town center where thousands of residents visit every year. It is home to City Hall. Designs in the commercial districts should have some sort of Lakefront element involved.

Design Elements

- Boats along address signs
- Sidewalks that encourage traffic toward the park
- Beach themed designs

III. Quality of Design

Willowick's commercial districts shall have well designed buildings of high quality materials, thoughtful detailing and have the potential to be effectively reused.

Four-sided design is encouraged to utilize and make aesthetically pleasing all building elevations. Building rehabilitation and new construction shall include the appropriate high quality treatment of all visible elevations. The design, construction methods, and materials used in rehabilitation work should be appropriate to the period of construction of a building.

Fundamental Concepts

Building materials for new and rehabilitated structures should compliment and be compatible with existing historic buildings. Inappropriate building materials include stucco or EIFS, split face concrete masonry units, jumbo brick and vinyl siding. Design that is contextual and brings visual interest to the streetscape should be encouraged. The Secretary of the Interior's Standards for Rehabilitation shall be used to guide the rehabilitation of historic buildings. Demolition of historic buildings is discouraged.

Design Elements

- Maintain or reinstate bulkheads, storefronts, transoms, doors, windows, cornices and parapets. Maintain unused secondary door locations in storefronts.
- Maintain or reinstate original interior ceiling heights. Ceilings shall not be dropped in front of window openings or transoms. Where necessary, dropped ceilings shall be held off the storefront walls.
- Where appropriate, new construction and additions shall provide a transition, such as a setback or graduated height increase, to buffer visual effect and feeling when adjacent to an historic building.
- Appropriate, traditional, quality building materials shall be used for repair, rehabilitation and new construction.

BUILDING AND STRUCTURE DESIGN AND COLOR STANDARDS

- A. PURPOSE OF STANDARDS:** In order to protect property values, provide city character, and promote high quality non-residential development and redevelopment. The following commercial, office, and industrial building design standards are hereby established.
- B. STANDARDS FOR “C-2”, “C-3”, “C-3-A”, “C-4”, “C-5”, “C-6”, “MPD”, AND “MPD- A” COMMERCIAL ZONING DISTRICTS:**
- 1. GENERAL DESIGN STANDARDS** - All buildings and structures shall have an equal level of finish on all sides, and shall utilize no more than two (2) primary building materials, and no more than two (2) accent materials.
 - 2. COLOR SCHEMES** - Building colors shall be earth-tones (i.e.: browns and grays and variations of browns and grays. Examples include but are not limited to red brown, blue gray, ochre etc.) and bright, chromatic, colors will not be permitted. All structures shall utilize a single coordinated color scheme. The color scheme shall have one (1) predominant color and may utilize up to three (3) additional colors to accent, de-mark, or otherwise provide interest to the structure.
 - 3. ARCHITECTURAL FEATURES** - The use of long unbroken building facades shall be avoided. To this end exterior building walls facades shall exhibit the use of recesses, fenestration, pilasters, or other architectural features deemed appropriate to provide character. In addition, major building entrances shall be clearly de-marked through the use of architectural features. The use of false building facades will not be permitted unless such features present a quality, finished, appearance from all sides, and are consistent with the purpose of the zoning district.
 - 4. MECHANICAL EQUIPMENT AND UTILITIES** - All utilities serving the site, including electric, telephone and all supporting equipment thereto, including meters, transformers, etc., shall be placed underground or within the main building. Where meters, transformers, or other equipment cannot be located within the main building, no such equipment shall be visible from any adjacent property or from any street right of way. Any proposed mechanical equipment shall be integrated in to the building design and shall be concealed from view from adjacent properties and from street right of ways.
 - 5. PRIMARY BUILDING MATERIALS** - Acceptable primary building materials will include brick, stone, and solid wood siding. Other building materials determined by the City to be substantially similar in appearance and quality to those listed above may be recommended upon petition to the City of Willowick Planning Commission.

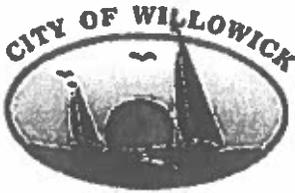
Exposed roofing materials shall be earth-tone in color. Appropriate materials shall include asphalt shingles, wood shingles, and seamed metal products.

6. **ACCENT MATERIALS** - Acceptable accent materials will include the “primary materials” listed above as well as E.I.F.S, stucco, aluminum siding and vinyl siding. Other building materials determined by the City to be substantially similar in appearance and quality to those listed above may be authorized upon petition.

GREENSPACE AND LANDSCAPING REQUIREMENTS FOR NON-RESIDENTIAL PROPERTIES:

A. GENERAL REQUIREMENTS

1. **LANDSCAPING/GROUND COVER REQUIRED:** Any portion of a lot that is not occupied by a structure, parking area, access way, or aisle, shall be provided with all-season landscaping and/or vegetative ground cover.
2. **MAINTENANCE OF LANDSCAPING/GROUND COVER REQUIRED:** All ground cover and landscaping shall be well maintained and kept reasonably weed free. Dead or diseased plant material shall be immediately replaced.
3. **LANDSCAPE PLAN REQUIRED:** A chart shall be provided on the landscape plan indicating the scientific and popular name of each species proposed, the proposed height of the species at planting and at maturity, and the specific number of each species. The Zoning Inspector shall have discretion to approve minor landscape modifications affecting less than 20% of the landscaped area of the property and involving the replacement of existing landscaping, addition of landscaping, or other incidental modifications to the landscaping provisions of the site.



CITY OF WILLOWICK PLAN REVIEW BOARD
APPLICATION FOR PERMIT TO OCCUPY FOR
BUSINESS, COMMERCIAL, INDUSTRIAL, ETC.
YOU MUST FILL OUT ENTIRE APPLICATION
440-516-3000

PERMIT FEE: \$60.00

DATE: _____

Location of Occupancy: 1269 E 305 Willowick Business Name: BREAK TIME LLC
(ADDRESS)

Business Owner's Name & Address: ANTHONY MADDEN 1155 SPARROW RUN

CITY/STATE/ZIP: Streetsboro, OH 44241

Telephone Number: 440-273-4073 Fax Number: N/A Federal ID Number: 882188804
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: ED BERKIC (440-833-0222)
30561 Euclid Ave

SUBMIT NEW DETAILED FLOOR PLAN: SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 2,766 ^{SF}

Building Size: Approx 10,000 ^{SF} Total Number Of Employees: 0

Intended Number of Occupants: _____ Total Number of Seating: 12

Site Plan With Number of Paved Parking Spaces: Google Earth Hours Of Operation: Tu-F 6P-10P
Sa-S 12P-10P

Letter of Intent: Previous Use: Kamita Dab Proposed Use: Page Room

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: ANTHONY MADDEN

Home Address/City/Zip: 1155 Sparrow Run Streetsboro, OH 44241 Telephone Number: 216-269-2158

I hereby certify that the above questions have been answered correctly by me and that the premises will be used for the purpose stated above. Any change in the purpose of occupancy will not be made without approval from Lake County Building, Willowick Fire & Willowick Zoning Department. A final approval by The Willowick Building Dept. (440)516-3000 or a representative thereof, must be complied with before opening of business. I do hereby further agree to maintain the above premises in compliance with the ordinances of the City of Willowick.

Applicant's Signature: [Signature] Date: 10/1/22

Office use only:

Zoning District: _____ Authorized Occupants: _____

TEMPORARY APPROVED BY: _____ Date: _____

Zoning Dept. Inspected by: _____ DATE: _____

Zoning Permit # _____ Zoning Permit Fee \$ _____

Fire Dept. Inspected By: _____ Date: _____

CITY OF WILLOWICK-APPLICATION FOR COMMERCIAL ESTABLISHMENT LICENSE REQUIRED AFTER APPROVAL
Note* A separate permit is required for all new signs from the Willowick Building Department.

Break Time LLC.
1269 E. 305th Street
Willowick, Ohio 44095

October 3, 2022

City of Willowick
Plan Review Board
31230 Vine Street
Willowick, Ohio 44095

City of Willowick Review Board:

Please allow this to serve as Break Time LLC's letter of intent (LOI) to open a rage room at 1269 E. 305th Street, Willowick, Ohio.

Our goal is to open an establishment for people to provide themselves a fun opportunity for self-therapy, by breaking up items provided.

We have joined the Chamber of Commerce and look forward to a long business relationship with the community.

Thank you in advance for your consideration.

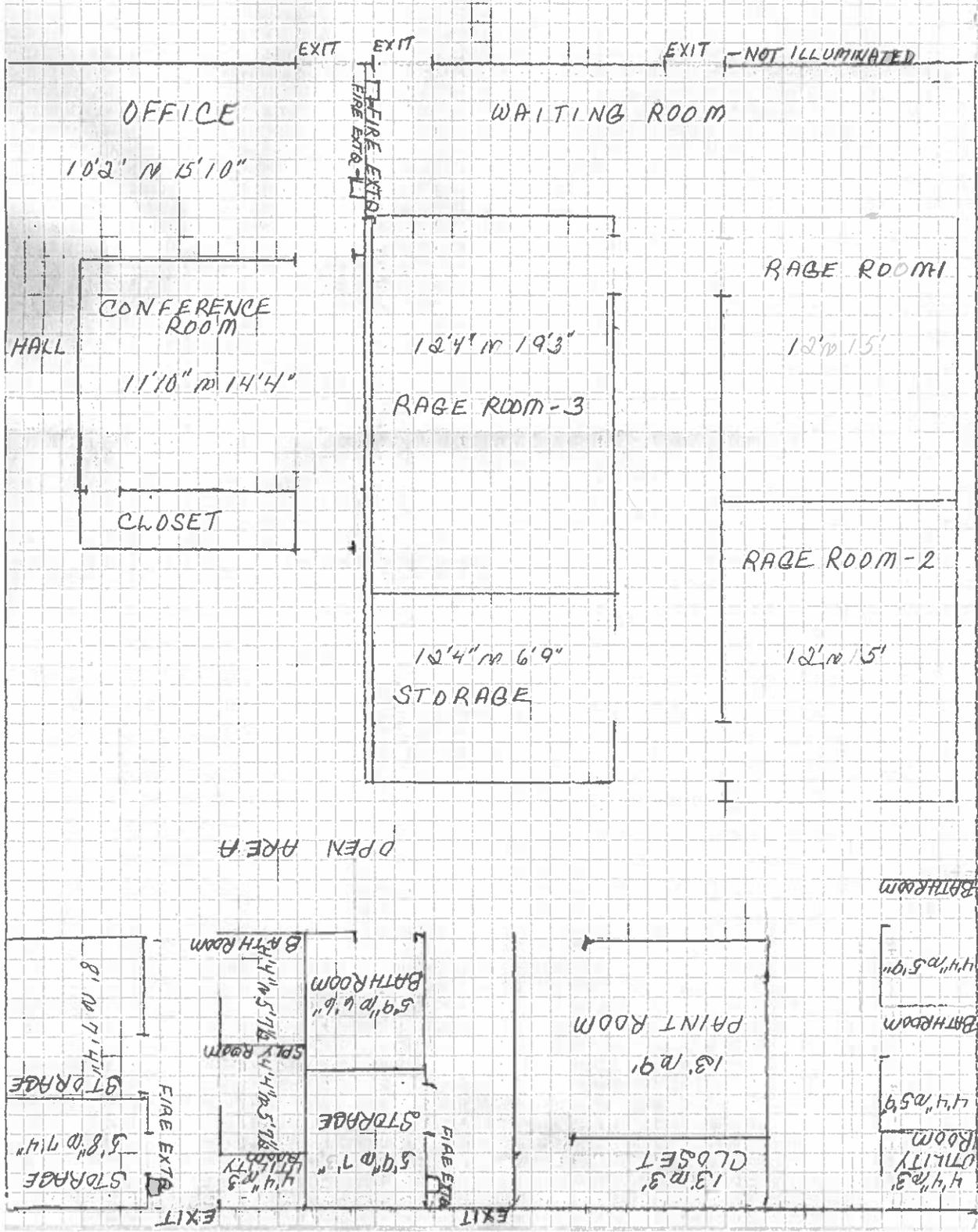
Respectfully,

A handwritten signature in cursive script that reads "Claudia Madden".

Claudia Madden

49'3" to 59'

1069 E 305TH ST
WILLOWICK OHIO 44095





City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

Item #1.

BUILDING DEPARTMENT

Phone: 440-516-3000

Fax: 440-585-3776

Email: sbrennan@cityofwillowick.com

SEAN BRENNAN

Chief Housing and Zoning Inspector

October 28, 2022

RE: Break Time, LLC located at 1269 E. 305th Street

Dear Chairman Carden,

On Thursday, October 13th, 2022 Break Time LLC was approved by the Plan Review Board members pending approval from Planning Commission and City Council. The board reviewed this as a service establishment under (Retail District) codified ordinance 1145.03 (a) (3). Per the requirements from this code section this will be formally submitted to Planning Commission for the upcoming board meeting.

Please see the attached documents regarding the type of business, their letter of intent and a floor plan.

Please note we have included the Plan Review Board minutes for your review, they have not yet been approved by the Plan Review Board members.

If you have any questions please contact me at your convenience.

Thank you,

Sean Brennan

Chief Housing and Zoning Inspector

Plan Review Board Chairman



City of Willowick
PLAN REVIEW BOARD
 Thursday, October 13, 2022 at 3:00 PM
 Willowick Building & Service Center

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

MINUTES

1. Call meeting to order

Roll call

PRESENT

Chief Brennan
 Chief Turner
 Mr. Lynn
 Mr. McLaughlin
 Mr. Lazor

Approval of minutes

September 22nd, 2022

Motion made by Mr. McLaughlin, Seconded by Mr. Lazor to approve September 22nd, 2022 meeting minutes.

Voting Yea: Chief Brennan, Chief Turner, Mr. Lynn, Mr. McLaughlin, Mr. Lazor

New Business

JD's All in One Customs - Located at 1101 E. 305th Street

Chief Brennan indicated that per the letter of intent submitted this business will be used as a hobby space working on friend's cars and that his wife would be making t-shirts, that it would not be for running a business. As it is a commercial building, and they will be occupying the space they are required to have a Commercial Establishment license.

Motion made by Mr. Lazor, Seconded by Chief Brennan to approve JD's All in One Customs.

Voting Yea: Mr. Brennan, Mr. Turner, Mr. Lynn, Mr. McLaughlin, Mr. Lazor

Touched by Keyz Essentials, LLC - Located at: 1241 E. 305th Street

KiKi Hardy was present representing her business Touched by Keyz Essentials, she explained that she has been braiding hair since a young age, which is a service she will be providing at her establishment.

She also stated that the wellness portion she has been doing for the past 7 years having to do with crystals, herbal supplements and healing.

Mike Lazor asked if she is expanding her business or if this is her first business, she stated that this is her first location.

Motion made by Mr. Lazor, Seconded by Mr. McLaughlin to approve Touched by Keyz Essentials, LLC
Voting Yea: Chief Brennan, Chief Turner, Lynn, Mr. McLaughlin, Mr. Lazor

Break Time, LLC - Located at: 1269 E. 305th Street

Claudia Madden was present representing Break Time LLC.

Chief Brennan indicated that this is the old Karate establishment and stated that Break Time, LLC is a smash room. Chief Brennan stated that as we have not had this type of business in our city, can she please explain the nature of the business, what types of items customers would be breaking and what they would be breaking the items with. She stated that the establishment is compiled of 3 different rooms and the purpose of the business is to release stress. The participant will be wearing safety attire, such as helmet, gloves, boots and a one-piece safety suit. They then will go into a designated room and break items such as, glassware, TV's, microwaves or a file cabinet by using tools such as hammer, sledgehammer and a crowbar. They will also have team building for corporate offices. The establishment will also have a paint room where the participants would use a small paint pellet gun and design with paint on canvases.

Mike Lazor asked if this would be individuals breaking items or would groups be breaking items at the same time. Claudia stated that in 2 of the rooms can accommodate a maximum of 2 people at a time due to size of the room and safety, then there is another larger room that would accommodate 4 people. The participants will be taking turns breaking the items they will not be doing so at the same time.

Don Lynn asked if there will be a monitor on site at all times and Claudia advised that there will be 2 attendants on site at all times. She also stated that there will be cameras installed as well to monitor activity. Don Lynn asked what the decor of the walls, Claudia advised that it is press board plywood on all the walls.

Chief Brennan asked due to the nature of the business and the debris that will come from the business, will there be a dumpster for the establishment and Claudia stated they will have a dumpster in the back of the building.

Chief Brennan explained to Claudia that due the nature of the business under ordinance 1145.03 under uses, that establishment is zoned in a retail district and while looking at the main uses permitted in that district typically, they would be retail establishments such as office professionals uses for medical offices, dining facilities, grocery stores and was trying to determine where in the ordinance this business would fall under in that district. Claudia responded stating that they will have items for sale such as shirts, hats and games. Chief Brennan stated that as the primary type of the business based on the letter of intent is to smash items, so the business is like a service. Claudia responded saying that yes that is a correct statement. Chief Brennan advised that with that and trying to find this type of business under this ordinance under retail uses there is a section under service establishments that this business would fall under but there is a different approval process for this type of business, he explained that typically this type of business would need to go through the Planning Commission and then get approval from City Council. He advised that he spoke to the Law Director with regards to the definition of this business and it is going to fall under a service establishment, the Plan Review Board can approve the business

pending approval from Planning Commission and City Council. He stated that he will give her a call to explain the next steps of the process for approval and stated she will have to attend a Planning Commission meeting and then once approved go to the City Council meeting.

Chief Brennan advised that Break Time LLC has been approved by Plan Review Board pending approval from Planning Commission and City Council and he would contact her to provide the next steps.

Mike Lazor asked that if things were to get out of hand what is the businesses contingency plan. She stated naturally they would contact the police however Mike Lazor asked if they will anyone in house to assist with something if needed. Claudia stated that they are not looking to attract a rowdy crowd, you have to be 16+ to participate and from 16 years old to 18 years old the participants have to be present with a parent, so she does not expect a lot of rowdy occurrences. Mike Lazor asked if there are any other business like this and she stated that there is one Magoadore and one in Kent.

Chief Turner asked that since she mentioned team building, is there going to be alcohol allowed to be brought in and Claudia stated there is no alcohol allowed in the establishment. He also asked if there are going to liability waivers that need to be signed and Claudia stated that yes everyone will have to sign a waiver to participate and then the parent will have to sign a waiver for the 16–18year old participants.

Motion made by Chief Brennan, Seconded by Chief Turner to approve Break Time, LLC pending approval from Planning Commission and City Council.

Voting Yea: Chief Brennan, Chief Turner, Mr. Lynn, Mr. McLaughlin, Mr. Lazor

The Baller Zone, LLC - Located at 29900 Lakeshore Blvd.

Theresa was present representing The Baller Zone, LLC. Chief Brennan advised that this is the 777-entertainment device existing business that Theresa is purchasing, they have submitted all the required information per our ordinance, this includes the machines, where they are going to be located, the owner Information, hours of operation which are remaining the same, a floor plan showing again that everything will be remaining the same, a letter of intent from the current owners and then a letter of intent from the new owner, Theresa.

Natalie Antosh asked Theresa if she lives out of state because on the information submitted it states that she does. Theresa responded stating that she does live out of state however she has employees that live here that will be running the business and that she is able to get on a flight whenever needed.

Chief Brennan asked if they will be changing the signage of the business and Theresa stated they will not be changing anything.

Natalie Antosh asked what brought her attention to this business in the city. She stated that through networking it came across her desk, and she owns multiple businesses in North Carolina and Virginia to include other game rooms, a vape shop and a trucking business so she decided to take this on as well.

Motion made by Chief Turner, Seconded by Mr. McLaughlin to approve The Baller Zone, LLC

Voting Yea: Chief Brennan, Chief Turner, Mr. Lynn, Mr. McLaughlin, Mr. Lazor

Public portion

Public portion was opened and closed as no one was present.

Old business

Miscellaneous

Adjournment - Meeting adjourned at 3:23pm

Motion made by Mr. Lazor, Seconded by Chief Turner.

Voting Yea: Chief Brennan, Chief Turner, Mr. Lynn, Mr. McLaughlin, Mr. Lazor

Break Time LLC.
1269 East 305th Street
Willowick, Ohio 44095

October 27, 2022

City of Willowick
Planning Commission
30435 Lakeshore Boulevard
Willowick, Ohio 44095

City of Willowick Planning Commission

Please allow this letter and application to serve as our request for the commission's approval to operate a rage room at 1269 East 305th Street, Willowick, Ohio 44095.

Break Time, a rage room, is a business where customers will spend an allotted period of time in a closed off room venting their rage by smashing objects provided by our business. Customers are required to wear our protective gear including coveralls, helmet, gloves, and boots. We also provide bats, hammers, and crow bars to smash the objects purchased in a package. Break Time does not permit its customers from bringing in their own breakables, tools or protective gear.

Break Time consists of three rage rooms; two, 12' x 15' and one, 12.4' X 19.3' and a paint room 13' x 9'.

As an alternative to smashing objects, we have a paint room option, that allows customers to create their art with the use of a paint gun, versus a brush, on canvas to take home.

The construction of the break rooms consists of 5/8" drywall, OSB (plywood) walls over wooden 2" x 4" studs with a 36" passage door. As the rooms are not built to the ceiling grid or roof deck above, we will be installing galvanized poultry netting over the tops of these rooms so objects do not fly/project over to other areas.

From floor to roof deck the entire rentable area is 14'. The existing ceiling grid is at 9'.6" floor to ceiling and our rooms have a height of 8' from floor to the top of constructed wall.

In addition, our rooms do not have or use active electricity. Access to outlets have been sealed off with the use of an OSB panel (for our use only), as none of the three rooms created are tied into any existing construction.

Cont.

There are four restrooms within the floor plan, five areas to exit the business in case of emergency.

We have attached photos of existing rage rooms to help you visualize the business activities.

Thank you for your time.

Sincerely,

Claudia Madden,
Partner



Item #1.

