



City of Willowick
PLAN REVIEW BOARD
Thursday, March 14, 2024 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.

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Approval of minutes**
 1. [Plan Review Board Meeting Minutes - February 22nd, 2024](#)
4. **New business**
 1. [Hairline Redesigned - Located at 32417 Vine Street \(located within Pats Hair World\)](#)
5. **Public portion**
6. **Old business**
7. **Miscellaneous**
8. **Adjournment**



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MINUTES

1. Call meeting to order

Chainman Brennan called the February 22nd, 2024, Plan Review Board meeting to order at 3:00pm.

Roll call

PRESENT

Chairman Sean Brennan

Chief Daubenmire

Tim McLaughlin

Mike Lazor

ALSO PRESENT

Councilwoman Antosh

Ken Pintar

ABSENT

Bill Malovrh Jr.

Approval of minutes

Plan Review Board Minutes - February 8th, 2024

Motion made to approve the February 8th, 2024, Plan Review Board minutes by Mike Lazor, Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

New business

Bar Forno - Located at 30610 Lakeshore Blvd

Nick Pinzone was present representing Bar Forno located at 30610 Lakeshore Boulevard. Chief Brennan advised the board that this submittal is for a new bar owner and an alteration, Mr. Pinzone did provide a letter of intent. There will be no other changes on the interior except for expanding the bar area and the operating hours will remain the same which are within the hours of operation allowed.

Motion made to approve Bar Forno - Located at 30610 Lakeshore Blvd by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

Itsy Bitsy Land of Discovery II - Located at 31535 Vine Street

Chief Brennan advised that Ms. Watts already has an existing business in the city, Itsy Bitsy Land of Discovery is located next door to the location she is currently being considered for. Jaclyn Watts was present representing Itsy Bitsy Land of Discovery II located at 31535 Vine Street. Chief Brennan advised that she did provide a letter of intent and a floor plan showing no alterations. Ms. Watts stated that she would like to have this new space for her school aged children as they are currently packed with her current location. She wants to provide the additional space to allow the children more space to play, currently the school agers are in with the babies. Chief Brennan asked if she will be obtaining the licensing through the state of Ohio, Ms. Watts stated that yes, she will be going through that process for this new location. He asked if she is planning to make any alterations, she said just the furniture items will be moved over to the new location. Mike Lazor asked if she will have increased staffing and she stated she will, at least two more employees. It was asked what ages she takes, and she stated 6 weeks to 12 years old. Councilwoman Antosh asked if there will be a door between the two spaces and she said she will not be opening up the wall.

Motion made to approve Itsy Bitsy Land of Discovery II located at 31535 Vine Street by Mike Lazor, Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

Public portion

Public portion was opened and closed at 3:07pm with no public present.

Old business

None.

Miscellaneous

None.

Adjournment

Motion made to adjourn the February 22nd, 2024, Plan Review board meeting at 3:08pm by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

Chairman Brennan

Heather Boling – Plan Review Board Secretary



**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**

Item #1.

PERMIT FEE: \$60.00

DATE: 02/26/2024

Location of Occupancy: 32417 Vine St Business Name: Pats Hair World
Willowick, OH 44095 Hairline Redesigned

Business Owner's Name & Address: Tracy Whitman 5194 Robinhood Dr. Willoughby, OH 44094

CITY/STATE/ZIP: Pat Sanzo 810 Orchard Rd, Willoughby, OH 44094

Telephone Number: 440-283-7967 Pats # 440-749-4215 Federal ID Number: 4861401
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Math Darcy 32341 Vine St.
Willowick, OH 44095

SUBMIT NEW DETAILED FLOOR PLAN: _____ SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 12x16

Building Size: 2500 sq ft Total Number Of Employees: 1

Intended Number of Occupants: 2-3 Total Number of Seating: 1

Site Plan With Number of Paved Parking Spaces: 30 Hours Of Operation: 9am - 5pm

Letter of Intent: _____ Previous Use: Salon Proposed Use: Permanent Makeup

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Tracy Whitman

Home Address/City/Zip: 5194 Robinhood Dr. Willoughby, OH 44094 Telephone Number: 440-283-7967

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: Tracy Whitman Date: 02/26/2024

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: _____

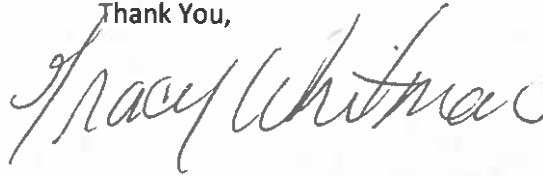
CITY OF WILLOWICK-APPLICATION FOR COMMERCIAL ESTABLISHMENT LICENSE REQUIRED AFTER APPROVAL.
Note* A separate permit is required for all new signs from the Willowick Building Department.

Letter of Intent

To whom it may concern,

My intent for my business is to do permanent makeup. I will create the look of makeup on the face and head with a tattoo machine or pen. The pigments will be used to create a natural and or makeup colors that the client chooses. These pigments will be permanent and semi-permanent.

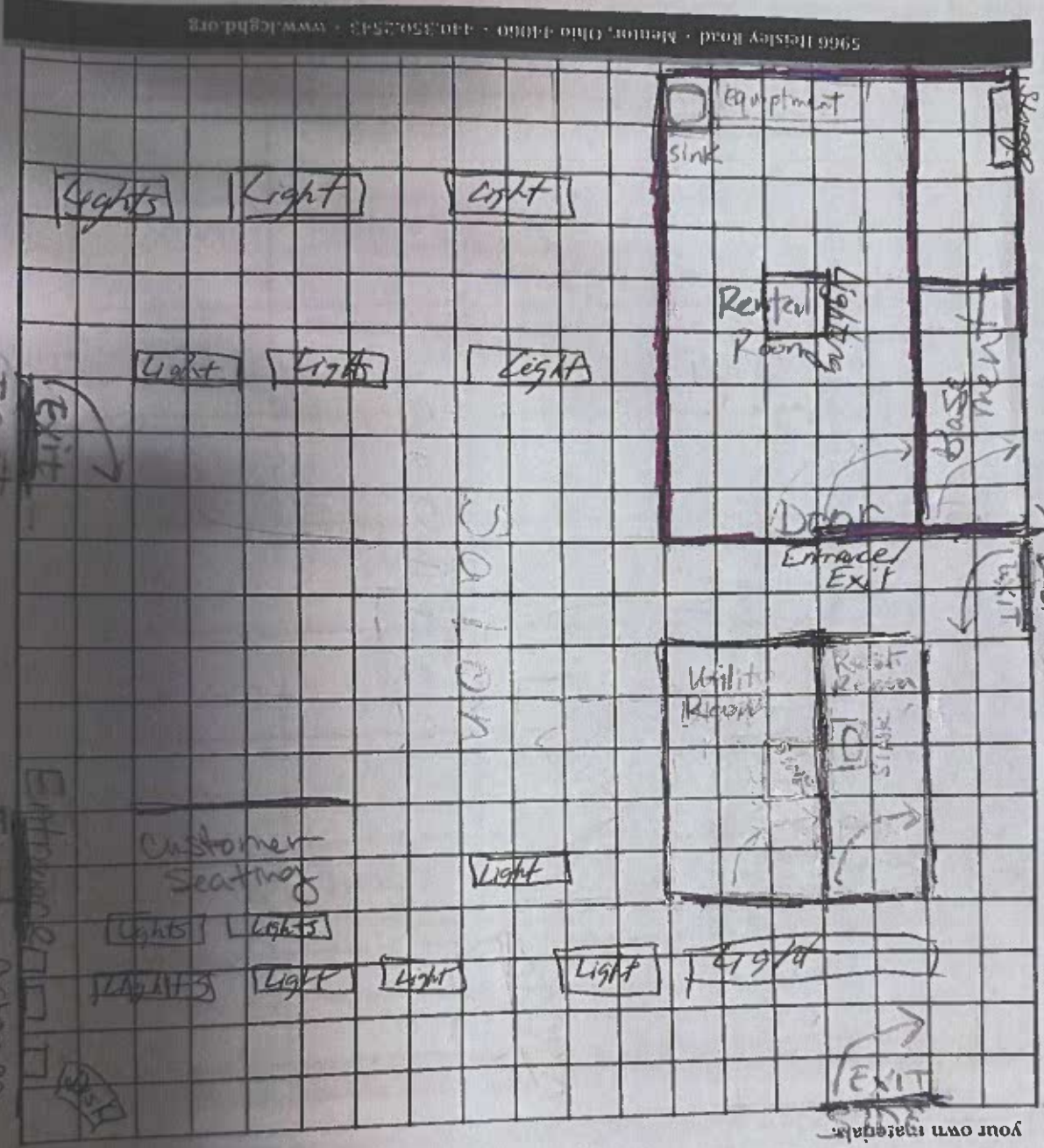
Thank You,

A handwritten signature in black ink that reads "Tracy Whitman". The signature is written in a cursive, flowing style.

Tracy Whitman, Owner, Hairline Redesigned

● = Hairline Redesigned

FRONT



Provide a floor plan of the total area to be used for the business. Include the square footage of all areas to be used, general layout, location of sinks, lighting, equipment, entrances and exits, and restroom facilities. Use the grid below to complete a scale drawing of the floor plan or attach one created using your own materials.

Floor Plan