



City of Willowick
PLAN REVIEW BOARD

Thursday, November 13, 2025 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 Minutes - October 9th, 2025
4. **New business**
 - [1.](#) Bickford Flavors - Located at 1197 E. 305th Street (parking lot expansion)
5. **Public portion**
6. **Old business**
7. **Miscellaneous**
8. **Adjournment**



City of Willowick
PLAN REVIEW BOARD
 Thursday, October 09, 2025 at 3:00 PM
 Willowick Building & Service Center

ADA NOTICE

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MINUTES

1. Call meeting to order

Chairman Brennan called the October 9th, 2025, Plan Review Board meeting to order at 3:00pm.

Roll call

PRESENT

Chairman Brennan

Chief Daubenmire

Captain Pollack substitution for Chief Malovrh Jr.

Mr. McLaughlin

Mr. Lazor

ALSO PRESENT

Mayor Vanni

Mr. Pintar

Approval of minutes

Plan Review Board Minutes - September 25th, 2025

Motion made to approve the September 25th, 2025, Plan Review Board minutes by Mr. Lazor,
 Seconded by Mr. McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Captain Pollack, Mr. McLaughlin, Mr. Lazor

New business

The Original Steaks and Hoagies - Located at 210 E. 305th Street

Jeff Wiseman of Copley, Ohio was present representing The Original Steaks and Hoagies - Located at 210 E. 305th Street. Chairman Brennan stated that we have the letter of intent as well as the plans. Mr. Wiseman stated that they just recently opened one in Mentor, he is the franchise owner and owns the brand, they are open nationwide, everywhere he can possibly open, he would like to open. They have authentic cheesesteaks, started in Philadelphia 25 years ago, he said he takes a lot of pride in this business, they still get their rolls from Philadelphia, the cheesesteaks are hand shaved ribeye and they currently have 24 locations nationwide. There was some discussion regarding the locations of the other The Original Steaks and Hoagies and the food experience they have. He advised that the plan with the interior is to gut the whole interior and beautify it with real nice art work incorporating Cleveland and cheesesteaks, he provided the layout of the kitchen, and stated that the biggest part of the job is

going to be adding the grease trap and the hoods. He advised that this is a lot more than he is used to when opening a restaurant but this is also the first time he has ever converted a bank. Chairman Brennan stated that he has reviewed the ordinances and advised the board that he has discussed with Mr. Wiseman a few concerns regarding parking. Chairman Brennan stated that anytime a restaurant is opening they have to comply with parking so initially with the parking based on how big the parcel was they didn't have the parking required, he stated at that point, he thought that there must be some kind of easement in order to be in compliance. Mr. Wiseman did provide the easement. Chairman Brennan stated that the initial plan showed 16 parking spaces, Mr. Wiseman submitted the easement which also uses part of Shoregate's parking lot, so with the easement provided there is 29 spaces which brings parking in compliance. Chairman Brennan stated that based on the square footage they only need 20 spaces and they have enough parking, he advised Mr. Wiseman that the parking spaces will need restriped as they are faded. Chairman Brennan advised that per the plans nothing except signage will change on the outside of the building, Mr. Wiseman stated they will clean up the exterior of the building. Chairman Brennan referring to the plans submitted, asked if they will be taking out the front ATM and putting a digital menu screen over the front of it. Chairman Brennan asked about the drive through, Mr. Wiseman stated that the one lane will still be a lane for the bank (ATM, as it will remain in service) and the other one in the future may be used for pick up orders, however to start the window will be covered with a digital screen. Chairman Brennan asked that when the plans are submitted for the signage if he can add those as well for review. Mr. Lazor asked about the indoor seating, Mr. Wiseman advised that there will be about 20 seats inside for dining, he said this is a bigger dining area that they are used to as they primarily deal with take out. However, he hopes that this dining area does well. Chairman Brennan stated that if the seating changes to please submit that in and asked him to provide an updated plan showing the additional parking spots. He advised once he has those, he can set up the walk through and issue a zoning permit to take to the Lake County Building Department. There was some discussion regarding the process with the County. There was also some discussion regarding Mr. Wiseman's other locations. Mr. McLaughlin asked about the grease traps, Mr. Wiseman advised it will be underground, he asked if it will be tied into the existing lateral, Mr. Wise stated that he believes it will be tied into the existing.

Motion made to approve The Original Steaks and Hoagies - Located at 210 E. 305th Street by Mr. McLaughlin, Seconded by Mr. Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Captain Pollack, Mr. McLaughlin, Mr. Lazor

Kurtz Bros Inc - Located at 32800 Lakeland (New Mobile Office)

John was present representing Kurtz Bros Inc - Located at 32800 Lakeland (New Mobile Office), he advised that the plans that were provided are different than the final plans that he has to provide to the board now. The only change is that the plan shows a single wide trailer however the trailer is double wide. Chairman Brennan asked if the old trailer will be removed, John stated that is correct. It was asked if sewers will be added, John stated that this will use an external septic, there will be no sewer tie in. John stated that this will give the company some more space and to store things inside and not have to keep in containers. Chairman Brennan asked if this is built off site, John advised that this trailer is a prebuilt trailer that is built off site and then brought to the property and dropped off in the appropriate location. Chairman Brennan advised John to make sure that the underground electrical permits will be obtained from the Lake County Building Department, John advised that Satellite Shelters, who is building the trailer is working directly with the Lake County Building Department for permitting. Chairman Brennan asked if there is an existing concrete pad, John stated that there is, 2 of the posts will be on pad and the others will be on the packed limestone base on the ground. Captain Pollak asked what

type of trailer this is and if it will be flat to the ground, John advised that is a standard trailer, it does not lay flat on the ground, it is lifted off the ground and a skirt will go around it.

Motion made to approve Kurtz Bros Inc - Located at 32800 Lakeland (New Mobile Office) by Mr. Lazor, Seconded by Mr. McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Captain Pollack, Mr. McLaughlin, Mr. Lazor

Public portion

Public portion was open and closed at 3:20pm with no public present.

Old business

None.

Miscellaneous

None.

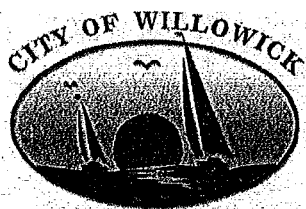
Adjournment

Motion made to adjourn the October 9th, 2025, Plan Review Board meeting by Mr. McLaughlin, Seconded by Mr. Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Captain Pollack, Mr. McLaughlin, Mr. Lazor

Chairman Brennan

Heather Boling – 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**

PERMIT FEE: \$60.00

DATE: 10/15/25

Location of Occupancy: 1197 East 305th Street Business Name: Bickford Flavors
(ADDRESS)

Business Owner's Name & Address: Scott Sofer, 1197 East 305th Street

CITY/STATE/ZIP: Wickliffe, OH 44092

Telephone Number: 440-494-7777 Fax Number: N/A Federal ID Number: 34-1316489
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: 1197 East 305, LLC

1197 East 305th Street, Willowick, OH 44092

SUBMIT NEW DETAILED FLOOR PLAN : N/A SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 4000

Building Size: 4000 Sq. Ft. Total Number Of Employees: 5-6

Intended Number of Occupants: 5-6 Total Number of Seating : N/A

Site Plan With Number of Paved Parking Spaces: attached Hours Of Operation : 8:00 am -4:30 pm

Letter of Intent: N/A see attached Previous Use: same Parking Lot Proposed Use: same Parking Lot

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: same business info listed above

Home Address/City/Zip: same as above Telephone Number: 440-494-7777

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: _____

Date: 10/15/25

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

Letter of Intent to replace asphalt located at 1197 East 305th Street and 1101 East 305th Street owned by 1197 East 305, LLC.

1197 East 305, LLC is requesting approval for the presented engineered drawing to remove old and deteriorated asphalt and replace with new.

The asphalt work is to include, but not be limited to:

- * Removal and disposal of existing asphalt on both parcels
- * Grading, preparation, and necessary compaction for the consolidated areas for both parcels
- * Grading will be taken back to its original grade on both parcels
- * Necessary striping once parcels are joined and new asphalt replaced per the attached engineered drawing
- * Surface drainage patterns on the project parcels either to the south or north will not be altered by the proposed pavement rehabilitation work
- * There is no expansion of asphalt pavement / impervious area proposed as part of the project
- * The total disturbed area of the project will be less than 0.25 acres

The above listed request is contingent on joining both parcels of land by the Lake County Tax Map as well as being recorded by Lake County Auditor's Office as one parcel.

Please let me know if there are any questions.

Scott Sofer

Scott Sofer, Sole Member
1197 East 305 LLC

ADDITIONAL INFORMATION REQUIRED:
1. Provide grading information and spot elevations. Need to show there will be no ponding or increase in runoff onto adjacent properties.
2. Show piping and outlet from storm structure (catch basins) to street. Need to show piping and outlet from existing and confirm the existing pipe is functional and meets the design criteria.
3. Setback issue with alley barrier near north corner (less than 2'). Requires variance or modification.
NOTE: Elevations on plan were from Google Earth and may not be accurate. A professional surveyor provides the elevations needed to meet item 1 above.



PROJECT DATA	
PROJECT NO.	25-A-03-0-00-001-0
PROJECT ADDRESS	1197 E. 305TH STREET, WILLOWICK, OH
OWNER	WILLOWICK, OH
PROJECT CHECK	JOHN ADAMS, P.E.
PROJECT DATE	11/11/2021
PROJECT DRAWN	JOHN ADAMS, P.E.
PROJECT SCALE	AS SHOWN
PROJECT DATE	11/11/2021
PROJECT DRAWN	JOHN ADAMS, P.E.
PROJECT SCALE	AS SHOWN
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PROJECT DRAWN	JOHN ADAMS, P.E.
PROJECT SCALE	AS SHOWN



ROCKAWAY CIVIL
Engineering & Construction
1197 E. 305TH STREET, WILLOWICK, OH 44094
440.944.1111

**BICKFORD FLAVORS
PAVEMENT IMPROVEMENTS**

1197 E. 305TH STREET
WILLOWICK, OH

Project Name

Sheet Name

Sheet #

Project #