



City of Willowick
PLAN REVIEW BOARD
Thursday, October 08, 2026 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 - June 25th 2026
4. **New business**
 1. RCM Flooring & Family LLC - Located at 1257 E. 305th Street
 2. Primus Liquidation Outlet - Located at 32801 Vine Street
5. **Public portion**
6. **Old business**
7. **Miscellaneous**
8. **Adjournment**



**City of Willowick
PLAN REVIEW BOARD**

Thursday, June 25, 2026 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

Chairman Brennan called the June 25th, 2026, Plan Review Board meeting to order at 3pm.

Roll call

PRESENT

Chairman Brennan

Chief Daubenmire

Mr. McLaughlin

Mr. Lazor

ALSO PRESENT

Ken Pintar

ABSENT

Chief Malovrh Jr.

Approval of minutes

Plan Review Board Minutes - May 28th 2026

Motion made to approve the May 28th, 2026, Plan Review Board minutes by Mr. McLaughlin,
Seconded by Mr. Lazor.

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

New business

Atavia's Cater 2 You - Located at 1237 E305th Street

Chairman Brennan advised that this location is the previous Ela's Caribbean Grill. This submittal is for an ownership change and a name change. There are no changes to the establishment taking place and no changes to parking.

Motion made to approve Atavia's Cater 2 You - Located at 1237 E305th street by Mr. Lazor, Seconded by Mr. McLaughlin.

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

Public portion

Public portion was open and closed at 3:02pm with no public present.

Old business

None.

Miscellaneous

None.

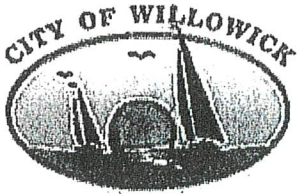
Adjournment

Motion made to adjourn the June 25th, 2026, Plan Review Board meeting at 3:03pm by Mr. McLaughlin, Seconded by Mr. Lazor.

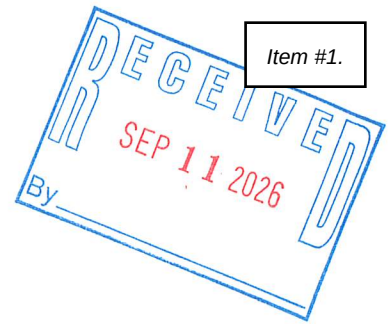
Voting Yea: Chairman Brennan, Chief Daubenmire, Mr. McLaughlin, Mr. Lazor

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: 9/3/24

Location of Occupancy: 1257 E. 305 St.

Business Name: RCM Flooring + Family LLC

Business Owner's Name & Address: Neal + Jenn Bartone

CITY/STATE/ZIP: 1257 E. 305, Willowick, OH 44092

Telephone Number: 440-439-276

Fax Number: _____

Federal ID Number: 42-2242484

Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Ed Brkic - Owner Shopping Center

Remainers - Neal + Jenn Bartone 8590 Mansion Blvd, Mentor

SUBMIT NEW DETAILED FLOOR PLAN: Replace sign - New face

SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 1834 sq

OH 44060

Building Size: 1834 sq ft - store

Total Number Of Employees: 1

Intended Number of Occupants: 4

Total Number of Seating: 4

Site Plan With Number of Paved Parking Spaces: 4

Hours Of Operation: M, T, TH 10-5

Letter of Intent: Attached

Previous Use: Retail

Proposed Use: Retail

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Neal + Jenn Bartone

Home Address/City/Zip: 8590 Mansion Blvd

Telephone Number: 440-223-4994

Mentor, OH 44060

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: Neal Bartone

Date: 9/3/24

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.

rcmflooringfam@gmail.com



LETTER OF INTENT FOR OCCUPANCY APPROVAL

Re: Letter of Intent for Occupancy Approval — RCM Flooring & Family LLC

Dear City of Willowick Representative:

We, Neal Bartone and Jenn Bartone, are submitting this Letter of Intent on behalf of RCM Flooring & Family LLC for the purpose of obtaining occupancy approval to continue operating a flooring store at 1257 East 305 Street, Willowick, Ohio 44092.

Our intention is to continue running the location as a flooring store, no different than the previous flooring store that operated at this location. We are not looking to make any changes to the existing store or its use. There will be no demonstrations, construction, remodeling, or other changes to the premises. The only change we intend to make to the existing exterior is to place a new face plate over the existing business sign to update the name of the business to RCM Flooring & Family LLC.

The existing nature and use of the premises will remain the same.

Business Information:

Business Name: RCM Flooring & Family LLC

Business Type: Retail Flooring Store

Business Address: 1257 East 305 Street, Willowick, Ohio 44092

Owners: Neal Bartone and Jenn Bartone

Proposed Business Hours:

Monday: 10:00 AM – 5:00 PM

Tuesday: 10:00 AM – 5:00 PM

Wednesday: 10:00 AM – 6:00 PM

Thursday: 10:00 AM – 5:00 PM

Friday: 10:00 AM – 4:00 PM

Saturday: 9:00 AM – 12:00 PM, by appointment only

Sunday: Closed

Parking:

There are currently four parking spaces located directly outside the showroom for use in connection with the business. Of these spaces, one is designated as a handicap-accessible parking space and is marked with a handicap parking sign. There are also two RCM Flooring parking signs located on the front of the building identifying parking associated with the business.

RCM Flooring & Family LLC intends to continue the existing use of the premises and comply with all applicable City of Willowick requirements.

Because there are no changes proposed to the existing use or operation of the location, other than the change in business name and the updating of the existing sign face, we respectfully request the City's approval for continued occupancy under the new business name, RCM Flooring & Family LLC.

We appreciate the City of Willowick's consideration of this request and look forward to working with the City to complete the occupancy approval process.

Thank you for your time and consideration.

Sincerely,

Neal Bartone
Owner/Member
RCM Flooring & Family LLC

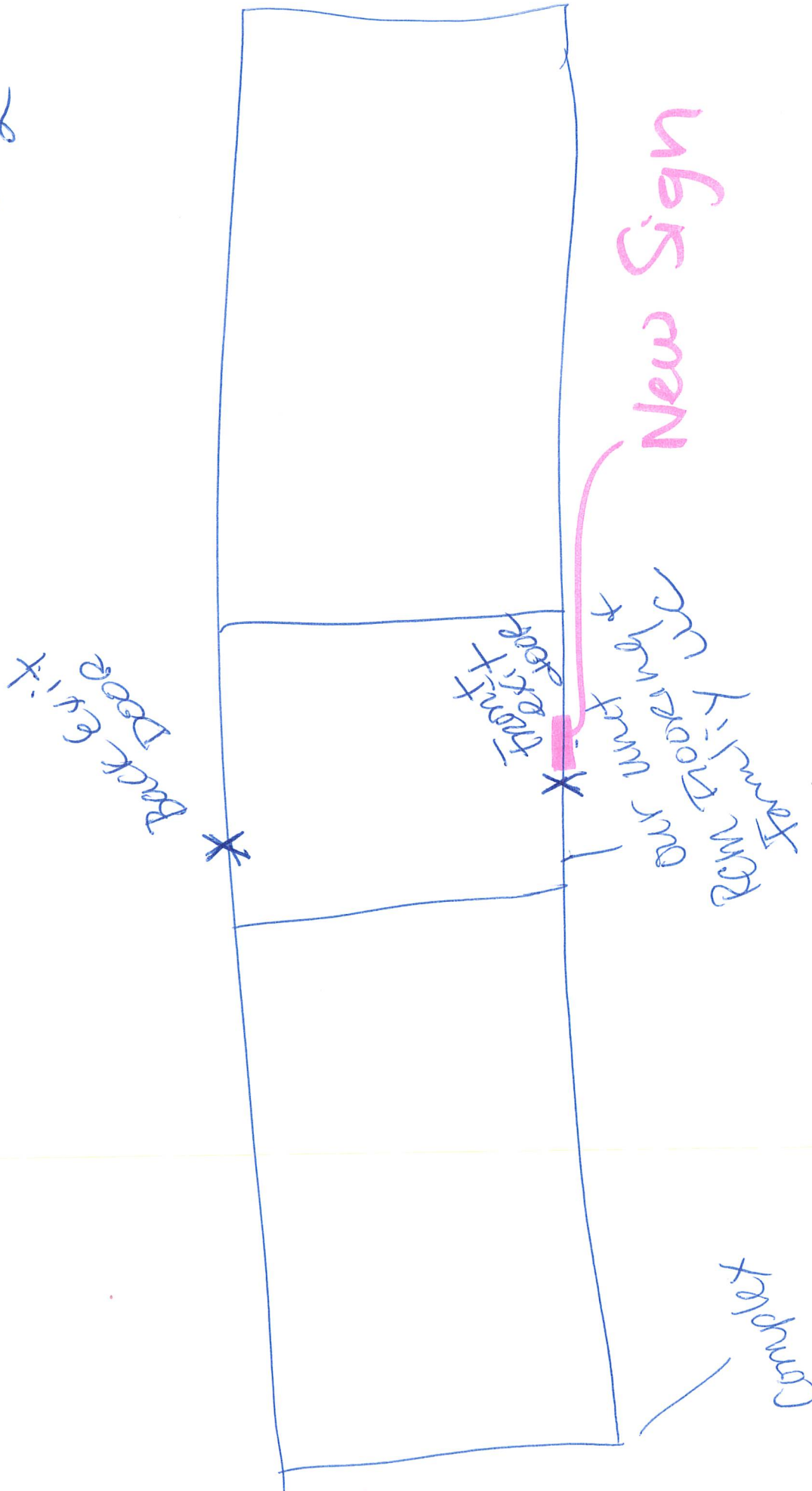
Jenn Bartone
Owner/Member
RCM Flooring & Family LLC

Business Phone: 440-943-9276
Cell: 440-223-4994
Email: RCMFlooringFam@gmail.com
Website: www.rcmflooringfamily.com



Please see photos

#2



#2

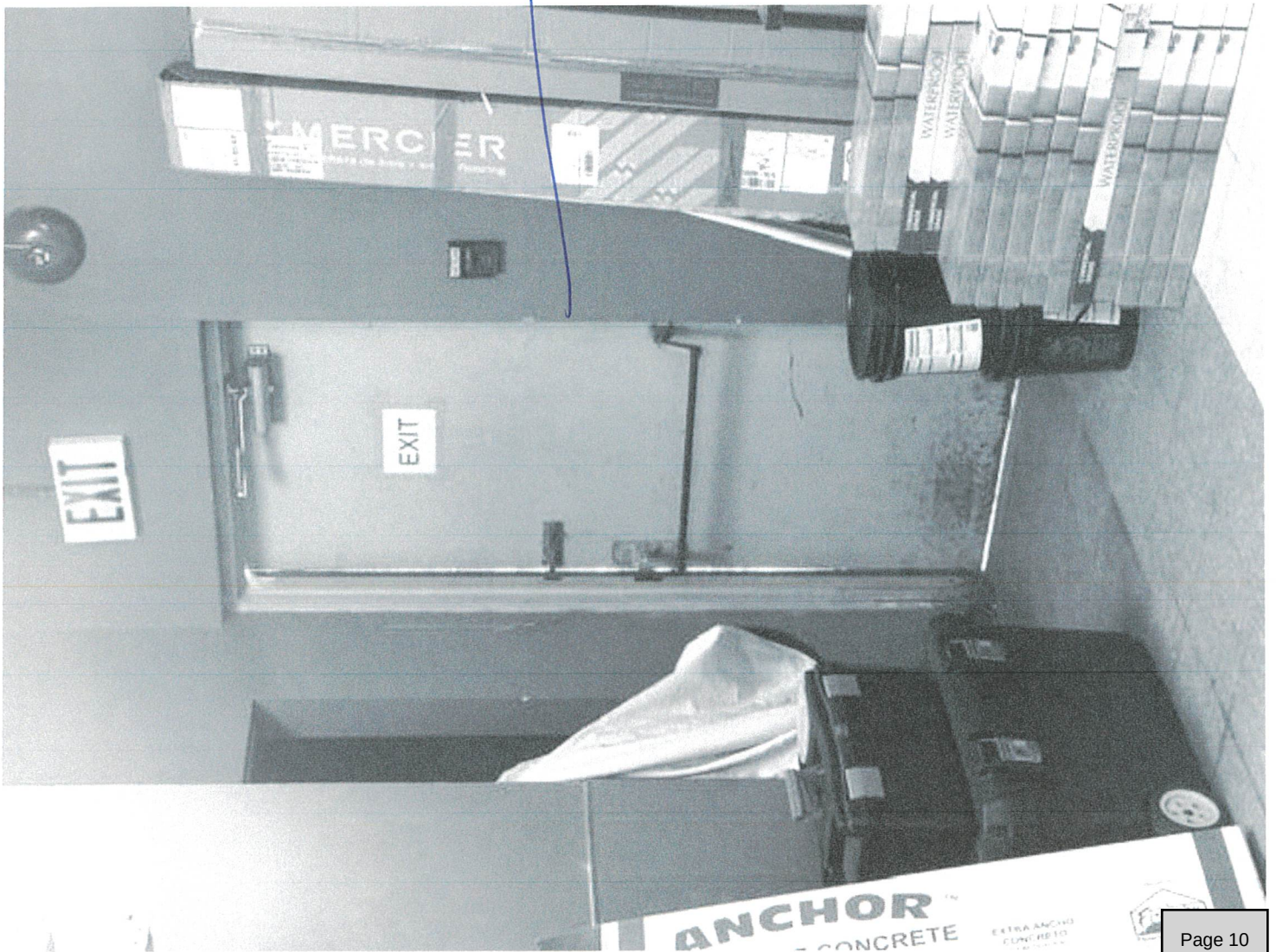
BACK
Exit
Door



Restroom

#2

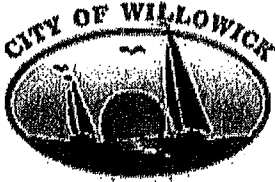
Back Door



#2



Front Door



**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: 32801 Vine St Business Name: Primes Liquidation Outlet

Business Owner's Name & Address: Terrence Moulton

CITY/STATE/ZIP: 1018 Som Center

Telephone Number: 216-678-205 Fax Number: _____ Federal ID Number: _____

Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Key off Willowick LLC
4400 Renaissance Parkway Warrensville Heights OH 44128

SUBMIT NEW DETAILED FLOOR PLAN: _____ SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 1700

Building Size: _____

Total Number Of Employees: 0 Independent Contractors
and 2 owners

Intended Number of Occupants: 5 Total Number of Seating: 0

Site Plan With Number of Paved Parking Spaces: _____ Hours Of Operation: 9-5

Letter of Intent: _____ Previous Use: Gaming Proposed Use: Appliance Store

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Terrence Moulton

Home Address/City/Zip: 1018 Som Center Rd 44139 Telephone Number: 216-213-9173

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: I Moulton

Date: 9-15-26

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.

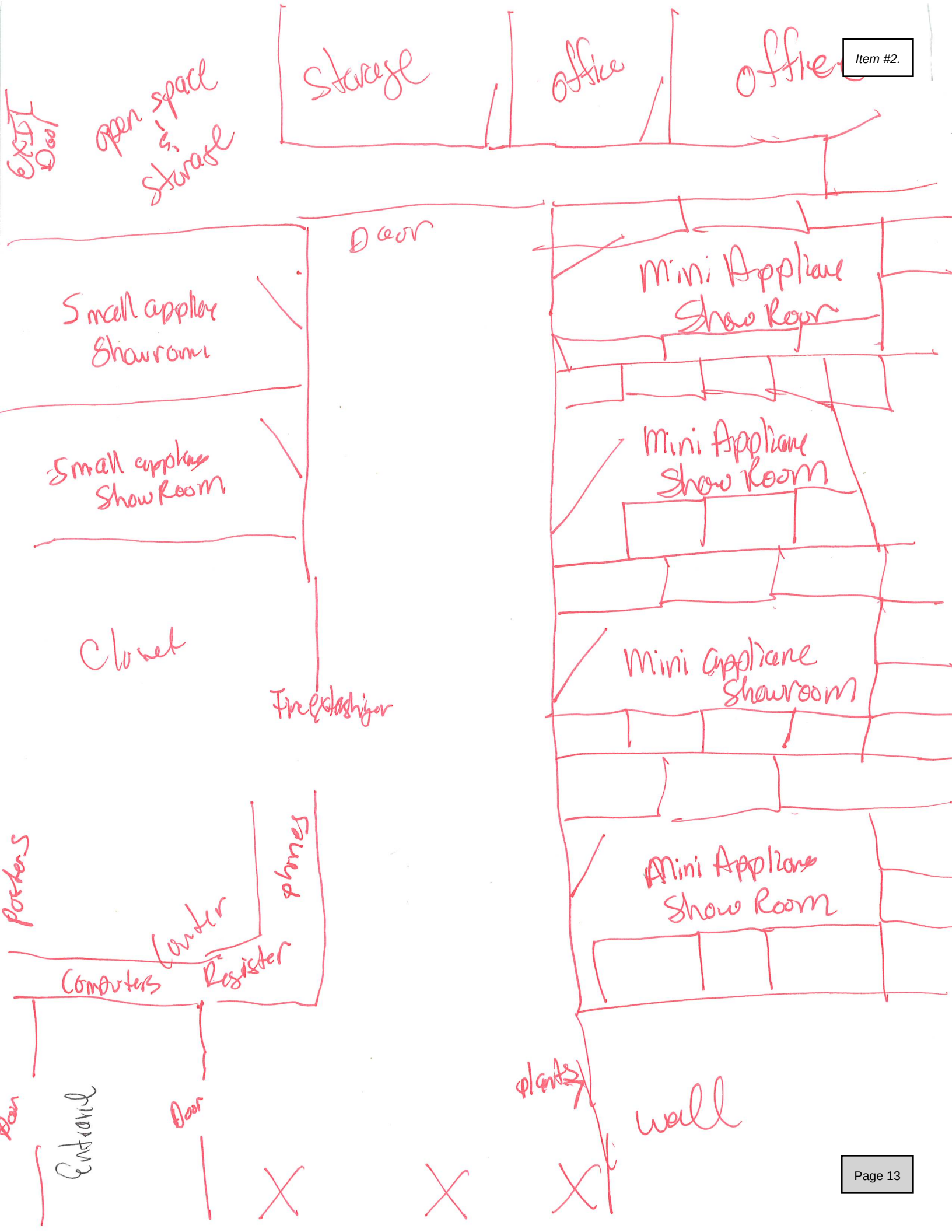
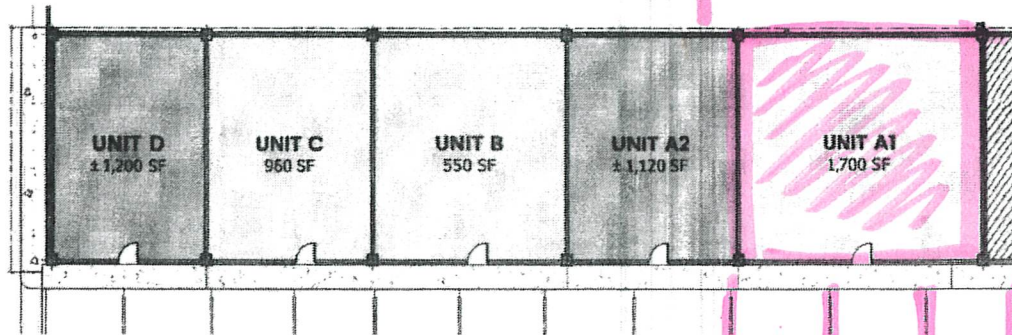


Exhibit "A"

Parking General



Im

PRIMUS LIQUIDATION OUTLET

Scratch & Dent • Overstock • Liquidation Appliances

LETTER OF INTENT - APPLIANCE RETAIL OPERATIONS

September 18, 2026

RE: Intent to Operate Appliance Retail Business at Vine Street Location

To Whom It May Concern:

This letter serves as formal notice of the intent of **Primus Liquidation Outlet** to establish and operate a retail appliance business at our new location on **Vine Street, Ohio**.

Primus Liquidation Outlet will use the location for the retail sale of household appliances, with a primary focus on **scratch-and-dent, overstock, liquidation, open-box, and other value-priced appliances**. Merchandise may include refrigerators, ranges, washers, dryers, dishwashers, small appliances, and other related household products.

The location will serve as an appliance showroom and retail sales facility where customers can view and purchase available inventory. Business activities may also include receiving and storing inventory, customer pickup, delivery coordination, appliance sales, and other activities customary to the operation of a retail appliance business.

Primus Liquidation Outlet intends to operate the business in a professional manner and in accordance with applicable local zoning, occupancy, licensing, fire, building, and other regulatory requirements.

The Vine Street location represents an expansion of Primus Liquidation Outlet's retail operations and will provide consumers in the surrounding community with access to affordable household appliances and related products.

This letter is provided as confirmation of our good-faith intent to establish and operate **Primus Liquidation Outlet** at the Vine Street location.

Sincerely,

Burgandy Moultry

Authorized Representative

Primus Liquidation Outlet

Signature: 

Date: 9-18-26

PRIMUS LIQUIDATION OUTLET

Scratch & Dent • Overstock • Liquidation Appliances

LETTER OF INTENT - U-HAUL DEALER OPERATIONS

September 18, 2026

RE: Intent to Offer U-Haul Rental Services at Vine Street Location

To Whom It May Concern:

This letter serves as formal notice of the intent of **Primus Liquidation Outlet** to pursue authorization to operate as an independent **U-Haul dealer** from our new business location on **Vine Street, Ohio**.

In addition to our primary retail appliance operations, Primus Liquidation Outlet intends to offer U-Haul rental services from the property, subject to approval by U-Haul and compliance with all applicable local requirements.

The proposed U-Haul operation may include the rental and return of U-Haul trucks, vans, trailers, moving equipment, and other related products and services authorized by U-Haul. The property would also be used for the temporary parking and storage of U-Haul rental equipment associated with the operation, as permitted.

Adding U-Haul services would complement Primus Liquidation Outlet's existing business model by providing customers with convenient access to transportation and moving services, particularly customers purchasing appliances who may require transportation or other moving-related services.

Primus Liquidation Outlet intends to maintain the property in a professional manner and operate all U-Haul-related activities in accordance with applicable zoning, licensing, parking, signage, occupancy, and other regulatory requirements, as well as the requirements established by U-Haul.

This letter is intended to document our good-faith intention to establish U-Haul dealer operations at the Vine Street location upon receipt of the necessary approvals.

Sincerely,

Burgandy Moultry

Authorized Representative

Primus Liquidation Outlet

Signature: _____

Date: _____