

City of Willowick, Lake County, Ohio
Planning Commission Agenda
Special Meeting

September 16th, 2022

1. Call Meeting to Order – 1:00 P.M.
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of Minutes: July 11th, 2022 – complete
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 Portion
12. Remarks – Old Business
13. Remarks – New Business
 - Jammin’ For Jesus – 30500 Bayridge Blvd. – Shoregate United Methodist Church
14. Adjournment

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

DATE: July 11th, 2022
PLACE: City Hall
TIME: 7:30 p.m.

The meeting was called to order by Mr. Carden at 7:30 p.m. and opened with the Pledge of Allegiance.

PRESENT WERE: Carden, Foisel, Houry, Mohorcic and
Law Director Landgraf
(Mr. Heckman, Mr. Hren and Mr. Rising were absent)

Approval of Minutes

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

Development & Plan Review Committee - Mr. Rising

Mr. Rising had nothing to report tonight.

Rules Committee - Mr. Rising

Mr. Rising was absent and no report was submitted.

City Engineer's Report - Tim McLaughlin

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

Law Director's Report

Ms. Landgraf had no report tonight.

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 opened and closed at 7:34pm as no one was present.

Remarks - Old Business

There were none at this time.

Remarks - New Business

Mr. Carden stated that the topic the board will be discussing tonight is the Architectural design standards for the commercial retail space in the City of Willowick, not residential. He stated that the board has done some work in the past on the residential end of the Architectural design standards and that stalled out. The focus has now been changed to Architectural design standards for commercial retail space, in an attempt to get something more cohesive and establish guidelines for future development and/or changes to existing spaces. There are design standards that were provided and being reviewed as examples from other cities. The city of Solon, Lakewood and Dublin design standards were provided and reviewed. Mr. Carden would like to work this as being focused on the Solon and Lakewood standards and he asked if any members would like to have thoughts or opening statements on this topic. Mr. Mohorcic stated that he reviewed the standards for Mentor because it is a local city, Lakewood because it's on a larger scale and Dublin for the sake of discussion because there's has measurements. However, Solon's standards are the ones that are favored because they are short and to the point, color schemes, architectural features, general landscaping requirements, etc. and he stated that this would be a good basis and adjust to fit the standards for the City of Willowick. Mr. Carden asked if the focus should be more on what the board is looking to do or what the board is looking to prevent. He is leaning more towards on what the board is looking to prevent, unsightly or unkempt issues that are going to be a problem. Mr. Houry stated items like cloth awnings would be an example of an item that would not be something he would like to allow.

There was discussion between the board members, each board member voiced their pros and cons to each reviewed city standards to come up with standards to put in place for the City of Willowick to make the city to be more ascetically pleasing and cohesive.

It was asked that once we come up with standards for new builds coming into the city will they apply as well to the existing buildings when it is time for repairs. Law Director Landgraf stated that we would need to have standards in place to go in front of Plan Review or presented to this board, at some point the board will need to revise the process to getting a commercial establishment license to ensure that the new standards in place are implemented.

Mr. Mohorcic stated that although he knows that the discussion is regarding what we do not want regarding the standards he also

wants to make sure we focus as well as what the board envisions for the city now and in ten years from now.

There was some additional discussion regarding what looks good in the city, what is not visually pleasing, what common ascetic guidelines there are and different ideas for how to tie in the commonality of the city.

The board went through the sections of the City of Solon guidelines and discussed the guidelines and came up with ideas that pertain to our city. There was some discussion on the ability to have electrical for all new buildings to be put underground and if the city has the ability to do underground electrical, zoning requirements, striking items that do not pertain to the City of Willowick as well as parking/landscaping requirements.

It was discussed having requirements for new builds coming into the city to have to come to Planning Commission board for approval. As well as what the Zoning Inspector will have the ability to approve and/or the authority to act on issues that do not abide by the approved plans by Planning Commission.

There was then further discussion on the reviewed city's requirements.

The board wants to lean towards incorporating the lake front to the establishments that are within walking distance and across the street from the lakefront area, some waves or something to incorporate the lake into the structure.

They continued on to discuss other areas of the different cities Architectural design standards, items that we would like to keep and items we would like to strike.

The board determined that putting an Architectural design standard together will take place over time and will be put into a formatted standard before implementing. Mr. Mohorcic plans to come up with a draft of an Architectural design standard for the city of Willowick for the board to review and revise.

Adjournment

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

The meeting adjourned at 8:34pm

Mark Carden, Chairman

ATTEST:

Heather K. Boling, Building Secretary

TO:

Police Chief Turner

Fire Chief Tennyson

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

DATE: August 24, 2022

RE: Shoregate United Methodist Church - Jammin' For Jesus - 30500 Bayridge Blvd.

Outdoor neighborhood celebration - food - singing - preaching - face painting - speakers - prayer station and games

Attached in the information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

Thank you in advance for your attention in this matter.

A handwritten signature in black ink that reads "Sean Brennan". The signature is written in a cursive style with a large initial "S".

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Regovich

Law Director Landgraf



SEAN BRENNAN
Chief Housing and Zoning Inspector

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT
Phone: 440-516-3000
Fax: 440-585-3776
Email: sbrennan@cityofwillowick.com

TO: Chairman Carden
Planning Commission

FROM: Sean Brennan
Chief Housing & Zoning Inspector

DATE: September 02, 2022

RE: Shoregate United Methodist Church - Jammin' For Jesus
30500 Bayridge Blvd.
September 17th 2022

They may have to obtain permits from the Lake County Building Department for temporary tents and electrical and the Health Department for their temporary food, mobile food and licenses, after their approval from the Planning Commission.

Sean Brennan
Chief Housing & Zoning Inspector

cc: Mayor Regovich
Planning Commission Members
Law Director Landgraf
Chief Turner
Chief Tennyson
Service Director Shannon

Heather Boling

From: Brian Turner
Sent: Monday, August 29, 2022 1:36 PM
To: Heather Boling
Subject: RE: Special Event - Jammin' for Jesus - 30500 Bayridge

Hi Heather,

I see no issues other than the need for them to be aware of our noise ordinance in the event we receive any complaints regarding excessive noise.

Brian C. Turner, Chief of Police
30435 Lakeshore Blvd.
Willowick OH 44095
P - 440-585-1234
F - 440-585-3770

-----Original Message-----

From: Heather Boling <hboling@cityofwillowick.com>
Sent: Wednesday, August 24, 2022 8:57 AM
To: Brian Turner <bturner@cityofwillowick.com>; Joseph Tennyson <jtennyson@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>
Cc: Rich Regovich <rregovich@cityofwillowick.com>
Subject: Special Event - Jammin' for Jesus - 30500 Bayridge
Importance: High

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning Commission Secretary, Heather Boling within ten (10) working days of receipt.

Let me know if you have any questions.

Thanks!

Heather Boling
Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776

Heather Boling

From: Dan O'Connell
Sent: Sunday, August 28, 2022 2:57 PM
To: Heather Boling
Cc: Don Lynn; Joseph Tennyson
Subject: FW: Special Event - Jammin' for Jesus - 30500 Bayridge
Attachments: Special Event - Jammin' for Jesus - 30500 Bayridge.pdf

Importance: High

No cooking will be conducted under any tents, membrane or temporary structures. A portable fire extinguisher is to be in proximity of grill area (this can be moved from the church temporarily.) No other comments at this time.

From: Joseph Tennyson
Sent: Wednesday, August 24, 2022 4:10 PM
To: Dan O'Connell <doconnell@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>
Subject: Fw: Special Event - Jammin' for Jesus - 30500 Bayridge
Importance: High

For your review.

I noticed they want to have a grill and popcorn machine. I am not sure if these will be placed under tents or not.

Thanks,

Joseph R. Tennyson
Fire Chief
City of Willowick Fire Department
30435 Lakeshore Blvd, Willowick Oh. 44095

phone: (440)585-1202
cell: (440)223-2642
fax: (440)585-4112
jtennyson@cityofwillowick.com

From: Heather Boling
Sent: Wednesday, August 24, 2022 8:56 AM
To: Brian Turner; Joseph Tennyson; Sean Brennan; Todd Shannon
Cc: Rich Regovich
Subject: Special Event - Jammin' for Jesus - 30500 Bayridge

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Heather Boling

From: Todd Shannon
Sent: Wednesday, August 24, 2022 10:08 AM
To: Heather Boling
Subject: RE: Special Event - Jammin' for Jesus - 30500 Bayridge

Heather,

Looks good to me. No questions or concerns.

Todd Shannon
Service Director
City of Willowick
31230 Vine St.
Willowick OH, 44095
(440)585-0963

-----Original Message-----

From: Heather Boling
Sent: Wednesday, August 24, 2022 8:57 AM
To: Brian Turner <bturner@cityofwillowick.com>; Joseph Tennyson <jtennyson@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>
Cc: Rich Regovich <rregovich@cityofwillowick.com>
Subject: Special Event - Jammin' for Jesus - 30500 Bayridge
Importance: High

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning Commission Secretary, Heather Boling within ten (10) working days of receipt.

Let me know if you have any questions.

Thanks!

Heather Boling
Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

Applicant Information			
Name	PASTOR ELGAN REYNOLDS		
Street Address	30500 BAYBRIDGE BLVD.		
City, State, ZIP Code	WILLOWICK, OH. 44095		
Primary Phone	440 943 0382	Alternate Phone	216 387 6333
Email Address	elgan@shoregateumc.org		
Organization Name	SHOREGATE UNITED METHODIST CHURCH		
Responsible Party for Event Conduct	PASTOR ELGAN REYNOLDS		
Street Address	30500 BAYBRIDGE BLVD.		
City, State, ZIP Code	WILLOWICK OH. 44095		
Primary Phone	440 943 0382	Alternate Phone	216 387 6333
Email Address	elgan@shoregateumc.org		

Event Information			
Event Name	"JAMMIN' FOR JESUS"		
Set-Up Date	Start: SEPT 17, 2022	End:	SEPT 17, 2022
Event Date	From: SEPT 17, 2022	To:	SEPT 17, 2022
Event Hours	Start Time: 12 NOON	End Time:	4:00 PM
Breakdown Date	Start: SEPT. 17, 2022	End:	SEPT 17, 2022
Estimated number of persons to participate in the Special Event:	150-200		
Event Description (briefly explain event and planned activities):			
AN OUTDOOR NEIGHBORHOOD CELEBRATION - SINGING - MARCHING - FOOD (FREE) FACE PAINTING, SPEAKERS - PRAYER STATION - GAMES - FELLOWSHIP			



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

<i>Application must be submitted seventy days prior to event</i>	
Provisions for Parking (designate where "No Parking" signs will be used):	
THIS EVENT WILL BE HELD ON CHURCH GROUNDS, IN THE PARKING LOT	
Please specify details of how security and traffic control will be provided:	
IT WILL ENTAIL FOOT TRAFFIC FROM PEOPLE IN THE NEIGHBORHOOD SURROUNDING THE CHURCH	
Please list the location and time of any requested street closings: N/A	
Street: N/A	Time of Closure: N/A
Street:	Time of Closure:
Street:	Time of Closure:
Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:	
NO	
Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:	
NO	
Will any animals be used at the Special Event? If yes, please describe:	
NO	
Please provide details of how the area of the Special Event will be cleaned up (if on public property):	



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

NOT ON PUBLIC PROPERTY (CHURCH MEMBERS WILL CLEAN UP THE CHURCH PREMISES)	
Additional Required Information	
Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event:	
N/A	
Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities:	
SEE ATTACHED	
Indemnification	
An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the city of Willowick as an insured.	
SEE ATTACHED	
Agreement and Signature	
I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit.	
Name (printed):	David E. Hirt TRUSTEE
Signature:	Date: 8/23/2022
Payment Information	
* Application Fee \$150.00	* Permit Fee After Approval \$30.00
All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636. All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heisley Rd., Mentor, OH 44060. Phone #440-350-2543.	
Office Use Only	
_____ Approved Date: _____	
_____ Denied Reason: _____	
_____ Variance Needed Reason: _____	
_____ Willowick Police Dept. Approved Date: _____	

Bayridge BLVD.

ENTRANCE

FRONT yard

SOUND STAGE and SPEAKERS Podium

BOUNCE HOUSE

CHURCH

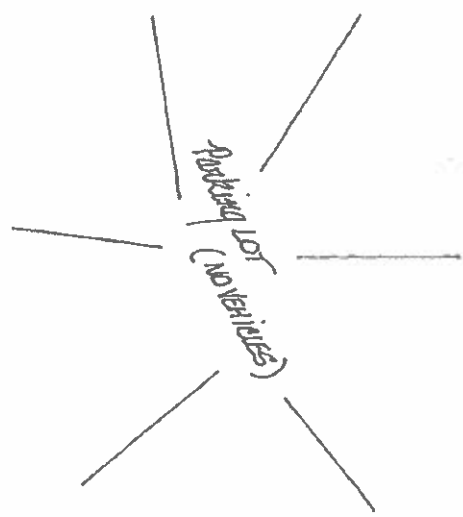
Registration

SUN COLOS. machine

POPCORN machine

PLAYGROUND

Garage

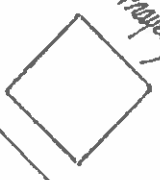


E 307th St.

ENTRANCE

800 ft
to
E 305th St.

People station





Liability Coverage Summary

MinistryFirstSM commercial multi-peril policy Declarations continued...

NAMED INSURED
POLICY NUMBER
POLICY PERIOD

Shoregate United Methodist Church
34MLA0506609
03/01/2021 at 12:01 a.m. to 03/01/2022 at 12:01 a.m.

The Coverages listed within these declarations are provided according to the terms of the designated coverage forms and any other applicable forms or endorsements. Only one liability coverage and one medical coverage will apply to an occurrence and any related loss. Any limit which is specifically stated within a coverage form or endorsement represents the most we will pay for the coverage to which such a limit applies. For application of limits, see Liability and Medical Coverage form (BGL11 4.5).

Key Liability Coverage Facts: Schedule of Limits

GENERAL OCCURRENCE LIMIT	\$1,000,000
GENERAL AGGREGATE LIMIT	\$3,000,000

Principal Liability Coverages

COVERAGE DESCRIPTIONS	COVERAGE LIMIT	COVERAGE AGGREGATE LIMIT	FORM
Bodily Injury/Property Damage Liability (L)	\$1,000,000*	\$3,000,000*	GL100 1.0
Medical Payments (M)	\$3,000*+	\$3,000,000*	GL100 1.0
Products/Completed Work (N)	\$1,000,000*	\$3,000,000*	GL100 1.0
Fire Legal Liability (O)	\$300,000*	\$900,000*	BGL951 4.5

Supplemental Coverages

COVERAGE DESCRIPTIONS	COVERAGE LIMIT	COVERAGE AGGREGATE LIMIT	FORM
Incidental Contractual Liability	\$1,000,000*	\$3,000,000*	GL100 1.0
Incidental Medical Malpractice	\$1,000,000*	\$3,000,000*	GL100 1.0
Mobile Equipment	\$1,000,000*	\$3,000,000*	GL100 1.0

Additional Coverages

COVERAGE DESCRIPTIONS	COVERAGE LIMIT	COVERAGE AGGREGATE LIMIT	FORM
Membership Emotional Injury Liability Coverage	\$1,000,000*	\$3,000,000*	BGL51 4.5
Nursery/Child Care Corporal Punishment Liability	\$1,000,000*	\$3,000,000*	BGL51 4.5
Supervision-Related Emotional Injury Liability Coverage	\$1,000,000*	\$3,000,000*	BGL51 4.5
Food Preparation Liability Coverage	\$1,000,000*	\$3,000,000*	BGL51 4.5
Privacy Violation Liability Coverage	\$1,000,000*	\$3,000,000*	BGL51 4.5
Damage To Property Of Others Coverage			BGL51 4.5
Not in Your Control	\$1,000*+	\$3,000,000*	BGL51 4.5
In Your Control	\$2,500*+	\$3,000,000*	BGL51 4.5
Prosthetic Devices	\$500*+	\$3,000,000*	BGL51 4.5
Incidental Camper Medical Coverage	\$3,000*	\$3,000,000*	BGL51 4.5
Additional Incidental Contractual Liability Coverage	\$1,000,000*	\$3,000,000*	BGL51 4.5

Related Organizations/Operations

The following entities are insured for designated related Coverages.

* Only a single limit applies to the loss. All coverage limits are subject to the general occurrence limit and all aggregate limits are subject to the general aggregate limit.
+ per person limit