



City of Willowick
PLANNING COMMISSION

Monday, April 13, 2026 at 7:00 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. 1. Planning Commission Minutes - March 9th, 2026
5. **Development & Plan Review Committee**
6. **Rules Committee**
7. **City Engineer's Report – Mr. McLaughlin**
8. **Law Director's Report – Ms. Gwartz**
9. **Architectural Review Board**
10. **Community Reinvestment Area – Mr. Carden**
11. **Public Hearings**
12. **Public Portion**
13. **Remarks – Old Business**
14. **Remarks – New Business**
 1. 1. St Mary Magdalene - Located at 32114 Vine street - 34th Annual Festival
15. **Adjournment**



**City of Willowick
PLANNING COMMISSION**

Monday, March 09, 2026 at 7:00 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.

MINUTES

Call meeting to order

Chairman Carden called the March 9th, 2026, Planning Commission meeting to order at 7:00pm.

Pledge of Allegiance to the Flag

Roll Call

PRESENT

Chairman Carden

Mr. Hren

Mr. Fortney

Mr. Downing

Ms. Monaco

ABSENT

Mr. Foisel

Mr. Tomas

Approval of Minutes

Planning Commission Minutes - May 12th 2025

Motion made to approve the May 12th, 2025 Planning Commission meeting by Mr. Fortney, Seconded by Ms. Monaco.

Voting Yea: Chairman Carden, Mr. Hren, Mr. Fortney, Mr. Downing, Ms. Monaco

Development & Plan Review Committee

None.

Rules Committee

None.

City Engineer's Report – Mr. McLaughlin

None.

Law Director's Report – Ms. Gwartz

None.

Architectural Review Board

None.

Community Reinvestment Area – Mr. Carden

None.

Public Hearings

None.

Public Portion

Public portion was open and closed at 7:06pm with no public present.

Remarks – Old Business

None.

Remarks – New Business**Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Blvd**

Jennifer Worden was present representing Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Boulevard. She stated that she has been in business for 12 years, has had a brick and mortar store in Euclid for 10 years and she has been in the industry for over 20 years. She advised that her business is a spa, including hair/makeup for special events such as weddings, prom and homecomings. She advised that she does travel to her clients however; this location is going to be primarily an onsite location so clients and their wedding party can go to her for services. She advised that previously this space was an unoccupied office space. Chairman Carden asked how many people (clients) would be onsite standardly for a wedding party, she advised that Northeast Ohio wedding parties are pretty substantial as it is a huge industry, it could be as small as four or as large as ten or twelve, it just really depends. It was asked why she is now looking to move into Willowick, she stated that her 10-year lease is up in Euclid and she has a good reputation in this area. She advised that times are difficult in the area she is at now, in addition, the neighboring bar was burnt down and the renovations are substantial, it has affected her business a lot. She stated that most of her clients are from Lake County and that is where she would like to be, she has lost clients due to her location in Euclid. It was asked if she has employees now that will be making the move with her, Ms. Worden advised that when the fire happened 3 years ago she lost her staff, it was not a safe place to work in. She advised that unfortunately did not have the means to renovate and shut down, although it was only smoke damage at her location she still lost her staff, she made it work for a bit but its just not working out anymore. She stated that she does have one girl that works with her, she does hair and travels to onsite locations, then she also has a woman that rents a chair from her who has been in business 50 years. They will make the move with her. There was some discussion regarding parking, Chairman Carden stated that after looking it over, he does not believe parking would be an issue based on the site plan. There was some discussion regarding the crime and street parking at her location in Euclid. There was some reference to the Plan Review Board minutes regarding the sinks, Mr. Fortney asked about plumbing, Ms. Worden advised that there was a sink in the back area, an office type sink so there is plumbing back there, if they decide to do anything they would not have to run new plumbing as they would use the existing. Mr. Hren asked what skilled laborers she is looking bring in. She advised in the future she may bring in a hair stylist but this space is a space that she can do on her own and no need to hire. However once and if she decides to bring another girl on, she will look to get someone from Brown Aveda Institute. Mr. Hren referred back to the site plan, he asked about hiring hair stylists because there are four mirrors, so he was not sure if that was going to be four

individual work stations. She advised that she keeps the extra work stations because she really doesn't know how many clients she would be having onsite at one time. There was some discussion regarding the hours of operation and the days she is not open. She stated that every Friday she has "happy hour" which is discounted easy 15 minute services, come in and quickly get glammed up for the weekend, such as a blow dry, eye brow wax, a spray tan, quick services. Mr. Hren asked if she will be putting in a booth for the spray tan service, she advised that the spray tan is a tent with an exhaust fan with a filter on the back that gets changed weekly so there is no overspray. There was some discussion regarding the massage services and if there is a requirement of any type of walls or curtains, Ms. Worden stated that there is not a requirement, most nice salons use curtain walls. However, as she just had surgery on her arm she will not be doing massage services for a while. She said once she is able to resume, she has had her clients for over a decade.

Motion made to recommend the approval from City Council for Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Blvd by Mr. Hren, Seconded by Mr. Fortney.
Voting Yea: Chairman Carden, Mr. Hren, Mr. Fortney, Mr. Downing, Ms. Monaco

College Tree Removal - Located at P#28A0230000450

Mr. John Hollis was present representing College Tree Removal - Located at P#28A0230000450. He stated that him and his son own a tree business called College Tree Removal that has been operating for about 8 years, they are looking to purchase this land off of East 305th street. He advised the board that the business went in front of the Plan Review Board and was tabled because in addition to selling firewood, mulch and stone, the tree service will also be ran out of this location as some of the materials being sold are produced from the trees being cut down. He stated that he knows that it is zoned for retail which they check the box there because of selling materials however because of the tree business they are providing a service. He also advised that they are looking to build a couple buildings at this location for storage of equipment. Mr. Hollis stated that he believes this is a dual business both retail and service. Chairman Carden stated that he is not clear based on the diagram where the location of the business is going to be, there was some discussion regarding the location and the access. There was also some discussion regarding the businesses near this location and parking, if the restaurant is busy and fills up the parking lot. Chairman Carden asked if its going to be busy location with trucks coming and going, Mr. Hollis stated that yes trucks will be going out empty and coming back full. There was some further discussion regarding the location and a clarification regarding parking. Mr. Carden asked if there is a paved driveway/road back in the area, Mr. Hollis stated that there is not yet. There was further review of the site plan. There was some discussion as to how Mr. Hollis found this location. Chairman Carden then clarified that this location is zoned retail and there was some discussion regarding the previous zoning of this location. Chairman Carden asked about what the access looks like to get back there, is it a dirt road/gravel, Mr. Hollis stated that right now there is a paved lot that goes around the building. They then circled back to how many trucks will be going in and out throughout the day, Mr. Hollis advised on average about 4 to 5 trucks in the morning and the same for the afternoon around 5pm. It was asked if there is going to be any processing there, Mr. Hollis stated that there will not be any processing completed at this location, for instance if they cut down a tree at a customers house, the tree is ran through a wood chipper at that point and then brought back to this location to sell. He advised that if they have an order for wood chips sometimes they will take the woodchips directly from the location they cut the tree down to the location purchasing the woodchips. Mr. Hollis stated there is going to be one building to start and then add the second building in the future but ultimately drive to the back and around the two buildings (once built) for materials and then the front small area will be an office space.

There was some discussion regarding the potential for a lot of noise if there was going to be processing however since there will not be any processing then there will not be noise from processing. Mr. Hollis asked if the board was familiar with the guy next to this location, who does landscape material. Chairman Carden asked about the storage, if the storage will be inside or outside, Mr. Hollis stated that the storage will be outdoors as the bins are made out of concrete. Ms. Monaco asked about the determination of the gravel lot, Mr. Hollis stated that Chief Brennan advised that this is step one for the approval of the business, then go the route of the gravel lot. Mr. Hren stated that he is all for bringing in more businesses into the city and building new buildings is great for the city. There was some discussion regarding the need for tree businesses as well.

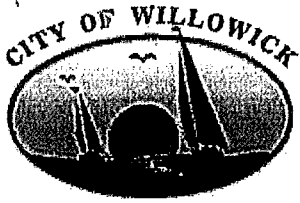
Motion made to recommend the approval from City Council for College Tree Removal - Located at P#28A0230000450 by Mr. Hren, Seconded by Ms. Monaco
Voting Yea: Chairman Carden, Mr. Hren, Mr. Fortney, Mr. Downing, Ms. Monaco

Adjournment

Motion made to adjourn the March 9th, 2026, Planning Commission meeting at 7:36pm by Mr. Fortney, Seconded by Mr. Downing.
Voting Yea: Chairman Carden, Mr. Hren, Mr. Fortney, Mr. Downing, Ms. Monaco

Chairman Carden

Heather Boling – Secretary



Willowick Building Department

440-516-3000

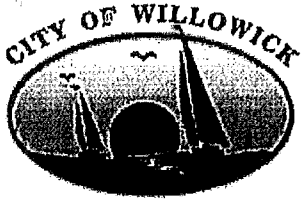
Special Event Permit Application

Ordinance 705.05

Item #1.

Applicant Information			
Name	St. Mary Magdalene Church		
Street Address	32114 Vine Street		
City, State, ZIP Code	Willowick, Oh 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6001
Email Address	rsistero@smmwillowick.org		
Organization Name	34th. Annual Homecoming Festival		
Responsible Party for Event Conduct	Rev. Steven H. Breck, Pastor Ath. Rosemarie Sister, Co-Chair		
Street Address	32010 Vine St.		
City, State, ZIP Code	Willowick, Oh 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6017
Email Address	Frbrecko@smmwillowick.org		

Event Information			
Event Name	34th. Annual Homecoming Festival		
Set-Up Date	Start: 5-25-2026	End:	5-28-2026
Event Date	From: 5-28-2026	To:	5-31-2026
Event Hours	Start Time: 6pm	End Time:	10pm
Breakdown Date	Start: 6-1-2026	End:	6-5-2026
Estimated number of persons to participate in the Special Event:	350 Volunteers 7000 atten.		
Event Description (briefly explain event and planned activities):			
<p>smm 34th. Festival only changes this year is we will be bringing in a Ferris wheel, Screambar & giant slide. Also you must be 21+ over to bring in a minor. All security events & procedures remain the same as last year.</p> <p>hours: Thurs & Friday: 6-10pm Sunday: NOON-9pm Sat: 2-10pm</p>			



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

Item #1.

Application must be submitted seventy days prior to event

Provisions for Parking (designate where "No Parking" signs will be used):

149 parking spots on church vine st lot
Shuttle Service from Dudley Friday & Saturday.

Please specify details of how security and traffic control will be provided:

Keith Lawrence will again take care of security
just as last year.

Please list the location and time of any requested street closings:

Street: 321st Street	Time of Closure: During Festival
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:

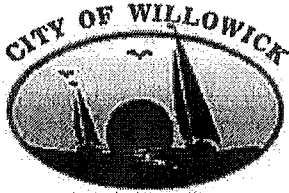
Parish food tent, Corbis, Gary's, Curino's Elephant Ears
Weber's Ice Cream Beer & Wine sold by Parish

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):

N/A - not on Public Property. Trash Cans placed
around outside grounds



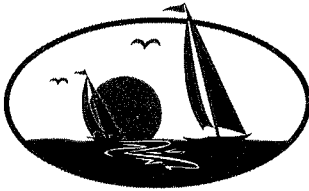
Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

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:	
We got all permits needed	
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: <i>See Attached</i>	
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.	
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): <i>Rosemarie Sisler</i>	
Signature: <i>Rosemarie Sisler</i>	Date: <i>3-24-2026</i>
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: _____



SEAN BRENNAN
Chief Housing and Zoning Inspector

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

TO:

Police Chief Daubenmire
Fire Chief Malovrh Jr.
Chief Housing and Zoning Inspector Brennan
Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

Date: March 24th, 2026

RE: St. Mary Magdalene (SMM) Church – 34th Annual Homecoming Festival – 32114 Vine Street

Church's 34th Annual Homecoming Festival that will be family oriented and consist of a ferris wheel, a scrambler ride and a giant slide as well games, refreshments and other games of chance. SMM will be holding raffles and will sell beer and wine.

Attached is 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 seven (7) days of receipt.

Thank you in advance for your attention in this matter.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Vanni

Law Director Gwartz



SEAN BRENNAN

Chief Housing and Zoning Inspector

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

TO: Chairman Carden
Planning Commission

FROM: Sean Brennan
Chief Housing & Zoning Inspector

DATE: March 25th 2026

RE: 34th Annual St. Mary Magdalene Homecoming Festival
32114 Vine Street Willowick, OH 44095
May 28th, 2026 to May 31st, 2026

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 Vanni
Planning Commission Members
Law Director Gwirtz
Chief Daubenmire
Chief Malovrh Jr.
Service Director Shannon



TODD SHANNON
Director of Public Service

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

SERVICE DEPARTMENT
Phone: 440-585-0963
Fax: 440-585-3776
Email: tshannon@cityofwillowick.com

March 24th, 2026

Planning Commission Members:

In response to the St. Mary Magdalene Festival submittal.

Please make sure that if they are going to have their trash dumpster in the street on E. 321st, that it will be coned off with cones that are retro reflective for traffic passing by at night.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd Shannon', with a long horizontal flourish extending to the right.

Service Director Shannon

Heather Boling

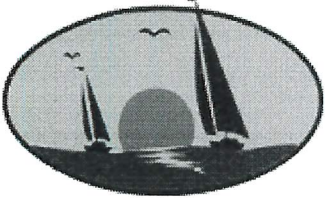
From: Michael Vanni
Sent: Tuesday, March 24, 2026 1:39 PM
To: Heather Boling; Rob Daubenmire; Sean Brennan; Todd Shannon; Don Lynn; Bill Malovrh Jr.
Cc: Mandy Gwartz
Subject: RE: Special Event - St. Mary Magdalene - 34th Annual Homecoming Festival

Good afternoon,

I would like to have Knobel Road closed as well during festival hours.

Thank you,
 Mike

Michael J. Vanni
 Mayor / Safety Director
 City of Willowick
 30435 Lakeshore Blvd.
 Willowick, Ohio 44095
 440-585-3700



From: Heather Boling <hboling@cityofwillowick.com>
Sent: Tuesday, March 24, 2026 1:30 PM
To: Rob Daubenmire <rdaubenmire@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>; Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Cc: Michael Vanni <mvanni@cityofwillowick.com>; Mandy Gwartz <mandy@gwartzlaw.com>
Subject: Special Event - St. Mary Magdalene - 34th Annual Homecoming Festival
Importance: High

Good afternoon,

Please see the attached information that the Building Department received for this upcoming event. - St. Mary Magdalene - 34th Annual Homecoming Festival.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (7) working days of receipt.

Let me know if you have any questions.

Thanks!