



City of Willowick
PLANNING COMMISSION
Monday, September 14, 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.](#) Planning Commission Minutes - April 13th 2026
- 5. Development & Plan Review Committee**
- 6. Rules Committee**
- 7. City Engineer's Report – Mr. McLaughlin**
- 8. Law Director's Report – Ms. Gwirtz**
- 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.](#) Stebal Drums - Located at 32612 Vine Street - 30th Anniversary
- 15. Adjournment**



**City of Willowick
PLANNING COMMISSION**

Monday, April 13, 2026 at 7:00 PM
City Council Chambers

ADA NOTICE

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MINUTES

Call meeting to order

Chairman Carden called the April 13th, 2026, Planning Commission meeting to order at 7:07pm.

Pledge of Allegiance to the Flag

Roll Call

PRESENT

Chairman Carden
Mr. Hren
Mr. Fortney
Ms. Monaco
Mr. Downing

ABSENT

Mr. Foisel
Mr. Tomas

Approval of Minutes

Planning Commission Minutes - March 9th, 2026

Motion made to approve the March 9th, 2026, Planning Commission meeting minutes by Mr. Hren,
Seconded by Ms. Monaco.

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

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 with no public present.

Remarks – Old Business

None.

Remarks – New Business**St Mary Magdalene - Located at 32114 Vine street - 34th Annual Festival**

Mr. Arndt the Business Manager for St. Mary Magdalene was present representing St Mary Magdalene - Located at 32114 Vine street - 34th Annual Festival. He advised some changes include additional additional fencing. They are remaining with one entrance which will be policed at all times, along with people checking ID's, they decided to change the adult age to 21 for those accompanying minors (previously 18). He also stated that they met with Bates Amusement to provide rides, Bates will bringing back the corner Ferris wheel, a family friendly carousel and a four lane giant slide. SMM has been working with Lieutenant Lawrence and are in compliance with the policing aspect. There was some additional explanation as to where the additional fencing will be going. Ms. Monaco asked if they will be doing the wrist bands, Mr. Arndt stated that they are.

Chairman Carden asked about the trash dumpster being in the street. He advised in response to Service Director Shannon's requirements to have reflective cones around the trash dumpster if it is going to be placed on East 321st, it was stated that they will have cones however he is unsure if they are reflective. The reflective cones are a requirement through the Service Director.

There is also a change to the style of large tent that they chose. Chairman Carden asked if the county has approved all the permitting, Mr. Arndt stated that they will get called in for their inspections once everything is set up to include the fire department and Lake County Health Department as well.

There was also some discussion regarding the indoor kids games and a small Monte Carlo (which is scaled down from last year). Disco Inferno will also be returning this year. There was some discussion regarding the ending time of the festival each night.

It was reiterated that the cones around the dumpster will need to be reflective. Mr. Arndt stated that they can order reflective, Chairman Carden advised they will want to do that to be in compliance with the Service Directors requirements.

Motion made to recommend the approval of St. Mary Magdalene (SMM) Church – 34th Annual Homecoming Festival - Located at 32114 Vine Street to City Council by Ms. Monaco, Seconded by Mr. Hren.

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

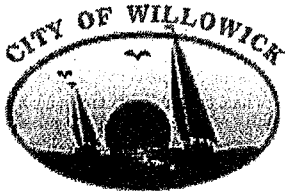
Adjournment

Motion made to adjourn the April 14th, 2026, Planning Commission meeting at 7:18 pm by Mr. Downing, Seconded by Mr. Hren.

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

Chairman Carden

Heather Boling – Secretary



Willowick Building Department

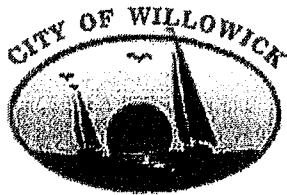
440-516-3000

Special Event Permit Application

Ordinance 705.05

Applicant Information			
Name	JOHN STEBAL / STEBAL DRUMS		
Street Address	32612 VINE ST.		
City, State, ZIP Code	WILLOWICK, OH 44095		
Primary Phone	440 223 4766	Alternate Phone	440 944 9331
Email Address	JOHN@STEBALDRUMS.COM		
Organization Name	STEBAL DRUMS		
Responsible Party for Event Conduct	JOHN STEBAL		
Street Address	312 E 320 ST.		
City, State, ZIP Code	WILLOWICK, OH 44095		
Primary Phone	440 223 4766	Alternate Phone	440 944 9331
Email Address	JOHN@STEBALDRUMS.COM		

Event Information			
Event Name	30 TH ANNIVERSARY		
Set-Up Date	Start: 9/27/26	End: 9/27/26	
Event Date	From: 9/27/26	To: 9/27/26	
Event Hours	Start Time: 12 PM	End Time: 5 PM	
Breakdown Date	Start: 9/27/26	End: 9/27/26	
Estimated number of persons to participate in the Special Event:			50
Event Description (briefly explain event and planned activities):			
SALES EVENT INSIDE STORE FOOD TRUCK & BAND OUTSIDE STORE IN PARKING LOT (CLOSED)			



Willowick Building Department

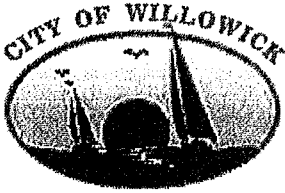
440-516-3000

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):	
"NO PARKING" SIGNS @ 2 DRIVEWAYS	
Please specify details of how security and traffic control will be provided:	
Yellow "DO NOT CROSS" TAPE @ 2 DRIVEWAYS	
Please list the location and time of any requested street closings:	
Street:	Time of Closure:
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:	
NORMAL RETAIL SALES	
Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:	
FOOD - CAR HOPS DINER DOGS TRUCK	
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

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:	
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:	
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): <u>JOHN STEBAC</u>	
Signature: <u><i>John Stebac</i></u>	Date: <u>9/3/20</u>
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 Heislev Rd., Mentor, OH 44060. Phone #440-350-2543.	
Office Use Only	
_____ Approved Date: _____ _____ Denied Reason: _____ _____ Variance Needed Reason: _____ _____ Willowick Police Dept. Approved Date: _____	

32612 Vine St.

STERBAL DRUMS 30TH ANNIVERSARY

VINE ST.

CLOSED W/
CAUTION TAPE
DRIVE
WAY

CLOSED W/
CAUTION TAPE
DRIVE
WAY

FOOD TRUCK

TABLES W/ CHAIRS

BAND

PARKING LOT
(CLOSED)

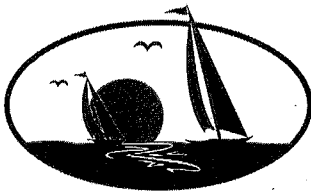
ENTRANCE

STERBAL DRUMS
RETAIL STORE
(OPEN)

Item #1.

RESTROOM

RESTROOM



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

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

DATE: September 4 2026

RE: Stebal Drums (Located at 32612 Vine Street) – 30th Anniversary Celebration

Event date: September 27 2026 **Event Hours:** 12pm to 5pm

Outdoor celebration – live band and food truck will be present

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 three (3) days.

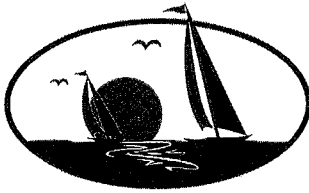
Thank you in advance for your attention in this matter.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Vanni

Law Director Landgraf



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: September 4th, 2026

RE: Stebal Drums – 30th Anniversary
32612 Vine Street
September 27th, 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. The food truck will also need to obtain a Vehicle Vendor permit from the City of Willowick Building Department.

Sean Brennan
Chief Housing & Zoning Inspector

CC: Mayor Vanni
Planning Commission Members
Law Director Landgraf
Chief Turner
Chief Malovrh
Service Director Shannon

RE: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street



Todd Shannon

Thu 9/3/2026 2:02 PM

To: Heather Boling; Rob Daubenmire; Sean Brennan; Don Lynn; Bill Malovrh Jr.

Cc: Michael Vanni; Mandy Gwirtz <mandy@gwartzlaw.com> ^

🔄 Reply all | ▼

Inbox

Heather,

Looks good to me.

Thanks,

Todd Shannon

Director of Public Service

City of Willowick

31230 Vine St. Willowick, OH

Phone: 440-585-0963

Fax: 440-585-3776

From: Heather Boling

Sent: Thursday, September 3, 2026 2:00 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 Gwirtz <mandy@gwartzlaw.com>

Subject: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street

Good afternoon,

Please see the attached information that the Building Department received for an upcoming event - Stebal Drums - 30th Anniversary Event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within **three (3) days of receipt.**

RE: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street



Rob Daubenmire

Today, 1:16 PM

Heather Boling ▾

🔄 Reply all | ▾

Inbox

Heather,

I see no issues.

Rob Daub

From: Heather Boling

Sent: Thursday, September 3, 2026 2:00 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: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street

Good afternoon,

Please see the attached information that the Building Department received for an upcoming event - Stebal Drums - 30th Anniversary Event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within three (3) days of receipt.

Thanks!

Heather Boling

Building Department

Administrative Assistant

City of Willowick

31230 Vine Street

Willowick, OH 44095

P: 440-516-3000 X: 329

F: 440-585-3776

hboling@cityofwillowick.com

Re: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street



Mandy Gwirtz <mandy@gwirtzlaw.com>

Reply all | ▾

Yesterday, 4:58 PM

Todd Shannon; Heather Boling; Rob Daubenmire; Sean Brennan; Don Lynn; +2 more ▾

Inbox



Action Items



My only question is where will the attendees be parking for the event?

Mandy Gwirtz, Esq.

20050 Lakeshore Blvd.

Euclid, Ohio 44123

Office: 216-481-0020

Fax: 216-481-0554

Web: www.gwirtzlaw.com



On Thu, Sep 3, 2026 at 2:03 PM Todd Shannon <tshannon@cityofwillowick.com> wrote:

Heather,

Looks good to me.

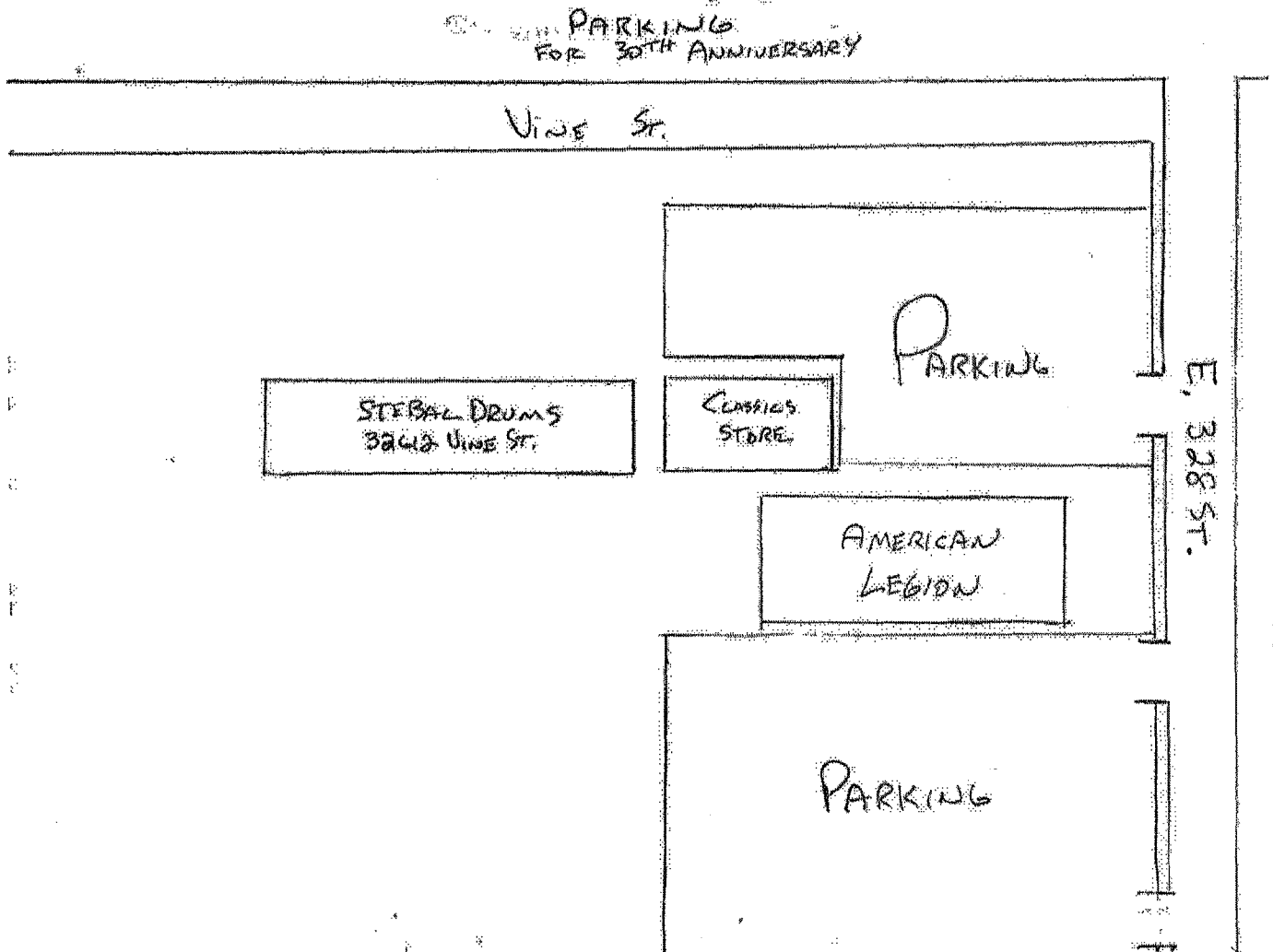
Thanks,

Todd Shannon

Director of Public Service

City of Willowick

31230 Vine St. Willowick, OH



Re: Stebal Drums - 30th Anniversary Event - Located at 32612 Vine Street



Mandy Gwirtz <mandy@gwirtzlaw.com>

🔄 Reply all | ▼

Fri 9/4/2026 3:17 PM

To: Sean Brennan

Cc: Todd Shannon; Heather Boling; Rob Daubenmire; Don Lynn; Bill Malovrh Jr.; Michael Vanni ↗

Inbox

Ok. That looks good to me.

Mandy Gwirtz, Esq.

20050 Lakeshore Blvd.

Euclid, Ohio 44123

Office: 216-481-0020

Fax: 216-481-0554

Web: www.gwirtzlaw.com



On Fri, Sep 4, 2026 at 1:57 PM Sean Brennan <SBrennan@cityofwillowick.com> wrote:

Please see attached

Thanks

Sean Brennan

Chief Housing & Zoning Inspector

City of Willowick

[440-516-3000](tel:440-516-3000)

From: Sean Brennan

Sent: Friday, September 4, 2026 11:14 AM

To: Mandy Gwirtz; Todd Shannon

Cc: Heather Boling; Rob Daubenmire; Don Lynn; Bill Malovrh Jr.; Michael Vanni

Subject: Re: Stebal Drums - 30th Anniversary Event - Located at [32612 Vine Street](#)