



**City of Willowick**  
**PLANNING COMMISSION**

Monday, March 11, 2024 at 7:30 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 Meeting Minutes - February 12th, 2024
  2. Planning Commission Minutes November 13th, 2023 - to vote previously tabled
5. **Development & Plan Review Committee**
6. **Rules Committee**
7. **City Engineer's Report – Mr. McLaughlin**
8. **Law Director's Report – Ms. Landgraf**
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. Discussion regarding the revision of Codified Ordinance Chapter 1167 - Air Conditioning Units
  2. Discussion regarding the revision of Codified Ordinance 1165.05 Double Fencing
  3. Discussion regarding the revision of Codified Ordinance 1165.07 Fences in front yard, Side yards and on corner lot; proximity to sidewalks
15. **Adjournment**



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Monday, February 12, 2024 at 7:30 PM  
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**MINUTES**

Mayor Vanni swore in Tom Loncala and Joan Raymond to the Planning Commission Board.

**Call meeting to order**

Chairman Carden called the February 12th, 2024, Planning Commission meeting to order at 7:35pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

PRESENT

Chairman Mark Carden

Ms. Raymond

Mr. Fortney

Mr. Loncala

ALSO PRESENT

Law Director Landgraf

Councilman Phares

ABSENT

Mr. Houry

Mr. Hren

Mr. Foisel

**Approval of Minutes**

Planning Commission Meeting Minutes - November 13, 2023

The November 13th, 2024, Planning Commission meeting minutes were tabled due to lack of quorum present to vote.

**Development & Plan Review Committee**

None.

**Rules Committee**

None.

**City Engineer's Report – Mr. McLaughlin**

None.

**Law Director's Report – Ms. Landgraf**

None.

**Architectural Review Board**

None.

**Community Reinvestment Area – Mr. Carden**

None.

**Public Hearings**

None.

**Public Portion**

Public portion was opened and closed at 7:37pm with no comments from the public.

**Remarks – Old Business**

None.

**Remarks – New Business**

Sew 4 Service - Located at 30515 Euclid Ave

Michelle Lutz (board member and volunteer) was present representing Sew 4 Service located at 30515 Euclid Avenue. She explained to the board that the business is a non-profit organization that receives donations of fabric, yarns, supplies. Volunteers then use those donations to create items such as quilts, they then bring the finished item back to the facility where Sew4Service will donate the items back to charity such as nursing homes or any other place that may be receiving them. The donations are sorted and stored at the business location, they have a studio space where they teach lessons such as sewing machine use and they also have volunteers there to put kits in order, sort through donations as there are items donated that they are unable to use. The unusable items are sold at a deep discount to the volunteers. Chairman Carden asked the previous use of this establishment, Ms. Lutz stated that it used to be a fitness center. Chairman Carden asked if primarily the sewing work is done at home and then brought to the location, Ms. Lutz stated that is correct outside of the classes that are offered onsite. Ms. Raymond asked Ms. Lutz if they ever get any items that can be recycled, Ms. Lutz said that the Director has a business connection that comes to pick up scrapes that cannot be used, a recycler then picks them up at a different location outside of the county as it is not a service Lake County offers. Law Director Landgraf advised Ms. Lutz that the next step will be the City Council meeting that will be held on Tuesday, February 20th.

Motion made to approve Sew 4 Service - Located at 30515 Euclid Ave pending approval from City Council by Mr. Fortney, Seconded by Ms. Raymond.

Voting Yea: Chairman Carden, Ms. Raymond, Mr. Fortney, Mr. Loncala

Salon Studio 723 - Located at 250 E 312th Street

Lawonna Minter was present representing Salon Studio 723 - Located at 250 E 312th Street. She stated that Salon Studio 723 specializes in all thing's hair and beauty, natural hair styles, coloring, relaxers as well as everything else hair. The types of services she provides is for all ages, she provides services for men, woman and children. She is trying to create a nice place for self-care and relaxation, while getting beautiful. Chairman Carden asked if this is a relocation of her business that is currently operating in Euclid, Ms. Minter stated that yes, she is relocating her business. There was some discussion regarding the new location. He asked if she will be keeping the location in Euclid, Ms. Minter advised that she is not staying in Euclid she is upgrading to Willowick as her current location in Euclid is only 800 square feet and the new location is 2000 square feet and her current location is very loud due to the types of establishments that surround her. She stated that she has been in business for about 3.5 years. Chairman Carden asked how many stylists she will have working with her, she advised that she has 2 stylists plus herself. Ms. Raymond asked if they are employees or if they rent their chairs, Ms. Minter said that they are independent contractors as opposed to employees. Law Director Landgraf asked about the hours listed from 9am to 5pm being every day of the week? Ms. Minter advised that yes it will be 7 days a week and the hours are more open, since they go off of appointments. She advised that most of the appointments are between 9am and 5pm however there are times where they will go in much earlier than that such as 6:30am or 7:00am or stay later than that for appointments and/or cleaning. Law Director Landgraf explained that the hours that she is approved for are the hours that she will be held to, so to make sure the hours are broadened to cover the times that she may be there. There was some further discussion on the hours and Ms. Minter stated that her hours will be broadened to make sure she is operating while she is approved. She said max time she will be operating would be 12 hours, so she stated from 8am to 11pm, not every day but she wants to make sure she is covered. Chairman Carden asked when she will be moving into the new business, she stated as soon as she is approved and allowed to move in and start operating as her current location lease is over, so right now she is month to month there. Law Director Landgraf advised Ms. Minter that the next step will be the City Council meeting that will be held on Tuesday, February 20th.

Motion made to approve Salon Studio 723 - Located at 250 E 312th Street pending approval from City Council by Mr. Fortney, Seconded by Mr. Loncala.

Voting Yea: Chairman Carden, Ms. Raymond, Mr. Fortney, Mr. Loncala

Prior to the adjournment of the meeting Councilman Phares advised the board that there will be some upcoming proposed ordinance changes for the board to review. There was some discussion regarding some of the possible ordinances to look at as some are old/outdated.

**Adjournment**

Motion made to adjourn the February 12th, 2024, Planning Commission at 8:03pm by Ms. Raymond, Seconded by Mr. Loncala.

Voting Yea: Chairman Carden, Ms. Raymond, Mr. Fortney, Mr. Loncala



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**MINUTES**

**Call meeting to order**

Chairman Carden called the November 13th, 2023, Planning Commission meeting to order at 7:30pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

**PRESENT**

Chairman Carden  
 Mr. Houry  
 Mr. Hren  
 Ms. Raymond  
 Mr. Fortney

**ABSENT**

Mr. Foisel  
 Mr. Urwin

**ALSO PRESENT**

Law Director Landgraf  
 Councilman Phares

**Approval of Minutes**

Planning Commission Minutes - February 14th, 2022

Motion made to approve the February 14th, 2022, Planning Commission meeting minutes by Ms. Raymond, Seconded by Mr. Hren.

Voting Yea: Chairman Carden, Mr. Houry, Mr. Hren, Ms. Raymond

Voting Abstaining: Mr. Fortney

Planning Commission Minutes - October 9th, 2023

Motion made to approve the October 9th, 2023, Planning Commission meeting minutes by Mr. Houry, Seconded by Ms. Raymond.

Voting Yea: Chairman Carden, Mr. Houry, Mr. Hren, Ms. Raymond, Mr. Fortney

### **Development & Plan Review Committee**

None.

### **Rules Committee**

None.

### **City Engineer's Report**

None.

### **Law Director's Report – Ms. Landgraf**

None.

### **Architectural Review Board**

None.

### **Community Reinvestment Area**

None.

### **Public Hearings**

None.

### **Public Portion**

Chairman Carden opened and closed public portion at 7:33pm with no public present.

### **Remarks – Old Business**

#### Continuation of discussion regarding car repair shops in the retail districts

Chairman Carden went over the possible recommendations that the board came up with over the last couple meetings and paired them down into bullet points. He noted that after Mr. Smith had been present at the last meeting and provided his insight regarding car repair shops, we (the board) want to make sure that we have balance between what the city needs and what is going to be good for repair shops as well. He stated that he is going to go over the paired down version of the bullet points and advised the board that the Planning Commission Secretary reviewed the paired down version bullet points and provided the current in place ordinances for the City of Willowick. The bullet point ordinances are as follows:

Paving: the portion of the site devoted to vehicle repair facilities shall be entirely paved, except for buildings and landscaping. This ordinance is currently in place, 1163.13. Mr. Hren asked if that covers paving and/or concrete. At this time Chairman Carden read the ordinance.

All major repair activities shall be conducted within an enclosed building (whenever possible). This ordinance is currently in place and can be found under chapter 1332.01. At this time Chairman Carden read the ordinance. It was asked if this pertains to residential or commercial. Law Director Landgraf advised that this pertains to any premises.

The premises shall be kept in a reasonably neat and orderly condition, free of litter, debris, discarded automotive parts, and equipment. This ordinance is currently in place and can be found under chapter 1332.01(d) and (3). At this time Chairman Carden read the ordinance.

All attempts shall be made to avoid storing disabled junk or wrecked vehicles outside the building, or to at least keep them hidden from view as much as possible. This ordinance is currently in place and can be found under Chapter 1332 and 351.18 (2)(c). At this time Chairman Carden read the ordinances. Mr. Houry asked if this included motorcycles, Law Director Landgraf stated that yes, as a motorcycle is a motor vehicle it is included.

Used tires shall be stored in an area which is completely (or nearly so) hidden from public view. This ordinance is currently in place and can be found under chapter 1332. At this time Chairman Carden read the ordinance.

Vehicle sales shall not be conducted on the premises. Vehicle sales are now prohibited due to the passage of the new zoning change. There was some discussion regarding homeowner/residents' ability to sell their own vehicle on their property. Law Director Landgraf stated that per ordinance 750.02 a homeowner is allowed to sell no more than two vehicles per year which is intended for individual sales. Councilman Phares stated the passage of the zoning change was for retail and industrial districts not for residential. Ms. Raymond asked relating to vehicle sales, if she wants to sell her car for sale by owner and it was parked in a repair shop parking lot because it was getting an oil change or she asks a Vine Street business to allow her to put her car in their lot because of the visibility of the public and the owner allows her to do so, that would not be permitted? It was advised that due to the passage of the zoning for automobile sales, Ms. Raymond would not be allowed to do so. There was some further discussion.

Chairman Carden stated that the takeaway he has is that it looks as though everything that has been discussed previously is already covered within our current ordinances and this as a standalone is not needed. Mr. Houry asked Councilman Phares what his take on this is as he is who brought this to the Planning Commission, Councilman Phares stated that now that he sees that everything is covered, he is good with it all. Mr. Fortney asked about chemical storage, Law Director Landgraf stated that is covered under the fire code. Councilman Phares asked with regards to organizational purposes, it would be great to have these points all listed in one section. There was some discussion regarding the way the current ordinances are written. Law Director Landgraf stated that the building and zoning enforcement are on top of it in its current condition. Mr. Hren also asked about putting these in place under only car repair shops, Law Director Landgraf advised that it would make it challenging to enforce as there would be the same ordinances covered under different sections and can cause inconsistencies.

Ms. Raymond stated that as these are all already covered, she would see no reason to silo out car repair shops.

Chairman Carden asked Law Director Landgraf that if there is no recommendation, there would be no need for a vote. Law Director Landgraf advised that there would be no need for a vote, as this has strictly been only a discussion and there is not a written ordinance in front of the board. It would only require a vote if there was an ordinance in front of the board for passage or recommendation, there is nothing that needs to be done.

After discussion, the board has reviewed the current ordinances in place and there is no need for changes at this time.

### **Remarks – New Business**

None.

**Adjournment**

Motion made to adjourn the November 13th, 2023, Planning Commission meeting at 7:55pm by Ms. Raymond, Seconded by Mr. Houry.

Voting Yea: Chairman Carden, Mr. Houry, Mr. Hren, Ms. Raymond, Mr. Fortney



**Air Conditioning Units**

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1167.01 Defined; permits; location; inspection.

**CROSS REFERENCE**

Permits and fees - see BLDG. 1337.01(d)

**1167.01 DEFINED; PERMITS; LOCATION; INSPECTION.**

(a) As used in this chapter, "air conditioning unit" or "unit" means any appliance, instrument, device, apparatus or equipment or component thereof, used for washing, humidifying, dehumidifying or controlling the temperature of air in a residence or other accessory building and which is designed for installation in an outdoor location detached from the building which it serves.

(Ord. 68-56. Passed 2-19-69; Ord. 2001-37. Passed 7-10-01.)

(b) No air conditioning unit shall be installed in an outdoor location in a Single Family or Multi Family District without first obtaining a permit therefor from the Chief Building Inspector. Applications for such permits shall be in writing, shall specify the brand name, model, dimensions and cooling capacity of the air conditioning unit, and shall be accompanied by a drawing showing the proposed location of the unit. If the proposed installation complies in all respects with this chapter and all other applicable ordinances, rules and regulations of the City, and upon payment of a fee, the Chief Building Inspector shall issue a permit therefore.

(Adopting Ordinance; Ord. 2001-37. Passed 7-10-01.)

(c) In a Single Family or Multi Family District no air conditioning unit shall be installed, placed or set (i) within a side or front yard; (ii) determination of the number of feet within any side or rear lot line will be at the discretion of the Board of Zoning Appeals; (iii) within fifteen feet of any residence other than the one being served by such air conditioning unit.

(Ord. 87-71. Passed 12-1-87; Ord. 2001-37. Passed 7-10-01; Ord. 2003-59. Passed 11-5-03.)

(d) Every air conditioning unit installed in an outdoor location shall be placed upon a level, one-piece slab of concrete or similar material of such strength and thickness as to prevent breakage due to freezing or other causes.

(e) The Board of Zoning Appeals or Council may, as a condition of granting a variance from the provisions of this chapter as to location of an air conditioning unit, require that landscaping or other sound-deadening material be installed in connection with the installation of an air conditioning unit in order to prevent the sound from such air conditioning unit from being annoying, disturbing or injurious to the comfort, repose, peace, health or safety of nearby residents.

(f) No air conditioning unit shall be placed in operation until the Chief Building Inspector has inspected the same and determined that the installation and location thereof are in compliance with this chapter and all other applicable ordinances, rules and regulations of the City.

(Ord. 68-56. Passed 2-19-69; Ord. 2001-37. Passed 7-10-01; Ord. 2012-21. Passed 3-20-12.)

**1165.05 DOUBLE FENCING.**

*Item #2.*

No more than one fence shall be permitted to be constructed on a property line.

(Ord. 95-7. Passed 6-6-95; Ord. 2001-37. Passed 7-10-01; Ord. 2012-20. Passed 3-20-12; Ord. 2017-10. Passed 6-20-17.)

**1165.07 FENCES IN FRONT YARDS, SIDE YARDS AND ON CORNER LOTS; PROXIMITY TO SIDEWALKS.**

Item #3.

(a) No fence shall be allowed in a front yard, except an ornamental fence in the Single Family, Multi Family, Mixed Use, Apartment, Retail and Industrial Districts. "Ornamental fence" means a continuous structure or device intended primarily for ornamentation and not for enclosing an area, to be no more than three and one-half feet in height, running from front corner to front corner of the house, consisting of a post or posts interconnected by a top rail and one center rail and connected between the top rails and center rails with all types of material so as to emit air through eighty percent of the area of the fence, and which is situated in its entirety within twelve feet of the front line of a building or the ground level projection thereof, and between lines constituting the forward extension of lines of the sidewalk/foundations of such building, or at the corners of a lot, so long as it does not exceed in length and width twenty-five percent of the frontal length of the lawn area and side length to the residence, respectively, and tapering from the corner to a height of one foot or less at its end. No ornamental fence shall be permitted at any other location in a front yard.

(b) No fence in the Single Family, Multi Family, Mixed Use, Apartment, Retail and Industrial Districts shall be permitted in a side yard, except that a fence shall be permitted in a side yard, which extends no further than the rear house or main building line or abuts a side entranceway door. Such a fence shall not extend toward the front line of the house or building more than two feet beyond the side entranceway door.

(c) Main buildings and houses situated on corner lots shall be bound by the same restrictions contained herein. Additionally, on corner lots, a fence may extend no more than four feet from the side of the main building or house and may not exceed four feet in height.

(d) In no circumstances shall any fence be permitted closer than four feet to a public sidewalk, except a corner front yard "ornamental" fence, which shall be no closer than one foot to a public sidewalk.

(Ord. 97-36. Passed 7-15-97; Ord. 96-51. Passed 1-7-97; Ord. 2001-12. Passed 6-19-01; Ord. 2001-37. Passed 7-10-01; Ord. 2012-20. Passed 3-20-12; Ord. 2017-10. Passed 6-20-17.)