



City of Willowick
PLANNING COMMISSION

Monday, February 12, 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 - November 13, 2023](#)
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. [Sew 4 Service - Located at 30515 Euclid Ave](#)
 2. [Salon Studio 723 - Located at 250 E 312th Street](#)
15. **Adjournment**



City of Willowick
PLANNING COMMISSION
Monday, November 13, 2023 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.

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



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: 11-15-23

Location of Occupancy: 30515 Euclid Ave Business Name: Saw4 Service
(ADDRESS)

Business Owner's Name & Address: Lucy Kulbago 3147 Darien Ln

CITY/STATE/ZIP: Twinsburg OH 44087

Telephone Number: 216 513-6340 Fax Number: _____ Federal ID Number: 87-216 1163
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: 30509 Euclid LLC
34194 Aurora Rd #301 Solon OH 44139 216-952-4450

SUBMIT NEW DETAILED FLOOR PLAN: SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 1000

Front Building Size: 15ft Total Number Of Employees: 1

Intended Number of Occupants: 10 Total Number of Seating: 10

Site Plan With Number of Paved Parking Spaces 30 Hours Of Operation: wed + Thurs 1-7pm
Fri + Sat 10-2pm

Letter of Intent: Previous Use: workout gym Proposed Use: sawing studio and store

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Lucy Kulbago

Home Address/City/Zip: 3147 Darien Ln Telephone Number: 216-513-6340
Twinsburg OH 44087

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: Lucy Kulbago Date: 11-15-23

Office use only:

Zoning District: _____ Authorized Occupants: _____

TEMPORARY APPROVED BY: _____ Date: _____

Zoning Dept. Inspected by: _____ DATE: _____

Zoning Permit # _____ Zoning Permit Fee \$ _____

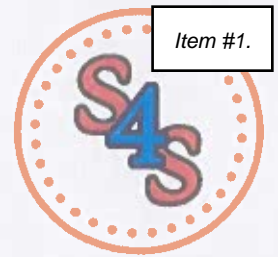
Fire Dept. Inspected By: _____ Date: _____

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.



Sew4Service

Learn | Create | Donate



November 15, 2023

Letter of Intent for Sew4Service

Sew4Service receives donations of fabric, yarn and sewing supplies and volunteers use these supplies to make handmade items to donate to local charities. These donations are sorted and stored in this business location. We also have a studio space where we teach classes, rent sewing machines, and volunteers can sew handmade items for charity. Lastly, we sell some donated items at a discounted price to our customers.

Lucy Kulbago
Executive Director

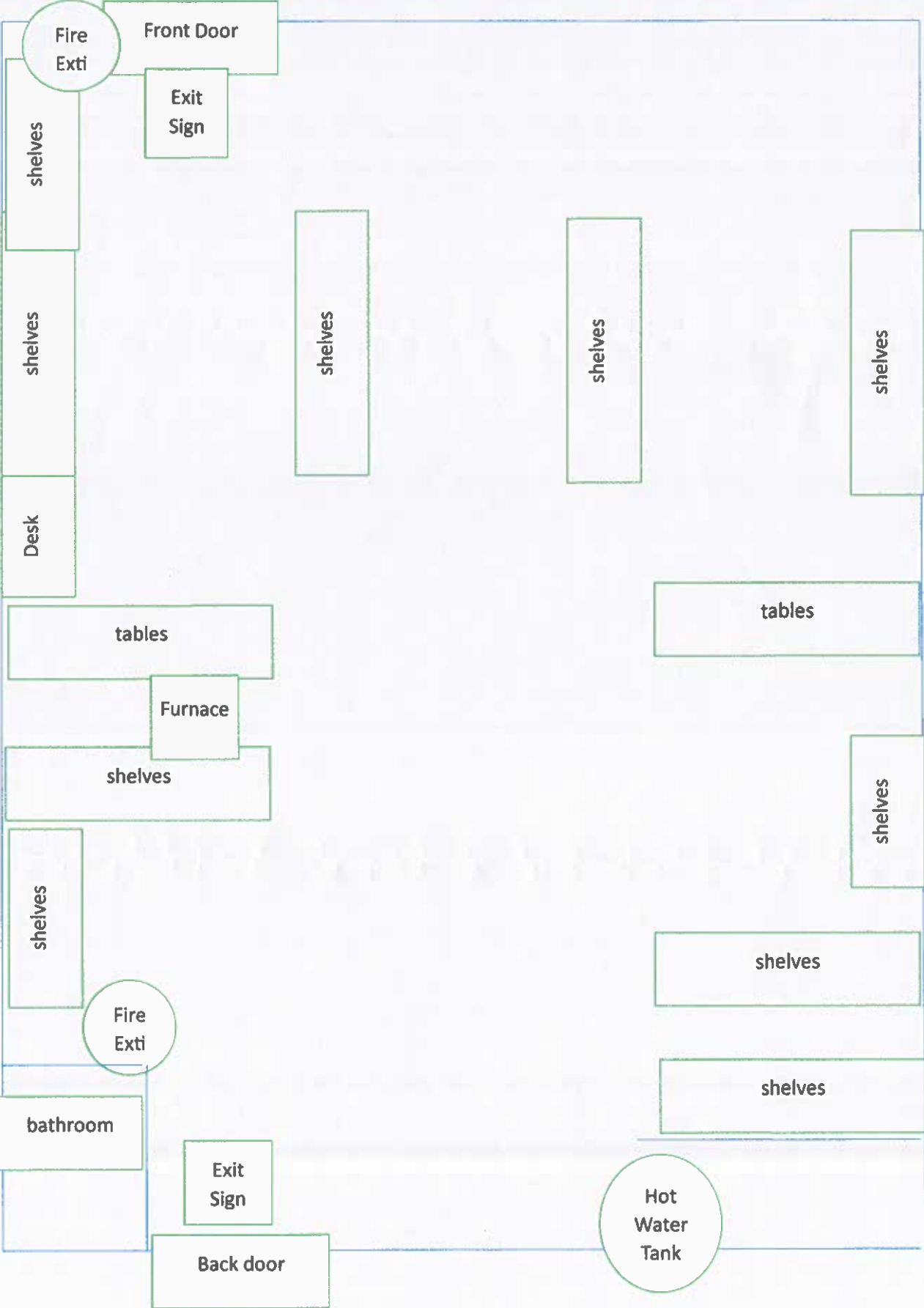
30515 Euclid Avenue, Wickliffe OH 44092

Lucy.kulbago@sew4service.org

www.sew4service.org

@sew4service

Floor Plan for Sew4Service 30515 Euclid Ave





At the Office Bar & Grill
Grill-S

Jackson Hewitt
Tax Service

Stage Pass Tavern

Euclid Ave

30509

30511





City of Willowick
PLAN REVIEW BOARD
 Thursday, December 14, 2023 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 December 14th, 2023, Plan Review Board meeting to order at 3:00pm.

Roll call

PRESENT

Chairman Brennan
 Chief Daubenmire
 Chief Malovrh Jr.
 Tim McLaughlin
 Mike Lazor

ALSO PRESENT

Ken Pintar

Approval of minutes

Plan Review Board Minutes - September 28th 2023

Motion made to approve the September 28th, 2023, Plan Review Board minutes by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Chief Malovrh Jr., Tim McLaughlin, Mike Lazor

New business

Sew 4 Service - Located at 30515 Euclid Ave

Chairman Brennan advised the board that Sew 4 Service is looking to go into the space where there was previously a barbershop in that location. He stated that they provided a letter of intent. Lucy was present representing the business, she stated that Sew 4 Service is non-profit organization that accepts donations of fabric and yarn, volunteers that come in to help sort the donations and make kits for people to take home and make, they make blankets, teach individuals how to make blankets and other items at libraries as well.

Chairman Brennan advised that this location is a retail district and under uses of the ordinance, due to the type of business being an artesian business, the Plan Review Board can only approve the business

pending the approval from Planning Commission and City Council. Chairman Brennan advised the dates of those meetings and told Lucy that he would give her a call tomorrow to go over the next steps.

Motion made to approve Sew 4 Service pending the approval of the Planning Commission and City Council by Mike Lazor, Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Chief Malovrh Jr., Tim McLaughlin, Mike Lazor

Flagstar Bank - Located at 29950 Lakeshore Blvd.

Chairman Brennan advised the board that per their letter of intent this submission is for a name change from Ohio Savings Bank to Flagstar Bank. There was not a representative present for Flagstar Bank.

Motion made to approve the name change for Flagstar Bank - Located at 29950 Lakeshore Blvd by Mike Lazor, Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Chief Malovrh Jr., Tim McLaughlin, Mike Lazor

Primoz Pizza - Located at 1225 E. 305th Street

Chairman Brennan advised the board that this business is looking to move into the old Angel's Christian Book Store located at 1225 E. 305th Street. Mr. Franklin and one other representative were present representing Primoz Pizza. Mr. Franklin stated that they are a pizza take out establishment, that serves pizza, wings, salad and some desserts. He advised the board that he currently has two other Primoz Pizza establishments operating in Mayfield and Mentor. Chairman Brennan stated that it looks like there will be no indoor seating, Mr. Franklin said that is correct, this is strictly take out. Chairman Brennan asked if there will be any alterations taking place on the interior, as we know that the previous establishment caught on fire. Mr. Franklin said that it is currently empty, the owner has the dropped ceiling in and walls up however that will need to be changed to now accommodate the pizza take out establishment going into that location. Mr. Franklin stated that the property owner is the one that will be obtaining permits and completing the alterations. Chairman Brennan advised that this business is a permitted use in that district, the business meets the requirements for parking as there is no seating on the interior. Chairman Brennan stated that the plans will need to be submitted for the alterations. He advised that he would be in contact to complete a walkthrough of the establishment.

Motion made to approve Primoz Pizza - Located at 1225 E. 305th Street by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Chief Malovrh Jr., Tim McLaughlin, Mike Lazor

Public portion

Public portion was opened and closed at 3:12pm with no public present.

Old business

Mike Lazor asked about the status of Willowick Cafe, Chairman Brennan advised that their permits have been issued however there is no other status update.

Miscellaneous

None.

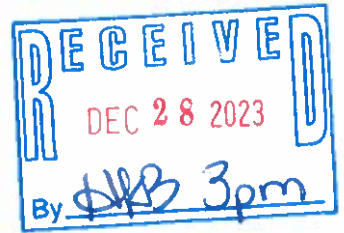
Adjournment

Motion made to adjourn the December 14th, 2023, Plan Review Board meeting at 3:15pm by Mike Lazor, Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Chief Malovrh Jr., Tim McLaughlin, Mike Lazor



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: 12/28/23

Location of Occupancy: 250 E 210TH ST Willowick (ADDRESS) 44095 Business Name: SALON STUDIO 723
Business Owner's Name & Address: LAWONNA MINTEC 38168 WATERFORD DR
CITY/STATE/ZIP: WILLOUGHBY, OH 44094
Telephone Number: 216-704-1784 Fax Number: _____ Federal ID Number: 65-0620431
Or Social Security Number _____

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Denny Cendrowski
35050 Glen Kyle Willowby Hills OH 44095

SUBMIT NEW DETAILED FLOOR PLAN: SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 2,000 SQ. FT.

Building Size: 12,000 Total Number Of Employees: 3

Intended Number of Occupants: 6 Total Number of Seating: 4

Site Plan With Number of Paved Parking Spaces 15 Hours Of Operation: 9:00AM TO 5:00PM

Letter of Intent: Previous Use: dental office Proposed Use: salon

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: LAWONNA MINTEC

Home Address/City/Zip: 38168 WATERFORD DR WILLOUGHBY, OH 44094 Telephone Number: 216-704-1784

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: [Signature] Date: 12/28/23

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.

To Whom it may concern,

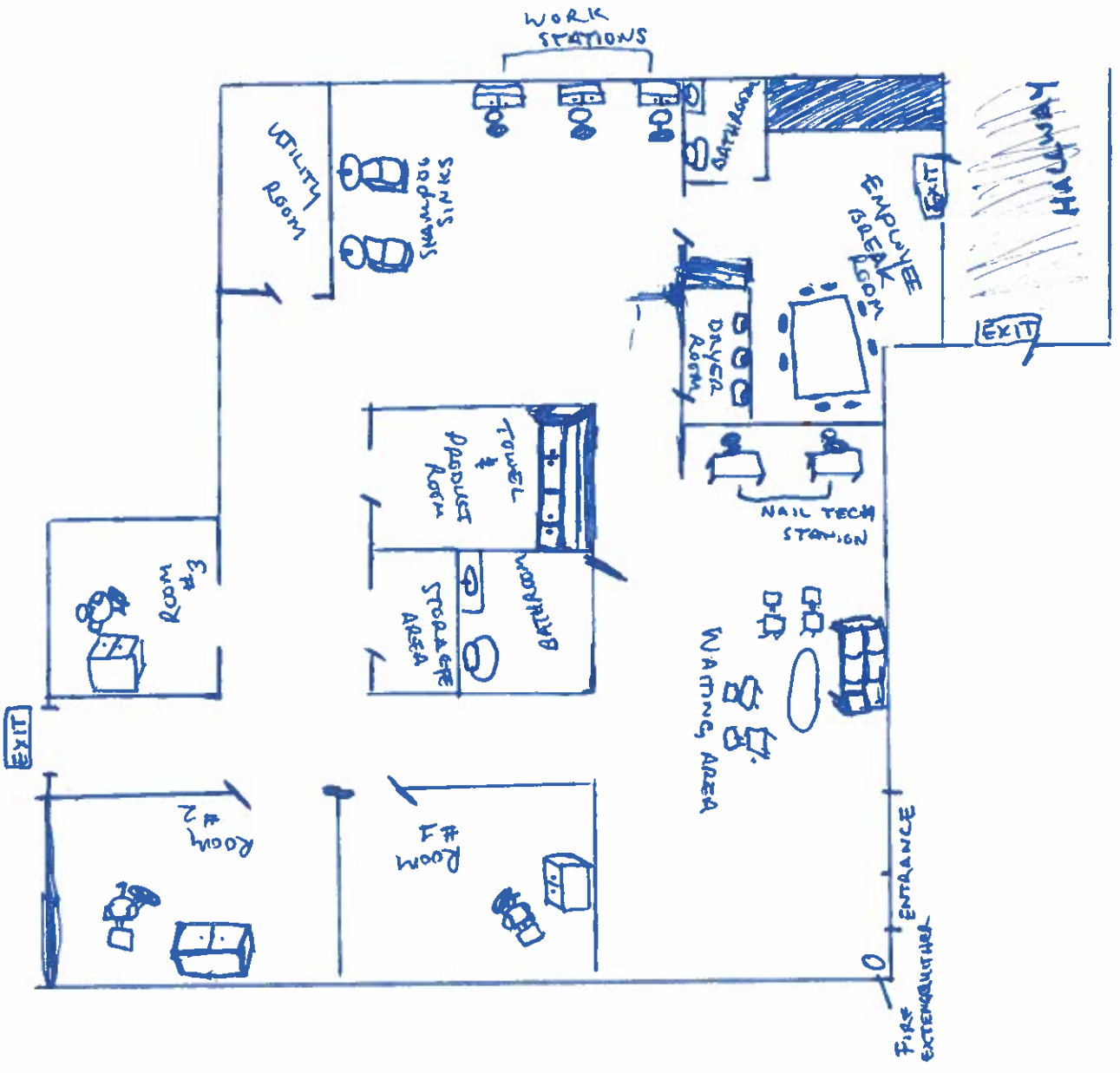
This letter is address the intent to move my current salon business from Euclid OH to Willowick OH. I plan to service man and woman of all ages in a clean friendly environment, where everyone feels comfortable, safe, professional hair and beauty services for the whole family. Please except this letter of intent for my business for it will be a great addition to the community.



LAWONNA MINTER (ON BEHAVE OF)
SEVEN 23 LLC

2500 S.W. 15th St
250 E 312th St
Willowick, OH

2,006 SQ. FT.



E 312 TH STREET

Web AppBuilder for ArcGIS



Property lines are graphic representations and are **NOT** survey accurate.
Lake County GIS Dept. / Lake County Tax Map Dept., 105 Main Street, Painesville, OH

1 inch = 47 feet
Creation Date: December 2



City of Willowick
PLAN REVIEW BOARD - DRAFT

Thursday, January 11, 2024 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

Mayor Vanni appointed Michael Lazor as the resident member of the Plan Review Board. Mayor Vanni appointed Ken Pintar as the alternate member of the Plan Review Board. Ken Pintar is also a resident.

Call meeting to order

Acting Chairman McLaughlin called the January 11th, 2024, Plan Review Board meeting to order at 3:00pm.

Roll call

PRESENT

Acting Chairman McLaughlin
Chief Daubenmire
Chief Malovrh Jr.
Mike Lazor

ALSO PRESENT

Ken Pintar

ABSENT

Chairman Brennan

Approval of minutes

Plan Review Board Minutes - December 14th, 2023

Motion made to approve the December 14th, 2023, Plan Review board meeting minutes by Mike Lazor, Seconded by Acting Chairman McLaughlin.

Voting Yea: Acting Chairman McLaughlin, Chief Daubenmire, Chief Malovrh Jr., Mike Lazor

New business**Salon Studio 723 - Located at 250 E. 312th Street**

Acting Chairman McLaughlin advised the board that Salon Studio 723 submitted an application, floor plan and letter of intent for Salon Studio 723 located at 250 E. 312th street. He advised that as this location is in a retail district this business is permitted. Lawonna Minster was present representing Salon Studio 723. She advised the board that she currently has a salon in Euclid, OH, she is looking to move to 250 E. 312th street because the location is bigger and closer to home. The services that her salon provides is natural hair, shampoo/blow dry, braids, hair coloring services, esthetician services, facials, services such as that. The services that her salon provides is for woman, children, men and elderly. Acting Chairman McLaughlin advised Lawonna that per 1145.03 this business being a serviced based business needs to be sent and approved by Planning Commission and then City Council. He let her know that Chief Brennan will be in contact with her regarding the next steps. There was some discussion regarding the timeline of the meetings as she is trying to make the transition to the new location as smooth as possible, meeting dates were provided.

Motion made to approve Salon Studio 723 - Located at 250 E. 312th Street pending approval from Planning Commission and City Council by Mike Lazor, Seconded by Acting Chairman McLaughlin. Voting Yea: Acting Chairman McLaughlin, Chief Daubenmire, Chief Malovrh Jr., Mike Lazor

Public portion

Public portion was open and closed at 3:07pm with no public present.

Old business

None.

Miscellaneous

None.

Adjournment

Motion made to adjourn the January 11th, 2024, Plan Review Board meeting at 3:09pm by Mike Lazor, Seconded by Acting Chairman McLaughlin.

Voting Yea: Acting Chairman McLaughlin, Chief Daubenmire, Chief Malovrh Jr., Mike Lazor