



City of Willowick
PLANNING COMMISSION

Monday, March 10, 2025 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 - February 10th, 2025
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**
 1. 1. Chapter 786 Marijuana Dispensaries & Amendment to Chapter 1145.03 Uses
14. **Remarks – New Business**
 1. 1. St. Mary Magdalene (SMM) Church - 33rd Annual Homecoming Festival - Located at 32114 Vine Street
 2. 2. Candy Shop Nails LLC - Located at 30825 Euclid Ave Unit 2
15. **Adjournment**



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MINUTES

Prior to the start of the Planning Commission meeting Mayor Vanni swore in new board members Ms. Monaco, Mr. Tomas and Mr. Downing as well swearing in Chairman Carden for another term.

Call meeting to order

Chairman Carden called the February 10th, 2025, Planning Commission meeting to order at 7pm.

Pledge of Allegiance to the Flag

Roll Call

PRESENT

Chairman Carden

Mr. Hren

Mr. Foisel

Mr. Fortney

Mr. Tomas

Ms. Monaco

Mr. Downing

ALSO PRESENT

Mayor Vanni

Chief Brennan

Law Director Gwartz

Councilman Phares

Approval of Minutes

Planning Commission Minutes - December 9th, 2024

Motion made to approve the December 9th, 2024, Planning Commission meeting minutes by Mr. Foisel, Seconded by Mr. Hren.

Voting Yea: Chairman Carden, Mr. Hren, Mr. Foisel, Mr. Fortney

Voting Abstaining: Mr. Tomas, 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 opened and closed at 7:03pm with no public present.

Remarks – Old Business

Continuation of the discussion regarding the moratorium on recreational marijuana

The board started off this discussion with reviewing other cities ordinances with regards to recreational marijuana. Chairman Brennan provided some details about Chapter 1145 retail and the uses within that ordinance. The board discussed the locations where the City of Willowick would be able to have a recreational marijuana establishment. They also discussed limiting the amount of recreational marijuana establishments that would be allowed in the city, the same way that the board limited the amount of entertainment device arcades allowed in the city. Councilman Phares provided the board members with maps of locations throughout the city such as daycares, schools, churches and parks including the distances from those locations to determine where in the city a recreational marijuana establishment would be allowed to be located. Those locations would be a small strip on Euclid Avenue, a small portion in the industrial area of Lakeland Boulevard, a small area on East 305th street as well as an area on Lakeshore Boulevard (part of Shoregate plaza, closer to Marcs). The board had some further discussion regarding the maps that Councilman Phares provided with regards to the state guidelines and the distances and boundaries. Chairman Carden circled back to limiting a recreational marijuana establishment to only allowing one or two in the city. There were some questions about the state guidelines pertaining to the proximity from one recreational marijuana establishment to another. Chairman Brennan went over the Streetsboro ordinance covering the limit they have in their city as well as the distance from one to another. Mayor Vanni stated that Painesville Township allows two in their city. Chief Brennan also touched base on an ordinance for other cities regarding the signage allowed on a recreational marijuana establishment, we would need to establish in our signage ordinance something pertaining to what would not be allowed. The board also discussed what the license fee would be to having a recreational marijuana establishment in our city and looked over the license fees for surrounding cities. There was some discussion regarding the license fees being \$10,000 in some cities and up to \$20,000 in other cities, the board discussed a \$15,000 annual license fee for our city. Mayor Vanni added that the Governor is also looking to increase the tax, city would still receive 10%. Law Director Gwartz added that in her experience with Painesville Township, the medical dispensary there was making about a million dollars a month and the township gets a percentage of the revenue, the

income from the sales goes to the state and then the cities that allow it to get a certain percentage. Mayor Vanni stated that he believes that the cities percentage of that is 10%. There was also some discussions to where the increased sale tax from the state may go, there is possibility of going to a sports building fund, police/fire pension fund, drug education and possibly education funds. At this time the city has Commercial Establishment license fee for all businesses in the city which is based on the square footage however nothing set for license fees for recreational marijuana establishments. The board also reviewed revenue and taxes other cities who have operating recreational marijuana establishments receive. Chairman Carden reviewed the option to limit to one in our city asking Law Director Gwartz if that was allowed and how to go about doing so. There was further discussion to limiting to one recreational marijuana establishment in the city. The board then spoke about medical marijuana facilities and the ability for medical to also sell recreational marijuana. Mr. Downing asked if there are other cities that limit the number of recreational marijuana establishments in their city, Law Director Gwartz advised that most cities if not all, do limit the amount allowed. Mr. Downing stated that being that Willowick is such a small area; he believes two in the city may be too many once you factor in the buffer zones. Councilman Phares advised that there are 3 establishments within 6 to 10 minutes of Willowick. Mayor Vanni advised the board that he did speak with the police chief regarding these establishments, and he did not have any concerns. Mayor Vanni said that he thinks one would be plenty in Willowick due to limited space. Mr. Hren asked Mayor Vanni how many calls he has received with interest to opening up an establishment in Willowick, Mayor Vanni stated only a few. However, he does want to have the ordinance in place for when the next person calls. He did advise that the state only allows a certain number of these licenses for this type of business. Chairman Carden and the board agrees to limit to one in the city. There was some discussion with regards to turn over in vape shops and safety. Law Director Gwartz stated with regards to safety that the state law requires security and regulates the amount of people in the establishment. She stated that in Painesville Township they have had zero phone calls to the Sheriff's department for issues at their dispensary, these are easily a million dollar a month business. The board then moved to security requirements to put in place in Willowick, where Law Director Gwartz added that these types of businesses have to go through a long process as well as high fees to open up a recreational marijuana establishment, they do not want to do anything to jeopardize the business. Chief Brennan stated that we would put a penalty in place so if something ever did happen, we would have a penalty in place. Ms. Monaco stated that she wondered how many residents are going outside of the city to patronize this type of business. Chairman Carden stated that at this time they would have to all be going outside of the city since we don't currently have one here. Mr. Foisel stated that with the direction things are going this is becoming more common, you have a liquor store in every municipality as it sits right now, you have multiple bars in every municipality, he stated that this type of business coming into the city would be good for the city but he is with the board with regards to only having one here. Mr. Downing stated that currently you can purchase THC items, infused drinks and things of that nature at many stores currently operating in the city, so those types of things are already happening. Mayor Vanni stated that he sits on the Lake County Narcotics board and there have been no issues with the dispensaries however the issues have been with vape shops because they are selling low grade marijuana items. So, with regards to safety of having a recreational marijuana establishment he sees no issues. Again, the board reviewed the ordinances for a few other cities to look at what would be good for the City of Willowick and would not be required due to current establishment ordinances where certain things are already covered. Chief Brennan stated while looking at Lakewood's ordinance it has things covering fencing and parking but since this would only be allowed in retail district, we can review it, but he doesn't think it would need to be covered here because we already have requirements in place. He also mentioned drive throughs and if the board would allow them or not, it was determined after some discussion if the establishment would want a drive through the board would allow it. Law Director

Gwartz stated that once recreational was allowed to be sold, Painesville Township allowed drive throughs, but they do have to get a conditional use permit. She stated that allowing it, she doesn't think a drive through makes anything better or worse because again they are so heavily regulated and such big investments it encourages the business to not have any problems there. Mr. Hren asked with regards to security, are there any clauses that would require somebody have or not have a drive through. Law Director Gwartz stated that they still have the same security requirements, Painesville Township found it beneficial because a lot of the clients are using it for medical purposes, it makes it easier for individuals that are disabled to obtain their items through a drive through. She also stated that a large portion of the sales are completed through the establishment's application, so they put their orders in ahead of time and drive up to get their order. Chairman Carden stated that he agrees as long as it complies with zoning then he doesn't see an issue with a drive through. There was some discussion regarding what current allowed locations that already have a drive through. Law Director Gwartz clarified that if the board did not allow it then the applicant can always apply for a variance. Mr. Fortney stated that he is not on board with a drive through and there was some discussion regarding the pros and cons. Law Director Gwartz again stated that she cannot stress enough the security in place, these are very professional places because there's a lot of money involved and regulations, they do not want to lose their license. There was some discussion regarding signage and things that would not be allowed, remaining professional and classy with their signage. Chief Brennan asked the board if this type of business would follow other businesses in a retail district (with the exception of service establishments) and only have to go to Plan Review Board or would the board like to have recreational marijuana establishments go to Planning Commission as well. The board determined that this type of business would only need to go to the Plan Review Board. Chief Brennan stated in the Lakewood ordinance there doesn't look to have anything listing penalties however, we would want to make sure to add a penalty clause with some advice from the Law Director. There was some discussion regarding what other cities have in place and what Willowick could put into place. Law Director Gwartz stated that the penalty would likely come into place with vape shops (selling something they shouldn't) vs a recreational marijuana establishment. We would keep the same penalty structure as the state as in place. Councilman Phares advised the board that when limiting the number of these types of establishments we would need to have a logical reason as to why we are limiting the number, the board discussed, and it was determined that it is due to the boundary requirements and the fact that our city is so small that is the reason to limit to one. There again was some discussion on where this type of business would be able to be located.

Chairman Carden stated to recap the general consensus would be a \$15,000 annual license fee, limiting to one recreational marijuana establishment in the city, only go to Plan Review Board, no need to go to Planning Commission, putting security requirements in place, establishing sign requirements as well as establishing penalties.

Law Director Gwartz will put everything together in a formatted ordinance for the board to review and vote to recommended to City Council at our next Planning Commission meeting.

Remarks – New Business

None.

Adjournment

Motion made to adjourn the February 10th, 2025, Planning Commission meeting at 8:00pm by Mr. Hren, Seconded by Mr. Fortney.

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

CHAPTER 786
Marijuana Dispensaries

- 786.01 Purpose.**
786.02 Definitions.
786.03 Location of marijuana dispensaries.
786.04 Design guidelines for marijuana dispensaries.
786.05 Off-street parking.
786.06 Sign regulations for marijuana dispensaries.
786.07 Security plan.
786.08 Hearing; renewal; revocation.
786.09 Severability.

786.01 PURPOSE.

It is the purpose of this chapter to regulate marijuana dispensaries in order to promote the health, safety, morals, and general welfare of the citizens of the City and to establish reasonable and uniform regulations to prevent the deleterious location, operation and concentration of marijuana dispensaries within the City.

786.02 DEFINITIONS.

For purposes of this chapter,

- (a) "Marijuana" shall have the same meaning as in R.C. § 3719.01.
 (b) " School," "church," "public library," "public playground," and "public park" shall have the same meanings as is R.C. § 3796.30.
 (c) "Marijuana dispensary" means an entity licensed pursuant to R.C. §§ 3796.10 and/or 3780.17 and any rules promulgated thereunder to sell adult use and/or medical marijuana as authorized.
 (d) "Operate" means to control or hold primary responsibility for the operation of a marijuana dispensary, either as a business entity, as an individual, or as part of a group of individuals with shared responsibility. "Operate" or "cause to be operated" shall mean to cause to function or to put or keep in operation. Operator means any persons on the premises of a marijuana dispensary who is authorized to exercise overall operational control or hold primary responsibility for the operation of a marijuana dispensary or who causes to function or who puts or keeps in operation the business. A person may be found to be in operation or causing to be operated a marijuana dispensary whether or not that person is an owner, or part owner of the business.
 (e) " Person" means an individual, proprietorship, partnership, firm, association, joint stock company, corporation or combination of individuals of whatever form or character.
 (f) "Director" shall mean the Chief Zoning Inspector.

786.03 LOCATION OF MARIJUANA DISPENSARIES.

- (a) Marijuana dispensaries may be located only in a Retail and Industrial Business District as a permitted use pursuant to Chapter 1145 and in accordance with the restrictions contained in this chapter.
 (b) No marijuana dispensaries may be established or operated within 500 feet of a school, church, public library, public playground, or public park in the City.
 (c) No marijuana dispensary may be established, operated or enlarged within one mile of another marijuana dispensary.
 (d) For the purpose of subsections (b) and (c) of this section, measurement shall be made from the nearest portion of the building or structure used as the part of the premises where a marijuana dispensary is conducted, to the nearest property line of the premises of a marijuana dispensary or a school, church, public library, public playground, or public park.

786.04 DESIGN GUIDELINES FOR MARIJUANA DISPENSARIES.

- (a) Parking for a marijuana dispensary shall be configured so as to prevent vehicular headlights from shining into adjacent residentially zoned and/or used property. Parking areas configured such that vehicular headlights are directed toward public rights-of-way across from residentially zoned and/or used property shall provide continuous screening and shall conform to the design requirements set forth in Chapter 1145.08. Landscaping and screening shall be continuously maintained and promptly restored, if necessary, pursuant to Chapter 1332.01
 (b) Ingress and egress drives and primary circulation lanes shall be located away from residential areas where practical to minimize vehicular traffic and noise which may become a nuisance to adjacent residential areas.
 (c) All building entrances intended to be utilized by patrons shall be located on the side(s) of the building which does not abut residentially zoned and/or used property, whenever possible, to minimize the potential for patrons to congregate and create noise which may become a nuisance to adjacent residential areas.

(d) All exterior site and building lighting, which shall be provided, must be approved by the Planning Review Board pursuant to Chapter 177, and such design shall minimize the intrusive effect of glare and illumination upon any abutting areas, especially residential.

(e) Any marijuana dispensary adjacent to a residential district and/or use shall contain a minimum six-foot-high solid fence along such abutting property lines and be approved by the Zoning Department pursuant to Chapter 1165.

(f) Rules, regulations and local permitting requirements imposed on a marijuana dispensary by the City shall be interpreted in all instances to conform to the state licensing requirements for dispensaries, but in the event the City's rules, regulations and permitting requirements impose a greater obligation on a marijuana dispensary than the state licensing requirements, the local provisions shall be enforced.

(g) Applicants must meet any additional criteria and fulfill any additional requirements associated with obtaining a license and/or permit in the City. The City shall review all qualifying applications at a reasonable pace and level of review equivalent to other land use projects requiring a license and/or a permit.

786.05 OFF-STREET PARKING.

Off-street parking for a marijuana dispensary shall be provided, pursuant to Chapter 1143, except that the Commission may require an off-street parking plan.

786.06 SIGN REGULATIONS FOR MARIJUANA DISPENSARIES.

(a) All signs for a marijuana dispensary shall be wall signs or window signs as defined in Chapter 1349 and shall be constructed and located in conformance with all applicable provisions of Chapter 1349.

(b) All signs for a marijuana dispensary shall be maintained in accordance with Chapter 1349 and may be ordered to be removed in accordance with the provisions of that section.

(c) No merchandise or pictures of the products on the premises of a marijuana dispensary shall be displayed on signs, in window areas or any area where they can be viewed from the sidewalk or street in front of the building. No sign shall bear any image depicting or describing a marijuana leaf or the combustion of plant material, whether by means of display, decoration, sign, window or any other means.

(d) A one-square-foot sign shall be placed on the door to state hours of operation.

786.07 SECURITY PLAN.

(a) Each application for use under this chapter shall be submitted along with a security plan for review and approval by the Chief of Police. The security plan shall be on a form or in a manner prescribed by the Chief and shall include, at a minimum:

(1) A lighting plan that identifies how the interior, facade, adjoining sidewalks, parking areas and immediate surrounding areas of the dispensary will be illuminated and how the lighting will deflect light away from adjacent properties; and

(2) Identification of operable cameras, alarms, security guards and other security measures to be present on the premises whether during or outside business hours.

(b) The security plan should address the applicants' use of off-street parking and proposed use of armed security guards, video surveillance and door, building and parking lot security as appropriate. The applicant shall supply all additional information requested by the Chief necessary for the Chief to evaluate the security plan.

(c) The security plan shall not be submitted to the Planning Commission nor become part of the public record.

786.08 LICENSE PROCEDURES AND FEES.

(a) Applicants desiring to operate a Marijuana Entity shall make an application upon a form provided by the Mayor or designee.

(b) All applications, including renewals, shall include a security plan and site plan, subject to approval by the Chief of Police. Said security plan shall be in a form proscribed by the Chief of Police. Applicant shall supply any and all additional information requested by the Chief of Police to evaluate said security plan. All applicants, except renewals, shall include a non-refundable application fee of two hundred and fifty dollars (\$500.00).

(c) Upon approval by the Mayor or designee, Applicant shall pay a license fee based on the following schedule of categories and amounts per calendar year or fraction thereof:

(1) Adult use marijuana business licenses: Fifteen thousand dollars (\$17,000.00).

(d) Each License shall be an annual license, which covers the period of the issuance until December 31.

(e) A renewal application shall be submitted on or before October 1 of each year upon a renewal form provided by the Mayor or designee to be processed prior to December 31.

(f) Any Marijuana Entity that fails to timely obtain a renewal of License shall not operate after the License expires on December 31.

786.09 RESPONSIBILITIES OF THE LICENSEE.

(a) Each License shall be displayed permanently in a conspicuous place on the premise of the Marijuana Entity for which it is issued.

(b) Each License shall be only assignable or transferable, as to person or location, upon written consent of the Mayor or designee.

(c) Licensee shall immediately notify the Mayor or designee of any material change to information provided in the application including, but not limited to, changes to the security plan.

(d) If, at any time, the Marijuana Entity or its owner or principal is subject to any enforcement action by the State of Ohio, the Marijuana Entity shall immediately notify the Mayor or designee and shall provide any relevant information or documentation requested by the Mayor or designee.

(e) If, at any time, the Marijuana Entity or its employee has a reasonable belief that an actual loss, theft, or diversion of marijuana or currency over one hundred dollars (\$100.00) has occurred, the Marijuana Entity shall immediately notify the Willowick Police Department, and such notification shall be provided no later than twenty-four (24) hours after discovery of the loss, theft, or diversion.

786.10 HEARING; RENEWAL; REVOCATION.

(a) Notwithstanding anything in this chapter or section to the contrary, any license application for a marijuana dispensary shall be heard by the Plan Review Board and, if approved, shall expire 12 months from the date of issuance. Subsequent renewal of the license may be made administratively by the Chief Zoning Inspector if no significant modifications to the conditions of the license have been proposed and no violations have been determined. Violations may include, for example, legitimate loitering complaints, excessive police calls to the immediate vicinity, noise complaints, non-compliance with the terms of the license, or non-compliance with other applicable state or local regulation. The marijuana dispensary shall have a reasonable opportunity and time to cure the complaint or possible non-compliance as defined in this section before being subject to revocation or suspension.

(b) Determination of administrative renewal is at the discretion of the Chief Zoning Inspector. Renewal applications must be submitted in writing at least 30 days prior to expiration of permit.

(c) Notwithstanding anything in this chapter or section to the contrary, any license granted for a marijuana dispensary may be revoked by the City after referral to the Planning Review Board by the Director and after a public hearing on whether violations have occurred or the spirit and intent of the license has not been met. Notice of such hearing shall be sent to the marijuana dispensary at least 14 days prior to the hearing.

786.99 PENALTY.

Unless otherwise provided herein, whoever violates any of the provisions of this chapter is guilty of a misdemeanor of the first degree and shall be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than six months, or both. A separate offense shall be deemed to have been committed each day during or on which a violation occurs or continues.

1145.03 USES.

The Retail District shall have the following main uses, accessory uses, and prohibited uses:

(a) Main Uses Permitted.

- (1) Retail establishments.
- (2) Offices. Professional, administrative, medical, public, semi-public and civil offices and other civil establishments.
- (3) Professional business and service establishments. Professional, craftsman, artisan business uses and personal services when recommended by the Planning Commission and approved by City Council.
- (4) Dining facilities, full service and drive through restaurants, ice cream parlors, pizza or other specialty food establishments.
- (5) Grocery stores.
- (6) School facilities.
- (7) Health club facilities.
- (8) Motor vehicle fueling stations.
- (9) Maximum of four entertainment device arcade(s) per three square mile(s).
- (10) Mechanical amusement devices and game rooms.

(11) Marijuana dispensaries, subject to all the following:

1. No more than a total of one (1) marijuana dispensaries shall be located in the City, regardless of the use district(s) in which they are located.
 2. No marijuana dispensary shall be located within 2,000 feet of the boundaries of a parcel of real estate having situated on it another marijuana dispensary.
 3. No marijuana dispensary shall be granted a Zoning Certificate without demonstrated compliance with the separation requirements contained in Sections 3796.30 and/or 3780.07 of the Ohio Revised Code, as applicable.
- AA. Non-prescription drugs sold at retail, subject to the following:
1. No more than a total of one (1) such establishments shall be located in the City.
 2. No such establishment shall be located within 1,000 feet of the boundaries of a parcel of real estate having situated on it another establishment whose principal use is non-prescription drugs sold at retail

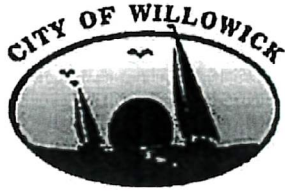
(b) Accessory Uses Permitted.

- (1) Parking areas for the use of customers of the establishments permitted in Section [1145.03\(a\)](#).
- (2) Building service facilities:
 - A. Facilities for the disposal of garbage and rubbish complying with the provisions of the Building Code.
 - B. Facilities shall be provided within an enclosed service area, separate from any pedestrian or vehicular traffic, for any accessory service needs to any retail establishment.

(c) Prohibited Uses.

- (1) Retail establishments not conducive to those uses permitted in Section [1145.03\(a\)](#).
- (2) Abortion clinics.
- (3) Motels, hotels, or mobile home parks.
- (4) Adult oriented material businesses.
- (5) Sale of motor vehicles.

(Ord. 2012-16. Passed 3-20-12; Ord. 2014-44. Passed 10-21-14; Ord. 2021-39. Passed 10-5-21; Ord. 2023-32. Passed 7-18-23; Ord. 2023-54. Passed 12-5-23.)

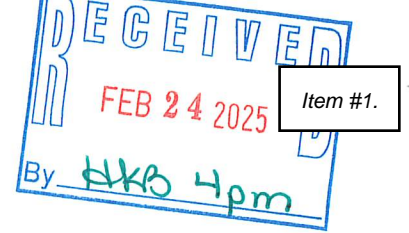


Willowick Building Department

440-516-3000

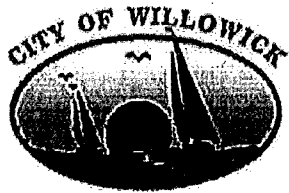
Special Event Permit Application

Ordinance 705.05



Applicant Information			
Name	St. Mary Magdalene Church		
Street Address	32114 Vine Street		
City, State, ZIP Code	Willowick, Ohio 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6001
Email Address	rsisler@smmwillowick.org		
Organization Name	33rd Annual Homecoming Festival		
Responsible Party for Event Conduct	Rev. Steven H. Breck , Pastor Alt. Rosemarie Sisler Co-Chair		
Street Address	32010 Vine Street		
City, State, ZIP Code	Willowick, Oh 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6001
Email Address	Frbreck@smmwillowick.org	rsisler@smmwillowick.org	

Event Information			
Event Name	33rd Annual Homecoming Festival		
Set-Up Date	Start: May 27, 2025	End:	May 29, 2025
Event Date	From: May 29, 2025	To:	June 1, 2025
Event Hours	Start Time: 6 pm	End Time:	10 pm
Breakdown Date	Start: June 2, 2025	End:	June 6, 2025
Estimated number of persons to participate in the Special Event:	350 volunteer, 8000 attendees		
Event Description (briefly explain event and planned activities):			
<p>SMM's 33rd Annual Homecoming Festival that will be Family oriented and consist of Bates kids only rides (12and under), games, refreshments and other games of chance. SMM will be holding raffles and will sell beer and wine. A Monte Carlo also in the multi purpose room. Fencing will be around the grounds, with 2 entrances, new rules, 18 & under need to be with and adult, wristbands for everyone once through the security check point, all new signs with all the new rules for this year.</p> <p>Additional Festival Hours: May 30, 2025 6pm-10pm May 31, 2025 2pm-10pm June 1, 2025 12 noon-9pm</p>			



Willowick Building Department

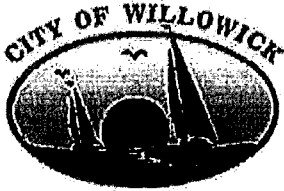
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Special Event Permit Application

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):	
140 parking spaces located in the church lot on Vine St. Shuttle bus service provided from Dudley Park on Friday and Saturday.	
Please specify details of how security and traffic control will be provided:	
Willowick off duty police cover the festival hours. The number of personal is to be determined by Keith Lawrence and reviewed with the Festival Committee. Signs are posted to mark 321st one way traffic during festival hours.	
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, Corbos, Gary's Food, Cirino's Elephant Ears, Weber's Ice Cream, Buckey Concessions. Beer & Wine sold by the 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 containers places around outside grounds.



Willowick Building Department

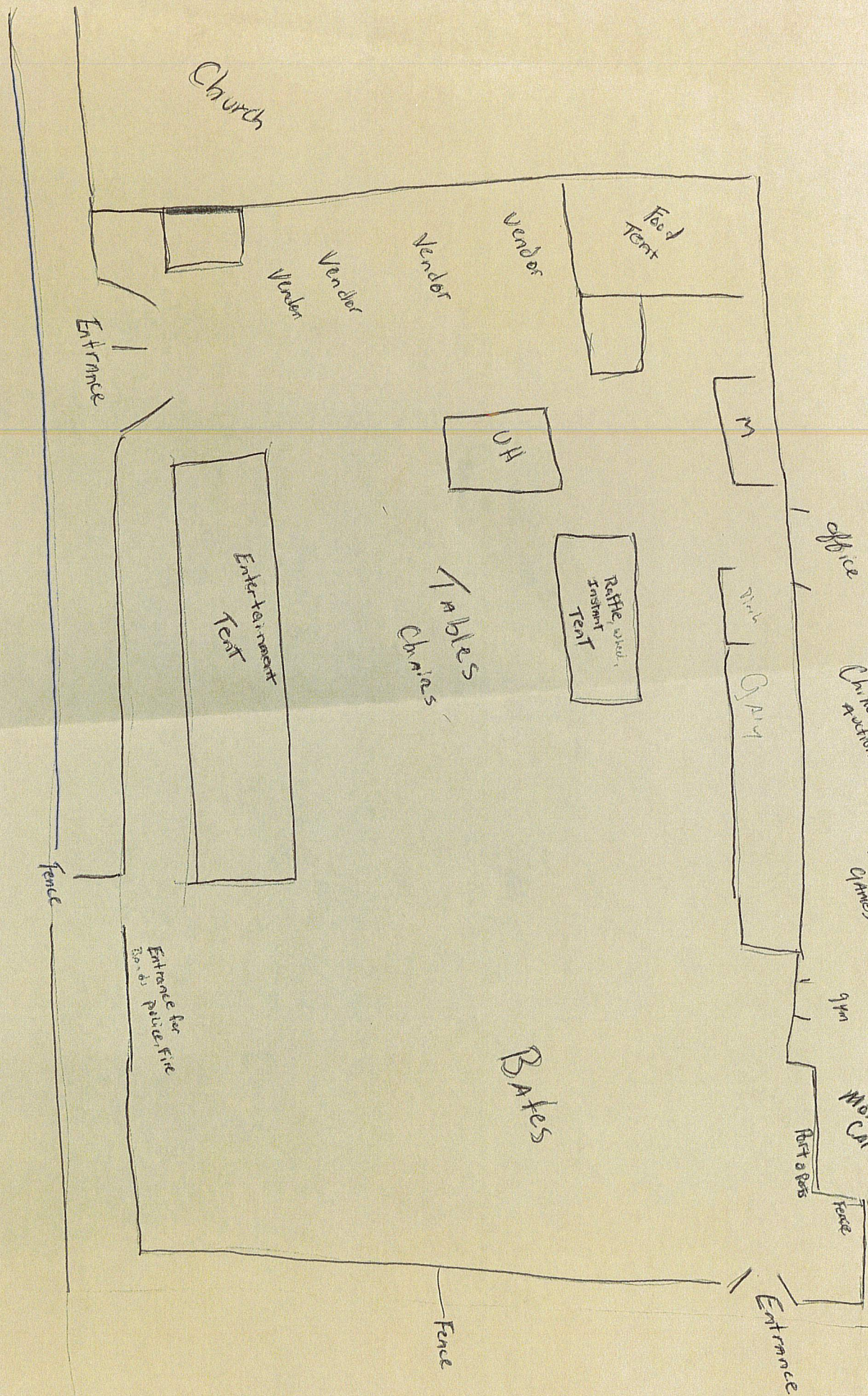
440-516-3000

Special Event Permit Application

Ordinance 705.05

<p>those coming and going will have a place to throw their trash. all festival grounds will be cleaned daily. all grounds and surrounding areas will be completely cleaned up withing three days of the event closing.</p>	
Additional Required Information	
<p>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:</p>	
<p>SMM meets the requirements of law for a charitable institution to operate a Monte Carlo, Instant Bingo under specified conditions, Ohio Bingo License Pending. SMM will obtain a liquor permit from the state Ohio . SMM has a yearly food license. Tents by Aladdin Rents Electrical by Tony Petro</p>	
<p>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:</p>	
<p>Attached</p>	
Indemnification	
<p>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.</p>	
<p>SMM is insured through the Diocese of Cleveland. The festival operates on private property</p>	
Agreement and Signature	
<p>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.</p>	
<p>Name (printed): <u>STEVEN H BRECK</u></p>	
<p>Signature: <u>Rev. Steven H Breck</u></p>	<p>Date: <u>8-25-2025</u></p>
Payment Information	
<p>*Application Fee \$150.00</p>	<p>* Permit Fee After Approval \$30.00</p>
<p>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.</p>	
Office Use Only	
<p>_____ Approved Date: _____</p>	
<p>_____ Denied Reason: _____</p>	
<p>_____ Variance Needed Reason: _____</p>	
<p>_____ Willowick Police Dept. Approved Date: _____</p>	

2025 Spring Festival

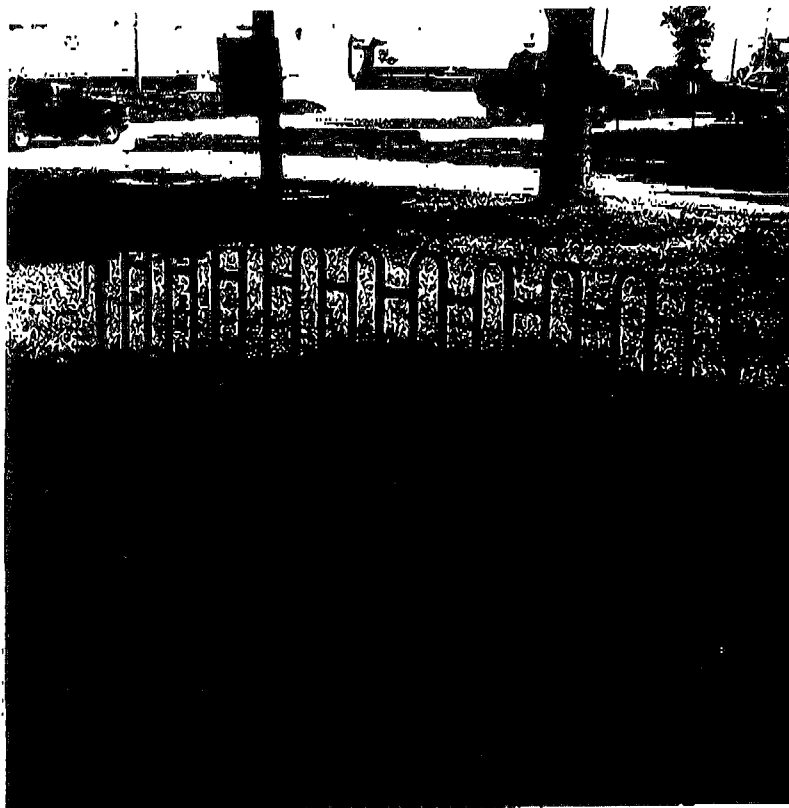


From: Rosemarie Sisler

St. Mary Magdalene

- **Fencing Info**

- The Black Tie Premium Fencing was designed to provide a polished look to any event. This fencing separates itself with a gloss black finish and exclusive design, Constructed from A500 steel, the fence is built to last and is proudly made in the USA. - 4'



Already purchased from the store.



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: February 25th, 2025

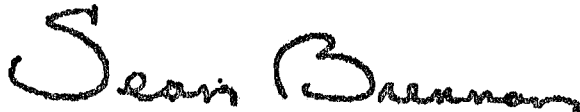
RE: St. Mary Magdalene (SMM) Church – 33rd Annual Homecoming Festival – 32114 Vine Street

Church's 33rd Annual Homecoming Festival that will be family oriented and consist of Bates kids only rides (12 and under), 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: February 25th 2025

RE: 33rd Annual St. Mary Magdalene Homecoming Festival
32114 Vine Street
May 25th, 2025 to June 1st 2025

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 Gwartz
Chief Daubenmire
Chief Malovrh Jr.
Service Director Vanni



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

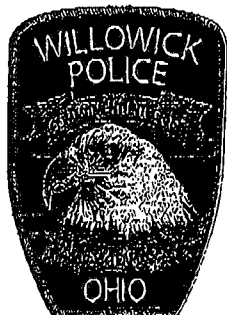
February 26, 2025

In response to the St. Mary Magdalene Festival. I have no objections.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Shannon', with a long, sweeping horizontal line extending to the right.

Todd Shannon



Willowick Police Department

Rob T. Daubenmire, Chief of Police

30435 Lake Shore Boulevard
Willowick, OH 44095- 4600
(Lake County)
(440) 585-1234
www.cityofwillowick.com

Detective Bureau
(440) 585-1234

Facsimile
(440) 585-3770



2/26/2025

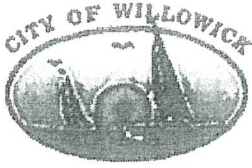
Heather,

After reviewing the plans submitted for the St. Mary Festival, the Willowick Police Department grants its approval. Lieutenant Lawrence has worked closely with festival committee throughout the planning process, and we appreciate the effort put forth to ensure a well-organized and safe event.

If any adjustments or further coordination are needed as the event approaches, please feel free to reach out. We look forward to a successful festival.

Best regards,

Rob T. Daubenmire
Chief of Police
Willowick Police Department



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: 1-2-25
Location of Occupancy: 30825 #2 EUCLID, AVE Business Name: CANDY SHOP NAILS LLC
(ADDRESS)
Business Owner's Name & Address: AIFONZO HAWTHORNE 21350 GOLLER AVE
CITY/STATE/ZIP: EUCLID, OH 44119
Telephone Number: 216598-0377 Fax Number: N/A Federal ID Number: 90-0726076
Or Social Security Number
OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: JF MORGAN & SONS
4068 CLARK AVE WILLoughBY 44094 1-440-240-6140

* SUBMIT NEW DETAILED FLOOR PLAN: _____ SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 1,200 sqft
Building Size: 12,000 sqft Total Number Of Employees: 3
Intended Number of Occupants: 10 Total Number of Seating: 10
Site Plan With Number of Paved Parking Spaces: 8 Hours of Operation: TUES-FRI 10A-6P SAT 10A-4P

* Letter of Intent: Previous Use: _____ Proposed Use: NAIL SALON
NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: AIFONZO HAWTHORNE
Home Address/City/Zip: 21350 GOLLER AVE Telephone Number: 216 598-0377

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: Aifonzo Hawthorne Date: 1-2-25

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.

30825#2
EUCLEID AVE WILLOWICK, OH 44092

CANDY SHOP NAILS LLC

I AM writing this LETTER TO SEEK
PERMISSION TO OPEN UP NAIL SALON LOCATED
AT 30825#2 EUCLEID AVE WILLOWICK, OHIO
44092. AT THIS LOCATION WE WILL BE DOING
MANICURES AND PEDICURES FOR OUR CUSTOMERS.

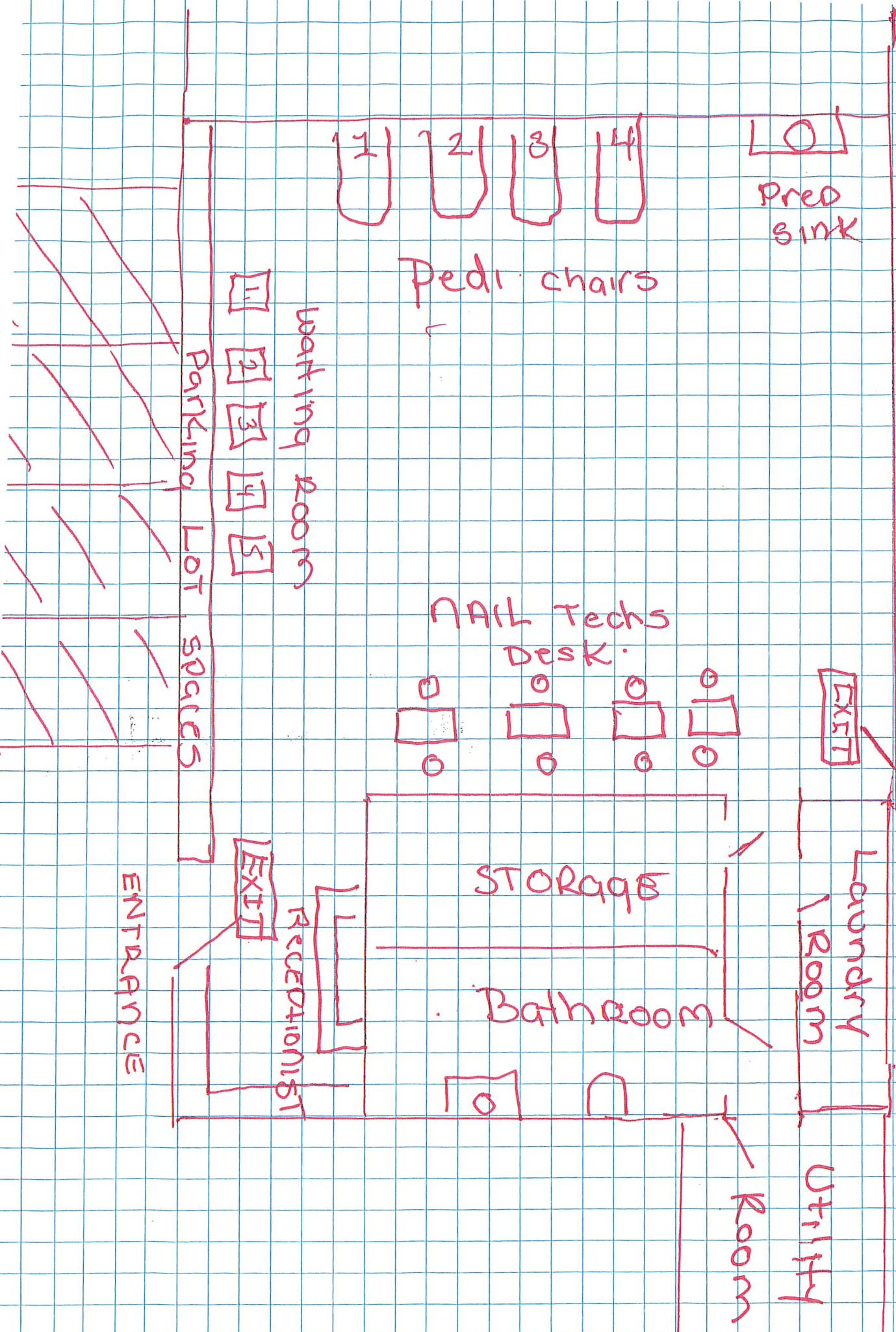
THE HOURS OF OPERATION ARE TUESDAY - FRIDAY
10A - 6PM AND SATURDAY 10A - 4PM

OWNER:

AIFONZO HAWTHORNE

(216) 598-0377

HAWTHORNEA@HOSEMASTER.COM



30825 Euclid Ave #2



City of Willowick
PLAN REVIEW BOARD
 Thursday, February 13, 2025 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 February 13th, 2025, Planning Commission meeting to order at 3:00pm.

Roll call

PRESENT

Chairman Brennan
 Chief Malovrh Jr.
 Mr. McLaughlin
 Mr. Lazor

ABSENT

Chief Daubenmire
 Mr. Pintar

Approval of minutes

Plan Review Board Minutes - January 23, 2025

Motion made to approve the January 23rd, 2025, Plan Review Board minutes by Mr. Lazor, Seconded by Mr. McLaughlin.

Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

New business

Candy Shop Nails LLC - Located at 30825 Euclid Ave Unit 2

Alfonzo Hawthorne was present representing Candy Shop Nails LLC - Located at 30825 Euclid Ave Unit 2. Chairman Brennan advised the board that Candy Shop Nails LLC provided a floor plan, and per the letter of intent will have 2 employees. Chairman Brennan explained to Mr. Hawthorne and the Plan Review board that per our ordinance in a retail district under uses this business falls under a service establishment and is required to go in front of the Planning Commission and City Council. This is the old Zen Station which was a yoga station next to the Avenue Food and Beverage.

Motion made to approve Candy Shop Nails LLC - Located at 30825 Euclid Ave Unit 2 pending approval from Planning Commission and City Council by Mr. Lazor, Seconded by Mr. McLaughlin.

Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

Extreme Playground - Located at 30780 Lakeshore Blvd. (ownership change)

Kalpesh Kotharia was present representing Extreme Playground - Located at 30780 Lakeshore Boulevard. Chairman Brennan stated that this is for a business ownership change, taking over an existing business, the name of the establishment will remain the same. He stated that they have provided all the required information per our ordinance to include a floor plan. Chairman Brennan clarified that they intend to only have one employee, and the hours will be Monday through Sunday from 10am to 1am. Mr. Kotharia stated that is correct. Mr. Kotharia said that he would let the board know if there are any additional employees added.

Motion made to approve the ownership change of Extreme Playground - Located at 30780 Lakeshore Boulevard by Mr. McLaughlin, Seconded by Mr. Lazor.

Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

Public portion

Public portion was opened and closed at 3:08 with no public present.

Old business

None.

Miscellaneous

None.

Adjournment

Motion made to adjourn the February 13th, 2025, Plan Review Board meeting at 3:09pm by Mr. Lazor, Seconded by Mr. McLaughlin.

Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor