

CITY OF WILLOWICK, LAKE COUNTY  
MINUTES & PROCEDURES OF A  
PLANNING COMMISSION MEETING

DATE: November 8, 2021  
PLACE: City Hall  
TIME: 7:30 p.m.

The meeting was called to order by Mr. Rising at 7:30 p.m. and opened with the Pledge of Allegiance.

PRESENT WERE: Rising, Foisel, Kelbach, Hren, Houry and Acting Law Director Bell  
(Carden and Heckman were absent)

Approval of Minutes

October 11<sup>th</sup>, 2021 meeting minutes were approved. Motion by Mr. Hren, second by Mr. Houry Vote: All ayes. Motion carried.

Development & Plan Review Committee - Mr. Rising

Mr. Rising had nothing to report tonight.

Rules Committee - Mr. Rising

Mr. Rising had no report tonight. He stated that when he initially took a position with the Rules Committee there was nothing in way of written information available. A notebook was put together that provided a basis of the rules however it was never finished in completion. The current committee wanted to make sure that some information was included on a "just in case" basis, such as individuals stepping down and/or other issues. This way when new members coming to the board would be able to transition onto the board easily. He would like to have the board go over and include any updates and "freshen it up some". He is looking at doing that in the coming months. Mr. Houry asked if he was referring to the layout and/or removing some of the categories. Mr. Rising stated that when he is talking about the Rules Committee there is a notebook on different rules and how the Planning Commission is conducted. Mr. Kelbach indicated that it may be something good to review for future Planning Commission members so they are provided a handbook or what the rules and responsibilities are. Mr. Rising stated we do have a handbook however we will need to review and update it. Mr. Hren asked about obtaining an electronic copy however Mr. Rising stated that he does not believe there is one available. There was discussion on getting an electronic copy made.

City Engineer's Report - Tim McLaughlin

There was no written report submitted and City Engineer was not present.

Law Director's Report

Ms. Bell had no report tonight.

Architectural Review Board - Mr. Heckman

Mr. Heckman was absent and no report provided. Mr. Rising stated that there was previous discussion regarding putting together a subcommittee under the Planning Commission that would look at the ascetics of the city such as homeowners wanting to do additions on their homes and provide assistance.

Community Reinvestment Area (CRA) - Mr. Carden

Mr. Carden was absent and no report provided.

Public Portion

The public portion was opened and closed at 7:40pm with no one present tonight.

Remarks - Old Business

There were none at this time.

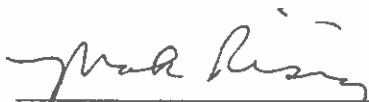
Remarks - New Business

There was no new business.

Adjournment

Motion by Mr. Hren, second by Mr. Kelbach, to adjourn the meeting. Discussion: None. Vote: All ayes. Motion carried.

The meeting adjourned at 7:45 p.m.



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Mark Rising, Acting Chairman

ATTEST:



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Heather K. Boling, Building Secretary