

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

DATE: July 11<sup>th</sup>, 2022  
PLACE: City Hall  
TIME: 7:30 p.m.

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

PRESENT WERE: Carden, Foisel, Houry, Mohorcic and  
Law Director Landgraf  
(Mr. Heckman, Mr. Hren and Mr. Rising were absent)

Approval of Minutes

April 11<sup>th</sup>, 2022 meeting minutes were approved. Motion by Mr. Mohorcic, second by Mr. Foisel Vote: All ayes. Motion carried.

Development & Plan Review Committee - Mr. Rising

Mr. Rising had nothing to report tonight.

Rules Committee - Mr. Rising

Mr. Rising was absent and no report was submitted.

City Engineer's Report - Tim McLaughlin

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

Law Director's Report

Ms. Landgraf had no report tonight.

Architectural Review Board - Mr. Heckman

Mr. Heckman was absent and no report provided.

Community Reinvestment Area (CRA) - Mr. Carden

Mr. Carden had no report tonight.

Public Portion

The public portion was opened and closed at 7:34pm as no one was present.

Remarks - Old Business

There were none at this time.

Remarks - New Business

Mr. Carden stated that the topic the board will be discussing tonight is the Architectural design standards for the commercial retail space in the City of Willowick, not residential. He stated that the board has done some work in the past on the residential end of the Architectural design standards and that stalled out. The focus has now been changed to Architectural design standards for commercial retail space, in an attempt to get something more cohesive and establish guidelines for future development and/or changes to existing spaces. There are design standards that were provided and being reviewed as examples from other cities. The city of Solon, Lakewood and Dublin design standards were provided and reviewed. Mr. Carden would like to work this as being focused on the Solon and Lakewood standards and he asked if any members would like to have thoughts or opening statements on this topic. Mr. Mohorcic stated that he reviewed the standards for Mentor because it is a local city, Lakewood because it's on a larger scale and Dublin for the sake of discussion because there's has measurements. However, Solon's standards are the ones that are favored because they are short and to the point, color schemes, architectural features, general landscaping requirements, etc. and he stated that this would be a good basis and adjust to fit the standards for the City of Willowick. Mr. Carden asked if the focus should be more on what the board is looking to do or what the board is looking to prevent. He is leaning more towards on what the board is looking to prevent, unsightly or unkempt issues that are going to be a problem. Mr. Houry stated items like cloth awnings would be an example of an item that would not be something he would like to allow.

There was discussion between the board members, each board member voiced their pros and cons to each reviewed city standards to come up with standards to put in place for the City of Willowick to make the city to be more ascetically pleasing and cohesive.

It was asked that once we come up with standards for new builds coming into the city will they apply as well to the existing buildings when it is time for repairs. Law Director Landgraf stated that we would need to have standards in place to go in front of Plan Review or presented to this board, at some point the board will need to revise the process to getting a commercial establishment license to ensure that the new standards in place are implemented.

Mr. Mohorcic stated that although he knows that the discussion is regarding what we do not want regarding the standards he also

wants to make sure we focus as well as what the board envisions for the city now and in ten years from now.

There was some additional discussion regarding what looks good in the city, what is not visually pleasing, what common ascetic guidelines there are and different ideas for how to tie in the commonality of the city.

The board went through the sections of the City of Solon guidelines and discussed the guidelines and came up with ideas that pertain to our city. There was some discussion on the ability to have electrical for all new buildings to be put underground and if the city has the ability to do underground electrical, zoning requirements, striking items that do not pertain to the City of Willowick as well as parking/landscaping requirements.

It was discussed having requirements for new builds coming into the city to have to come to Planning Commission board for approval. As well as what the Zoning Inspector will have the ability to approve and/or the authority to act on issues that do not abide by the approved plans by Planning Commission.

There was then further discussion on the reviewed city's requirements.

The board wants to lean towards incorporating the lake front to the establishments that are within walking distance and across the street from the lakefront area, some waves or something to incorporate the lake into the structure.

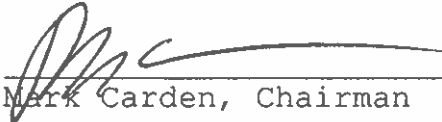
They continued on to discuss other areas of the different cities Architectural design standards, items that we would like to keep and items we would like to strike.

The board determined that putting an Architectural design standard together will take place over time and will be put into a formatted standard before implementing. Mr. Mohorcic plans to come up with a draft of an Architectural design standard for the city of Willowick for the board to review and revise.

#### Adjournment

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

The meeting adjourned at 8:34pm

  
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Mark Carden, Chairman

ATTEST:

  
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Heather K. Boling, Building Secretary