

President of Council
MICHAEL KLINE

Vice President of Council
TANYA TAYLOR DRAPER

Clerk of Council
NICHOLAS AIELLO

City of Willoughby Hills

Council:
JULIE A. BELICH
JOE JARMUSZKIEWICZ
DANIEL KNECHT
VICKI MILLER
KATHLEEN SIVO

Agenda-Amended

Regular Meeting of Council June 12, 2025, | 7:00 p.m.

PUBLIC HEARING OF THE 2026 CITY TAX BUDGET

Regular Meeting of Council Called to Order

Cell Phone Reminder to Turn off Devices Pledge of Allegiance

Pledge of Allegiance

Roll Call of Council:

Members: Council President Michael Kline, Councilman Dan Knecht, Councilwoman Vicki Miller, Councilwoman Kathleen Sivo, Council Vice President Tanya Taylor Draper, Councilwoman Julie A. Belich, and Councilman Joe Jarmuszkiewicz

Others Invited: Mayor Christopher Hallum, Law Director Michael Lucas, City Engineer Pete DiFranco, and Finance Director Bruce Scott

DISPOSITION OF THE JOURNAL

Approval of the May 19, 2025, Working Committee of Council and Rules & Legislation Minutes
Approval of the May 20, 2025, Working Committee of Council Minutes
Approval of the May 22, 2025, Regular Meetings of Council Minutes

COUNCIL CORRESPONDENCE

Email dated 6/10/2025 from Torres, Antonia State of Ohio ex rel. Brian M. Ames, et al. v. Willoughby Hills City Council

Email dated 6/09/2025 from Lloyd, Katherine PUBLIC HEARING called by Planning Commission re Small Box Discount Store Zoning Amendment

Email dated 6/09/2025 from Torres, Antonia RE: State of Ohio ex rel. Brian M. Ames, et al. v. Willoughby Hills City Council Case No. 25-CV-000804

Email dated 6/09/2025 from Whenever Watersports Re: Kayak Rental Kiosk

Email dated 6/06/2025 from Lloyd, Katherine WH PCABR Meeting 6/19/25 THURSDAY - 7:00 PM

Email dated 6/04/2025 from Gandee, Robert RE: Lake County NextGen 911 Final Plan

Email dated 6/04/2025 from Hallum, Chris RE: Policies and Procedures Manual for Willoughby Hills

Email dated 6/04/2025 from Hallum, Chris RE: Small Box Discount Store Zoning Amendment

Email dated 6/04/2025 from Mehollin, Karen Re: Lake County NextGen 911 Final Plan

Email dated 6/04/2025 from Bachnicki, Dan Lake County NextGen 911 Final Plan

Email dated 6/04/2025 from Pietro DiFranco RE: Small Box Discount Store Zoning Amendment

Email dated 6/04/2025 from Lloyd, Katherine FW: Small Box Discount Store Zoning Amendment
Email dated 6/04/2025 from Michael C. Lucas Small Box Discount Store Zoning Amendment
Email dated 6/04/2025 from Kmet, Kayla RE: Bishop Queen LLC CSL Plasma Public Records Request
Email dated 6/04/2025 from Torres, Antonia C566545308-0001-01 - PTV 1398 LLC v. Planning and Zoning Commission and Architectural Board of Review
Email dated 6/04/2025 from Michael C. Lucas RE: B-2 Draft
Email dated 6/04/2025 from Thomas Lobe Re: Public Records Request: City of Willoughby Hills Purchase Orders
Email dated 6/03/2025 from Mehollin, Karen Policies and Procedures Manual for Willoughby Hills
Email dated 6/03/2025 from Lloyd, Katherine Small Box Stores
Email dated 6/03/2025 from Blankenship, Debbie RE: Meter reading request - SHAREN MICHNEY, CITY OF WILLOUGHBY HILLS - CITY HALL
Email dated 6/02/2025 from Michney, Sharen FW: Purchase Order - CDBG Chardon West Sidewalks - RMH CONCRETE & FOUNDATIONS INC - PO #CT003563
Email dated 6/02/2025 from Michney, Sharen FW: METER READS
Email dated 6/02/2025 from Kline, Mike Monday Morning Meeting
Email dated 5/31/2025 from Michael C. Lucas RE: Ordinance 2025-038
Email dated 5/30/2025 from Patton, David H. Kayaks
Email dated 5/29/2025 from Sam Nahar Follow Up to Our Recent Conversation
Email dated 5/29/2025 from Pietro DiFranco Project: General City Engineering Services - Willoughby Hills, OH - File Transfer - Engineer Response - Gallagher Sharp - Bishop Queen - 28301 Chardon
Email dated 5/29/2025 from Pietro DiFranco RE: Public Records Request - Gallagher Sharp-Bishop Queen
Email dated 5/28/2025 from Hallum, Chris RE: Mayor's Report
Email dated 5/28/2025 from Pietro DiFranco Bowen Proposal - Zoning Administration (Jul-Dec 2025)
Email dated 5/27/2025 from Ponchin, Mike RE: CRA Resolution and Certification
Email dated 5/23/2025 from Michney, Sharen RE: Tax Budget Hearing notice
Email dated 5/22/2025 from Jarmuszkiwicz, Joe Re: Zoning Inspector 1-2 Descriptions
Email dated 5/22/2025 from Hallum, Chris FW: Zoning Inspector 1-2 Descriptions
Email dated 5/21/2025 from Scott, Bruce PD / SVC COST SHEET
Email dated 5/21/2025 from Gloria Majeski Re: Police and Service Presentation

PUBLIC PORTION #1 – An opportunity for the public to address Council concerning anything pertaining to tonight’s agenda

Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills: (a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

MAYOR’S REPORT – Mayor Chris Hallum

LAW DIRECTOR’S REPORT – Attorney Michael C. Lucas

FINANCE DIRECTOR’S REPORT – Finance Director Bruce Scott

CITY ENGINEER’S REPORT – Pietro A. DiFranco, P.E.

BOARDS, COMMISSIONS & COMMITTEE REPORTS

Planning & Zoning and Architectural Board of Review: Council Vice President Taylor Draper

Recreation Commission Report: Councilman Jarmuszkiewicz

Finance Committee: Council President Kline

Beautification Committee: Council Vice President Taylor Draper

Business Subcommittee: Councilwoman Sivo

Deer Management Subcommittee: Councilwoman Belich

UNFINISHED BUSINESS:

LEGISLATION:

ORDINANCE 2025-033-AMENDED-THIRD READING

AN ORDINANCE AMENDING PART ONE – ADMINISTRATIVE CODE – TITLE FIVE – ADMINISTRATIVE CODE OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS WITH AMENDMENTS TO CHAPTER 165 RELATED TO THE WILLOUGHBY HILLS SENIOR CENTER AND THE ROLE OF WILLOUGHBY HILLS SENIORS, INC. AS WILLOUGHBY HILLS SENIOR CENTER FACILITATOR, AND DECLARING AN EMERGENCY.

ORDINANCE 2025-035-SECOND READING

AN ORDINANCE PROVIDING FOR THE SUBMISSION OF A PROPOSED AMENDMENT TO ARTICLE III OF THE CHARTER OF WILLOUGHBY HILLS, OHIO TITLED, THE COUNCIL, (SECTION 3.25 TITLED, THE CLERK AND OTHER EMPLOYEES) TO THE ELECTORS OF THE CITY TO EXTEND THE PERIOD BY WHICH A VACANCY IN THE POSITION OF CLERK OF COUNCIL SHALL BE FILLED BY APPOINTMENT OF COUNCIL FROM THIRTY (30) DAYS TO SIXTY (60) DAYS AT THE MAYOR’S DISCRETION, AND DECLARING AN EMERGENCY.

ORDINANCE 2025-036-SECOND READING

AN ORDINANCE AMENDING PART 13, BUILDING CODE, TITLE III-LOCAL BUILDING PROVISIONS, CHAPTER 1361 DIVISION OF BUILDING ENGINEERING AND INSPECTION, OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.

ORDINANCE 2025-037-SECOND READING

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF WILLOUGHBY HILLS PROPOSED AMENDMENTS TO ARTICLE V OF THE CHARTER TITLED BOARDS AND COMMISSIONS, (SECTION 5.15, TITLED MANDATORY PUBLIC VOTE ON LAND USE CHANGES), AND ARTICLE VI OF THE CHARTER TITLED LEGISLATION, (SECTION 6.2, TITLED EFFECTIVE DATES OF ORDINANCES), AND DECLARING AN EMERGENCY.

ORDINANCE 2025-038-FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE PROPOSAL AS SUBMITTED BY RICHARD L. BOWEN & ASSOCIATES, INC. TO PROVIDE ZONING ADMINISTRATION SERVICES FOR THE CITY OF WILLOUGHBY HILLS, FOR THE PERIOD OF JULY 1, 2025 THROUGH DECEMBER 31, 2025 AND DECLARING AN EMERGENCY.

RESOLUTION 2025-010-SECOND READING

A RESOLUTION ADOPTING A TAX BUDGET FOR THE FISCAL YEAR 2026 FOR THE CITY OF WILLOUGHBY HILLS.

NEW BUSINESS:

- Motion to accept check in the amount of on behalf of the Gullick Family Charitable Remainder Unitrust to be used for the W.H.I.S.P.E.R. program.

PUBLIC PORTION #2 – An opportunity for the public to address Council with any comments, issue or concern Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills: (a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY

ADJOURNMENT