

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

Regular Council Meeting Minutes of November 13, 2025

The Regular Council Meeting was called to order on Thursday, November 13, 2025 at 7:00 p.m. in Council Chambers. **Council President Kline** presided.

Call to Order 7:00 p.m. (0:07)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 0:17)

ROLL CALL (Audio: 0:35)

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

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

DISPOSITION OF THE JOURNAL (Audio: 1:46)

Approval of the October 20, 2025 Working Committee of Council and Rules & Legislation Minutes

Approval of the October 23, 2025 Regular Council Meeting Minutes

Approval of the October 28, 2025 Special Council Meeting Minutes

Motion made by **Councilwoman Miller** seconded by **Councilman Knecht** to approve the minutes of the October 20, 2025 Working Committee of Council and Rules & Legislation.

Discussion on the Motion:

No discussion

Roll Call: **AYES:** Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 Vote: 7/0

Motion passes to approve the minutes of the October 20, 2025 Working Committee of Council and Rules & Legislation.

Motion made by **Councilman Knecht** seconded by **Council Vice President Taylor Draper** to approve the minutes of the October 23, 2025 Regular Council Meeting.

Discussion on the Motion:

No discussion.

Roll Call: **AYES:** Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 ABSTAIN: Miller, Sivo
 Vote: 5/0/2

Motion passes to approve the minutes of the October 23, 2025 Regular Meeting of Council.

Motion made by **Councilman Knecht** seconded by **Council Vice President Taylor Draper** to approve the minutes of the October 28, 2025 Special Council Meeting.

Discussion on the Motion:

Councilwoman Miller: I did let the clerk know that there were some corrections that needed to be made with the attendance on both the October 23rd and October 28th minutes.

- **Councilman Jarmuszkiewicz:** I was not here on the 23rd, and since I can't vote on this, I would like to change my vote to "ABSTAIN" on the October 23rd minutes.
- **Council President Kline:** Technically you can vote on them because the legal minutes are the audio minutes.
- **Councilman Jarmuszkiewicz:** I will listen to them.

Roll Call: **AYES:** Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 ABSTAIN: Miller, Sivo
 Vote: 5/0/2

Motion passed to approve the minutes of the October 28, 2025 Special Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 4:45)

Email dated 11/11/2025 from Yasmeen Diaz Fwd: CHS-187253
Email dated 11/11/2025 from Miller, Vicki Ethics Training
Email dated 11/10/2025 from jmski RE: Gulick Family Resolution
Email dated 11/10/2025 from Pietro DiFranco RE: Willoughby Hills Fire Station Sprinklers
Email dated 11/10/2025 from Scott, Bruce Road Levy / Resolution Needed
Email dated 11/07/2025 from LINDA O BRIEN Re: Rec Coordinator Phone Number
Email dated 11/07/2025 from Nardo, Celia S. RE: Senior Luncheon Speaker
Email dated 11/06/2025 from OAG You're registered for Sunshine Laws Training
Email dated 11/05/2025 from Bell, Jennifer RE: Central Dispatch Agreement
Email dated 11/05/2025 from Katherine D. Lloyd Re: PCABR Meeting 11/6/25 Thursday 7:00 P.M
Email dated 11/03/2025 from Lloyd, Katherine FW: Restoration & Improvements Begin along the Chagrin River
Email dated 11/03/2025 from Lloyd, Katherine BZA Meeting 11/11/25 Tuesday 7:00 PM
Email dated 11/03/2025 from Scott, Bruce FW: Ticket camera
Email dated 11/03/2025 from Pietro DiFranco RE: Bowen Proposal - Zoning Administration (Jan-Jun 2026)
Email dated 10/31/2025 from Mehollin, Karen Re: Group Sanction Requests for 2025 -- ALL
Email dated 10/31/2025 from Jarmuszkiewicz, Joe Re: Qdoba
Email dated 10/31/2025 from Laurie Scarmuzzi RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement - Receipt Confirmation/Executed
Email dated 10/29/2025 from Pietro DiFranco RE: Signed Preliminary Legislation and LPA Federal ODOT-Let Project Agreement for the SR-174 (River Road) resurfacing project in the City of Willoughby Hills; (PID 105894 LAK SR 174 00.00)
Email dated 10/28/2025 from Laurie Scarmuzzi RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement (DUE BY NOON 11/17/2025)
Email dated 10/27/2025 from Belich, Julie Re: Bishop Rd Taper at Chardon Rd
Email dated 10/27/2025 from Miller, Vicki Re: Agenda for Special Meeting of Council Tuesday October 28
Email dated 10/27/2025 from Knecht, Dan Re: Special Meeting of Council
Email dated 10/27/2025 from Lloyd, Katherine FW: WH PCABR Meeting 11/6/25 - Thursday
Email dated 10/24/2025 from Pietro DiFranco RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement (DUE BY NOON 11/17/2025)
Email dated 10/24/2025 from Miller, Vicki Re: Special Meeting of Council
Email dated 10/24/2025 from Brittany Matlock Re: Bishop Rd Taper at Chardon Rd
Email dated 10/24/2025 from Mehollin, Karen Fw: Mayor's Report - October 24, 2025
Email dated 10/24/2025 from Mehollin, Karen Re: E-Newsletter
Email dated 10/24/2025 from Hallum, Chris Mayor's Report
Email dated 10/24/2025 from Belich, Julie Re: Special Meeting of Council
Email dated 10/23/2025 from Jarmuszkiewicz, Joe Re: Qdoba
Email dated 10/23/2025 from Tanya Taylor Draper Fwd: flier
Email dated 10/23/2025 from Miller, Vicki Tonight's meeting
Email dated 10/23/2025 from LINDA O BRIEN Fwd: Smith Family Cemetery
Email dated 10/23/2025 from Taylor Draper, Tanya Re: Notice of Noncompliance and Violation RE: Residential Room Rentals
Email dated 10/22/2025 from Blankenship, Debbie RE: mail
Email dated 10/22/2025 from DiMattia, Louis A. Re: Civil Service Meeting
Email dated 10/22/2025 from Alexis Lebedew Smart Cities Masters Courses - Register Now
Email dated 10/21/2025 from Jarmuszkiewicz, Joe Re: Agenda for Thursday
Email dated 10/21/2025 from Taylor Draper, Tanya Residents' concerns

PUBLIC PORTION #1 (Audio: 5:05)

An opportunity for the public to address Council concerning anything pertaining to tonight's agenda.

Public Portion #1 opened at 7:06 p.m.

No one spoke.

Public Portion #1 closed at 7:06 p.m.

MAYOR'S REPORT (Audio: 5:30)

- **Mayor Hallum:** Good evening! I want to thank everyone that came out on Tuesday to vote. The city had three ballot issues up for a vote on Tuesday. I'm happy to say that all three were confirmed by the voters. The first issue was the renewal of our road levy which enables us to continue to pave and patch roads in the city for the next five years. Second, was a charter amendment to give authority to the mayor to extend the time for council to appoint a clerk of council for up to an additional 30 days. The third was a charter amendment that created an administrative process for zoning changes that will give the residents an opportunity to voice their support or concerns regarding any proposed changes. The city can now act more effectively and efficiently with the business community to consider whether a change to the zoning map, or a zoning use make sense. Our hope is that the city will be more attractive to businesses both existing in the city and considering opening here. I want to thank council for working with me to educate residents regarding these ballot issues and working the polls on Tuesday to answer questions. A special thanks to Assistant Law Director Tom Lobe for taking the time to present the history of why and how the zoning change process has changed over the past 30 years. His knowledge and first-hand experience were invaluable in giving residents the information they needed to make their decision.
- The Service department continues to circle the city to pick up leaves. Our large leaf machine broke down last week and is waiting on diagnosis and repair options. We have borrowed a machine from Euclid to get us through the rest of this week, but it is not designed for ditches, so it may slow down our route. Please be patient as the crews are working as fast as they can to get your leaves. The Service team has also closed down the pickle ball courts for the season. We are expecting snow next week, and want to keep the equipment in good condition.
- I am grateful to Willoughby Hills VFW Post #4358, Boy Scout Troop #280, VFW Post Commander Dave Broadwater, Guest Speaker attorney Tim Misny, Master of Ceremonies Ray Somich, Soloist & Saxophonist Elizabeth Souers, Pastor Bruce Hitchcock from Willoughby Hills United Methodist Church, and Chaplain Al Taddeo from VFW Post #4358 for presenting our annual Veterans Day Ceremony on Tuesday. As always, it was a great tribute honoring not only our Willoughby Hills veterans, but veterans everywhere. Thanks to everyone who attended and the VFW Post #4358 Auxiliary for hosting a reception at the Post Home afterwards.

Have a great weekend!

LAW DIRECTOR'S REPORT (Audio: 8:00)

- **Law Director Lucas:** I want to thank the Assistant Law Director Thomas Lobe for his work to assist the administration in the passage of the charter amendments.

FINANCE DIRECTOR'S REPORT (Audio: 8:40)

No report from the Finance Director.

CITY ENGINEER'S REPORT (Audio: 8:55)

No report from the City Engineer.

- **Mayor Hallum:** A few people have brought up the new bridge not having the fence that was originally there with the previous bridge. People have concerns about the height of the bridge and the possibility of somebody falling off the bridge. There have been some implications that this was the reason the fence was there. Do you know if there is a plan to put the fence back?
- **City Engineer Difrancio:** No, I have not heard. I will follow up with ODOT.
- **Councilman Jarmuszkiewicz:** What would be the proper procedure to ask questions about Chardon and Bishop Road?
- **City Engineer Difrancio:** The City has the authority to make alterations, but a traffic study would be recommended to make sure everything is done in accordance with State regulations. This includes the Ohio Manual of Uniform Traffic Control Devices. A big concern at that intersection is traffic backing up towards the freeway and hindering people trying to get off the freeway. Another concern is people trying to get out of the businesses between Chardon and the freeway. A traffic study should be performed. The first step would be to have a meeting with the administration to see what the problems are and what the solution is.
- **Councilman Jarmuszkiewicz:** That would be a good idea to come up with a happy medium between the businesses on Chardon Road, the cars, and the people who live on Bishop Road.
- **Mayor Hallum:** The Council President, Vice President, and myself have already spoken and are planning on scheduling a meeting to discuss those things so we can be better prepared to discuss all that with Council.

BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 11:35)

PC-ABR reported by Council Vice President Taylor Draper

Council Vice President Taylor Draper: The group met last Thursday, November 6. For the Architectural Board portion of the meeting, there were several items including:

- Signage approval at 2804 S.O.M. Center Road Unit 3
- Garage and porch addition at 37520 Eagle Road
- Signage for the Grocery Outlet at the Shoppes at 28301 Chardon Road
- Total addition approved at 2521 Maplevue Road.
- House addition and detached garage approved at 3785 at Milan Road
- Accessory building at 2835 Forest Lane approved.
- New house approved at Perrino Homes West Pines 34195 Giovanni Avenue

- **Council Vice President Taylor Draper:** There was no business for the Planning Portion of the meeting. There was a work session that related to the detached garage situation at 37050 Eagle Road. I believe the owners are trying to use a garage for the purpose of adding to their home for their parents. Recommendations were given and I believe the engineers are looking into some legal factors related to that.

Beautification Committee reported by Council Vice President Taylor Draper

No report.

Recreation Commission reported by Councilman Jarmuszkiewicz

Councilman Jarmuszkiewicz reported on the following items:

- We got to meet the new Recreation Coordinator. She will be a great help to the City.
- Breakfast with Santa registrations are ongoing right now. You can register online or through the City.
- We are always looking for more Recreation Commission Members. We are down to about six or seven.

Finance Committee Report by Council President Kline

No report.

WHISPER reported by Councilwoman Miller

No report.

Deer Management Committee reported by Councilwoman Belich

No report.

Business Subcommittee – reported by Councilwoman Sivo

No report.

UNFINISHED BUSINESS: (Audio: 16:25)

- **Mayor Hallum:** I know you all were working on making some changes to short-term rentals. I don't remember exactly where we were on this, but I believe we were waiting to see the results of the election.
- **Law Director Lucas:** Before the election results, we were more narrowly focused because the correct position was that short-term rentals were prohibited in the City. There was some discussion about laying this out in more detail. It was my position that we should clarify that and reemphasize that it is not prohibited in every district in the City. This is because the primary focus was on residential districts. We added this to commercial and industrial as well. That is where we are at.

I think we tabled the ordinance to see the results of the election. We wanted to have it where it was permitted somewhere and I recommend we do that by conditional use. It is a good discussion point to talk about if we want that anywhere. The regulations we would want to put in place for the conditional use permit, I think we should have rather than the permitted use. We should get the transient vendor tax that we have for hotels. Under the ordinances and State Statute, it is three percent (3%). We can certainly put that in there.

- **Council Vice President Taylor Draper:** What would we need to do to address the exceptions such as the historical building including the Pennfield house?
- **Law Director Lucas:** Thank you for mentioning that. The mayor and I discussed that and we

probably need to clarify that as an exception. This is limited to historical significance. That is something we should definitely do. Otherwise, there is a gray area in that.

- **Councilwoman Belich:** When we speak of historical significance, are there examples we can look at from other communities that utilize that? When we look at the Frank Lloyd Wright home, though it is distinct, we are not just narrowing it to that location but also to other locations that might ask for the historical significance.
- **Law Director Lucas:** We definitely want to define it from a historical definition standpoint. We do not want to have that just limited to Frank Lloyd Wright homes. There are other historic districts. Chagrin Falls has definitions on them. We would want to have something identifying the definition particular type of historical use. Another point is where they would be placed. It would seemingly be a residential district.
- **Councilwoman Belich:** I assume in most instances they would be residential in nature.
- **Law Director Lucas:** The focus on that is the transient vendor classification. The question would be what would be the likelihood of having short-term rental in a commercial district or industrial district?
- **Councilwoman Belich:** Thank you.

LEGISLATION: (Audio 22:50)

ORDINANCE 2025-052-AMENDED-SECOND READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS, OHIO AND RICHARD L. BOWEN + ASSOCIATES, INC. FOR CITY ENGINEERING SERVICES AND REPEALING CONFLICTING LEGISLATION.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to adopt Ordinance 2025-052-Amended.

Discussion on the Motion:

No discussion.

Roll Call: **AYES:** Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 Vote: 7/0

Ordinance 2025-052-Amended has been adopted.

ORDINANCE 2025-056-FIRST READING

AN ORDINANCE TO DECLARE POLICE COMPUTER EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING ITS DONATION TO PCS FOR PEOPLE, A CLEVELAND-BASED NONPROFIT ORGANIZATION, AND DECLARING AN EMERGENCY.

- Ordinance 2025-056 remains on First Reading.

ORDINANCE 2025-057-FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS RELATING TO THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) PROJECT NO. 105894 PROVIDING FOR THE RESURFACING OF RIVER ROAD (SR-174) FROM THE COUNTY LINE TO THE NORTH CORPORATION LINE IN THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.

- Ordinance 2025-057 remains on First Reading.

ORDINANCE 2025-058-FIRST READING

AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 2024-070 TO COMPLY WITH STATE BUDGETARY LAWS REQUIRING MUNICIPALITIES TO MAINTAIN POSITIVE ACCOUNT BALANCES THROUGHOUT THE YEAR; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

- Ordinance 2025-058 remains on First Reading.

RESOLUTION 2025-016-SECOND READING

A RESOLUTION RECOGNIZING AND HONORING THE GULICK FAMILY FOR THEIR DONATIONS TO THE WILLOUGHBY HILLS ISOLATED SENIOR PROGRAMS FOR EVERY DAY RELIEF (W.H.I.S.P.E.R.).

Motion made by Councilman Jarmuszkiewicz, seconded by Councilwoman Miller to waive the Three Reading Rule on Resolution 2025-016.

Discussion on the Motion:

No discussion.

**Roll Call: AYES: Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 Vote: 7/0**

- The Three Reading Rule on Resolution 2025-016 has been waived.

Motion made by Councilman Jarmuszkiewicz, seconded by Councilwoman Miller to adopt Resolution 2025-016.

Discussion on the Motion:

No discussion.

**Roll Call: AYES: Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 Vote: 7/0**

Resolution 2025-016 has been adopted.

NEW BUSINESS (Audio 26:50)

Motion made by **Councilwoman Miller**, seconded by **Councilwoman Belich** to forego the November 27 Regular Council Meeting.

Discussion on the Motion:

Councilman Jarmuszkiewicz: That meeting would fall on Thanksgiving. That is why we are foregoing it.

Roll Call: **AYES:** Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
 NAYS: None
 Vote: 7/0

The motion to forego the November 27 Regular Council Meeting has passed.

PUBLIC PORTION #2 (Audio: 27:40)

An opportunity for the public to address Council with any comments, issues or concerns.

Public Portion #2 opened at 7:29 p.m.

No one spoke.

Public Portion #2 closed at 7:29 p.m.

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

- **Mayor Hallum** wished everyone a safe and happy Thanksgiving.
- **Councilwoman Miller:** Since November is the month of being thankful, I want to express some thanks tonight. I am thankful for the people of Willoughby Hills who showed up to the polls to support this administration and council for the work we are putting in for a better community. I am also thankful for the overwhelming response of sympathy I received not only from my colleagues but from the employees and residents of Willoughby Hills. Willoughby Hills has always been a place of wonder for my mother. As a girl who came here in her twenties from inner city Cleveland, she was still enjoying many of the City events and eateries in the City, even until her last days. Just a few days before her passing, we stopped by Fosters to have ice cream and drove through the park to see the leaves.
- **Councilman Jarmuszkiewicz:** I would like to offer my condolences to the Schaefer family for the passing of Melvin Schaefer, a former mayor of Willoughby Hills. He passed away earlier this week.
- **Councilwoman Belich:** Veteran's day was celebrated this year and I would like to say thank you for your service to all of those who did serve for the good of our country. We are all appreciative to everyone who has served.
- **Council Vice President:** I would like everyone to know that the Chipotle is now opened in our City.
- **Mayor Hallum:** For the residents who want to pay their respects, Mayor Schaefer's visitation is tomorrow at 11:00 A.M. at the United Methodist Church in Willoughby Hills.

ADJOURNMENT (31:50)

Motion made by Councilwoman Belich, seconded by Councilwoman Miller to adjourn the meeting.

**Roll Call: AYES: Miller, Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht
NAYS: None
Vote: 7/0**

The meeting was adjourned at 7:34 p.m.

APPROVED: Dec 11, 2025
Date



Michael Kline
President of Council

ATTEST: Nicholas Aiello
Nicholas Aiello
Clerk of Council