City of Willowick

PLAN REVIEW BOARD – DRAFT

Thursday, February 26, 2026 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 26th, 2026, Plan Review Board meeting to order at 3:00 pm.

Roll call

PRESENT
Chairman Brennan
Chief Malovrh Jr.
Tim McLaughlin
Mike Lazor

ALSO PRESENT

Councilwoman Antosh

ABSENT
Chief Daubenmire

Approval of minutes

Plan Review Board Minutes - February 12th, 2026

Motion made to approve the February 12th, 2026, Plan Review Board minutes by Mr. Lazor, Seconded by Mr. McLaughlin.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

New business

Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Blvd.

Ms. Worden of Wickliffe was present representing Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Boulevard. Chairman Brennan asked Ms. Worden if she would like to provide some details regarding her business. Ms. Worden stated that her business is currently located in Euclid, where she has been for about 10 years, her lease is up and she is looking for a location that is a better safer environment for her clients, family and friends. She advised that she started this type of work in Mentor, with a business partner where she was for about 5 years before deciding to open her own location independently. She stated that she frequently travels through Willowick and noticed all of the new businesses opening and a location that has lease space available, she decided that Willowick would be a good city to move her business to. She advised that she has been a licensed esthetician and make up artist for over 20 years and briefly spoke about her large clientele base. Chairman Brennan advised that this location is the old Shoregate Optical and per Ms. Worden's letter of intent, she will be providing massage services and asked her to be specific as to those type of services. She advised that she does not currently take on any new clients but she specializes in relaxation massage services and hot stone massages, she stated that she does not do deep tissue massages or any sports type of massages. Chairman Brennan asked if the state requires a license for those types of massage services, Ms. Worden advised that she is already in process, set up and approved for a license for this new location and once approved with the city she will move forward with that. Chairman Brennan stated that he is aware that for facials and such, she does not need a license because that falls under her barber's license. She stated that is correct. She said as a state license esthetician it also covers these types of relaxation massages and some other specialty services that fall under that as well. Chairman Brennan referred to her submitted proposed floor plan, stated that he does not see any sinks or chairs. Ms. Worden stated that a large part of her business is specializing in special occasion hair and make up for weddings, which she travels to those locations, however with this location she would like to have a space where woman can go to her physical location, work with her and her staff and get their hair and make up done and then go to their party centers/venues. Chairman Brennan circled back to not having any sinks at the location currently, she advised that not at the moment, he asked if she plans to put one or more in to the location and run plumbing at a later date or would she just be leaving it as an open floor. Ms. Worden stated that there is a bathroom in the back of the building, there was a sink there and there is existing plumbing so that is an option down the road. This space being so open is what is appealing and what she is looking for. There was some explanation on previous uses. Chairman Brennan advised that per our city ordinance, since this location is zoned retail, any time a professional service establishment comes into the city, that establishment is required to go to both Planning Commission and City Council for approval, which is why he also wanted clarification on the types of massages services because the city has a separate ordinance for massage parlors however this type of business does not fall under that ordinance because of her esthetician license but it does fall under a service establishment.

Motion made to recommend the approval of Bombshell Beauty & Spa LLC - Located at 28902 Lakeshore Blvd. from Planning Commission and City Council by Mr. McLaughlin, Seconded by Mr. Lazor.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

College Tree Removal - Located at p#28A0230000450 (Euclid Ave)

College Tree Removal - Located at p#28A0230000450 (Euclid Ave) was previously tabled and was not correctly notated on the agenda.

Motion made to bring College Tree Removal - Located at p#28A0230000450 (Euclid Ave) back to the table by Mr. Lazor, Seconded by Mr. McLaughlin.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

Chairman Brennan advised that this is the lot behind the car wash on Euclid avenue, he advised there are a couple of items the board will be reviewing for this business. John Hollis and Justin Hollis were present representing College Tree Removal - Located at p#28A0230000450 (Euclid Ave). Chairman Brennan advised that the board has read their letter of intent on what they are proposing to do, he advised the board that it is zoned retail. He asked if they would like to provide some details as to what they are looking to do, Chairman Brennan stated that per the plans there will be two buildings being built and a retail business, he asks that we start with the business then the board will move to the buildings. Justin Hollis stated that there will be a small retail window where people will pull up, order the materials needed (mulch, gravel, etc.); the customer then pulls to the back, where they are loaded by a loader. He advised the buildings will be for storage of equipment needed for the business, such as trucks that would be used to deliver the materials. John Hollis circled back to Chairman Brennan's original question of the business, Mr. Hollis stated that Justin has been in the tree business for 8 years, starting when he was in high school and progressed from there. There was some further explanation of how the business started and why. Chairman Brennan asked if they are doing the tree service from this proposed Willowick location, Mr. Hollis stated that it will be for the storage of the equipment used for the tree service business, Chairman Brennan asked where the office is located for the tree service, Mr. John Hollis stated that the offices are ran out of his residence, where his wife works as the Secretary and handles the calls, there's not a traditional office space right now. Chairman Brennan asked if they are proposing to have the office at this Willowick location, he clarified the reason he is asking and wants to make sure the board is clear as to what business or businesses are going to be at this location. Chairman Brennan asked if they are going to be running the tree service business from this location or is it just the retail business selling mulch, gravel and other materials. Mr. John Hollis asked for clarification to "run", he asked if that means parking the equipment there, is that considered running the business from there because the tree business is ran out of his home. Mr. Hollis stated that the tree service would continue to stay how it is, they currently rent a yard, nothing goes to the yard as far as mail, everything goes to his home which will remain the same, his wife (Secretary for the tree service) is not going to go to the proposed Willowick location to work. There were some details provided regarding the future LLC. Chairman Brennan asked for clarification regarding the statement "parking the equipment there", what is going to be parked there, the tree trimming equipment, Justin Hollis stated that the equipment is all one in the same as the same equipment used for the tree service is also the equipment used for getting mulch to someone's house same with the loaders and some other equipment as well. Chairman Brennan stated that the reason why he is looking for clarification is because there is a section in the ordinance, that's states if you are a retail business selling items and/or materials that's permitted as a retail business however if you are also cutting trees, attending to service calls, running a service out of the location the ordinance 1145, requires a service establishment to go for approval from Planning Commission and City Council, so he is trying to clarify exactly what business is being conducted at this location. Mr. Hollis stated that he believes this is a unique business as the equipment is all the same for the retail business as well as the tree service business, those trucks/equipment wouldn't be parked somewhere else and be brought in every day. Chairman Brennan stated that for the retail, if you are saying you are selling mulch of course you will have loaders, trucks and other equipment for the retail business, your going to be delivering, people are going to be coming in to purchase and load which is what is being sold out of that location. Mr. Hollis stated with the tree service business no one is bringing their trees to this location to have them cut, Chairman Brennan stated no, but they are going out to cut the trees and provide the service which is what he is trying to clarify. Councilwoman Antosh tried to ask in a way to obtain clarification for the board stating basically she calls to have a tree cut, she calls your home, talks to the secretary (your wife), schedules the service then you come to the house, cut down the tree and then where is the tree going, Mr. Hollis stated that if it is clean wood chips or sellable firewood they are going to the proposed location in Willowick, Councilwoman Antosh asked if the tree is cut at the customers home or if the full tree is taken back to the proposed Willowick location and cut there. He stated it would be at the location. She asked, and then someone can come to this location purchase wood chips or fire wood from the tree that was just brought back and processed. Mr. Hollis stated that is correct. Chairman Brennan stated that based on all of this information, this business would fall under a service establishment. Mr. Hollis stated that they also purchase materials to sell and not all of the materials being sold are processed materials coming from the tree service, just as stone, stone is bought to be sold, not processed, he compared it to a small Petitti's Garden. There was some discussion regarding the lot size, elevations and cost of the soil samples so a good base can be put in. Chairman Brennan circled back to the type of business being conducted at this location and asked if the workers are going to be on site at this location for the tree service, do they meet there in the morning and head out for the day, Mr. Hollis advised that yes they will go to this location to get their trucks. Chairman Brennan advised that the tree service business would fall under a service establishment; there is a retail part and a service part. Mr. Hollis asked what that means moving forward, Chairman Brennan advised based on what is permitted (being retail establishments) the tree service portion of the business needs to obtain approval from the Planning Commission and City Council.

Motion made to recommend approval of College Tree Removal - Located at p#28A0230000450 (Euclid Ave) from Planning Commission and City Council by Mr. McLaughlin, Seconded by Mr. Lazor.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

At this time, the board moved on to the second portion of this submittal, which is for the construction of two buildings located at p#28A0230000450 (Euclid Ave). These buildings will both be 100x75 foot buildings. Chairman Brennan stated that he has reviewed the plans and advised that this is a preliminary plan that has been submitted. Mr. Hollis stated that the idea is to put the first building up right away, and the second one about 6 months to a year later pending success with the first building and the business, so they wanted to go through this process once and submit the full proposal for both buildings. He stated that they would like to have a complete circle around both buildings for easy entry, loading and exiting, there was some discussion regarding the layout referring to the plans submitted as well as the front face of the building and a tiny office for orders to be placed, he advised there will be parking in front for customers and parking in the rear for their employees. He advised they were hoping, referring to the driveway all the way to the front of the first building, would be asphalt and then maintain the gravel going back. He stated that you cannot have loaders and giant trucks constantly scooping debris off asphalt or they would be redoing it every year, they are hoping to have gravel for the back. Chairman Brennan advised that he has looked at the ordinances for a couple of items, per our ordinance it talks about parking spaces per square footage of each building so based on the math basing it off of a retail space, would require 60 parking spaces for the square footage of both buildings, and also referring to a discussion with the business owner about paved areas, driveways, parking areas, having to be asphalt or concrete. Chairman Brennan advised the board that this portion is just a preliminary plan, the reason why they came to the board is because they wanted the approval for the business to make sure it is permitted and then to look into the construction. Chairman Brennan circled back to the parking spaces and the gravel lot, advising them that they do have the right to appeal any ordinances. He stated that being that this is a preliminary plan it would be up to them to go through the appeal process to determine if they can be approved for what they are looking to do regarding the parking and having a gravel lot. There was some discussion regarding the process of appealing, the time line of how this would work, construction deposits, additional potential costs could be, utilities, etc. He advised that realistically is could be a few months. Mr. McLaughlin stated regarding the parking, if it was all concrete and they didn't go through the variance for gravel, he would need to see what the disturbance would be, it could trigger some work quality and run off issues that the County and himself have to approve which would cost more money and require more disturbance than what is already there. Chairman Brennan and Mr. McLaughlin referred back to the plans, advised that these are preliminary and do not include storm drains, no sewers brough back there or water. There was some discussion, starting with one building which would only require 30 parking spots, which Mr. Hollis stated he believes they would be able to accomplish however if they would have to put concrete that might shut down the whole thing, so that would need to be figured out first. There was some further explanation of the ordinance and appeal process. Mr. Hollis asked for some guidance on how to move forward without spending thousands and thousands of dollars and the potential of not being able to have a gravel lot. Chairman Brennan stated that he is looking at what is submitted and the basic items with regards to zoning, parking spaces and gravel parking lot / driveway would have to be appealed through Board of Zoning Appeals and City Council. He cannot speak for the Board of Zoning Appeals or City Council on what their decisions would be. There was some discussion about the reason for the gravel lots.

Chairman Brennan provided Planning Commission and City Council dates for the service establishment portion of this submittal and the Board of Zoning Appeals and City Council dates for the parking spaces and gravel parking / driveway.

Motion made to table College Tree Removal - Located at p#28A0230000450 (Euclid Ave) pending approval from Board of Zoning Appeals and City Council by Mr. Lazor, Seconded by Mr. McLaughlin.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

Public portion

Public portion was open and closed at 3:36 pm with no public present.

Old business

None.

Miscellaneous

None.

Adjournment

Motion made to adjourn the February 26th, 2026, Plan Review Board meeting at 3:37 pm by Mr. Lazor, Seconded by Mr. McLaughlin.
Voting Yea: Chairman Brennan, Chief Malovrh Jr., Mr. McLaughlin, Mr. Lazor

____

Chairman Brennan

____

Heather Boling – Secretary