



**CITY OF WILLOWICK PLAN REVIEW BOARD
APPLICATION FOR PERMIT TO OCCUPY FOR
BUSINESS, COMMERCIAL, INDUSTRIAL, ETC.
YOU MUST FILL OUT ENTIRE APPLICATION
440-516-3000**

PERMIT FEE: \$60.00

DATE: 02/26/2024

Location of Occupancy: 32417 Vine St Business Name: Pats Hair World
Willowick, OH 44095 Hairline Redesigned

Business Owner's Name & Address: Tracy Whitman 5194 Robinhood Dr. Willoughby, OH 44094

CITY/STATE/ZIP: Pat Sanzo 810 Orchard Rd, Willoughby, OH 44094

Telephone Number: 440-283-7967 Pats # 440-749-4215 Federal ID Number: 4861401
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Matt Jarcy 32341 Vine St.
Willowick, OH 44095

SUBMIT NEW DETAILED FLOOR PLAN: _____ SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 12x16

Building Size: 2000 sq ft Total Number Of Employees: 1

Intended Number of Occupants: 2-3 Total Number of Seating: 1

Site Plan With Number of Paved Parking Spaces: 30 Hours Of Operation: 9am - 5pm

Letter of Intent: _____ Previous Use: Salon Proposed Use: Permanent Makeup

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Tracy Whitman

Home Address/City/Zip: 5194 Robinhood Dr. Willoughby, OH 44094 Telephone Number: 440-283-7967

I hereby certify that the above questions have been answered correctly by me and that the premises will be used for the purpose stated above. Any change in the purpose of occupancy will not be made without approval from Lake County Building, Willowick Fire & Willowick Zoning Department. A final approval by The Willowick Building Dept. (440)516-3000 or a representative thereof, must be complied with before opening of business. I do hereby further agree to maintain the above premises in compliance with the ordinances of the City of Willowick.

Applicant's Signature: Tracy Whitman

Date: 02/26/2024

Office use only:

Zoning District: Retail Authorized Occupants: _____

TEMPORARY APPROVED BY: _____ Date: _____

Zoning Dept. Inspected by: Sean Brennan DATE: 3-21-24

Zoning Permit # _____ Zoning Permit Fee \$ _____

Fire Dept. Inspected By: _____ Date: _____

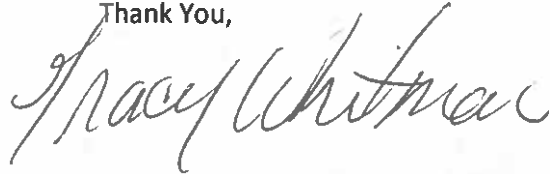
CITY OF WILLOWICK-APPLICATION FOR COMMERCIAL ESTABLISHMENT LICENSE REQUIRED AFTER APPROVAL
Note* A separate permit is required for all new signs from the Willowick Building Department.

Letter of Intent

To whom it may concern,

My intent for my business is to do permanent makeup. I will create the look of makeup on the face and head with a tattoo machine or pen. The pigments will be used to create a natural and or makeup colors that the client chooses. These pigments will be permanent and semi-permanent.

Thank You,

A handwritten signature in black ink that reads "Tracy Whitman". The signature is written in a cursive, flowing style.

Tracy Whitman, Owner, Hairline Redesigned

CERTIFICATE OF COMPLETION

State of Ohio, County of Lake;

Subscribed and sworn to before me this

5 day of February, 2024

By Tracy Whitman

Brian Campbell
Notary Public

Be it known that

Tracy Whitman

Has completed 5 hours of continuing education in the

**Prevention of Disease Transmission in Tattooing,
Microbiology & Disease, Aseptic Technique, Infection Control,
Sterilization & Disinfection, & Blood Borne Pathogens, with 3 hours
dedicated to Blood Borne Pathogens and Communicable Diseases.
Attendee passed with a test score of at least 70%.**

On November 14, 2023 Online



BRIAN CAMPBELL
NOTARY PUBLIC
STATE OF OHIO
Recorded in
Lake County
By Comm. Exp. 9/10/2024



Serial # 1201

[Signature]

President

[Signature]

Secretary

Sent from my iPhone

Heather Boling

From: Sean Brennan <sbrennan508@yahoo.com>
Sent: Thursday, March 21, 2024 2:12 PM
To: Heather Boling
Subject: 32417 Vine st

2024 Tattoo and/or Body Piercing Operation Approval

ID # 143

LAKE COUNTY GENERAL HEALTH DISTRICT
5966 HEISLEY RD
MENTOR, OH 44060

Business Name: HAIRLINE REDESIGNED Operator: TRACY WHITMAN


Street Address: 32417 VINE STREET

City, State, Zip: WILLOWICK, OH 44095 Phone: 1-440-283-7967

Category: PERMANENT MAKEUP

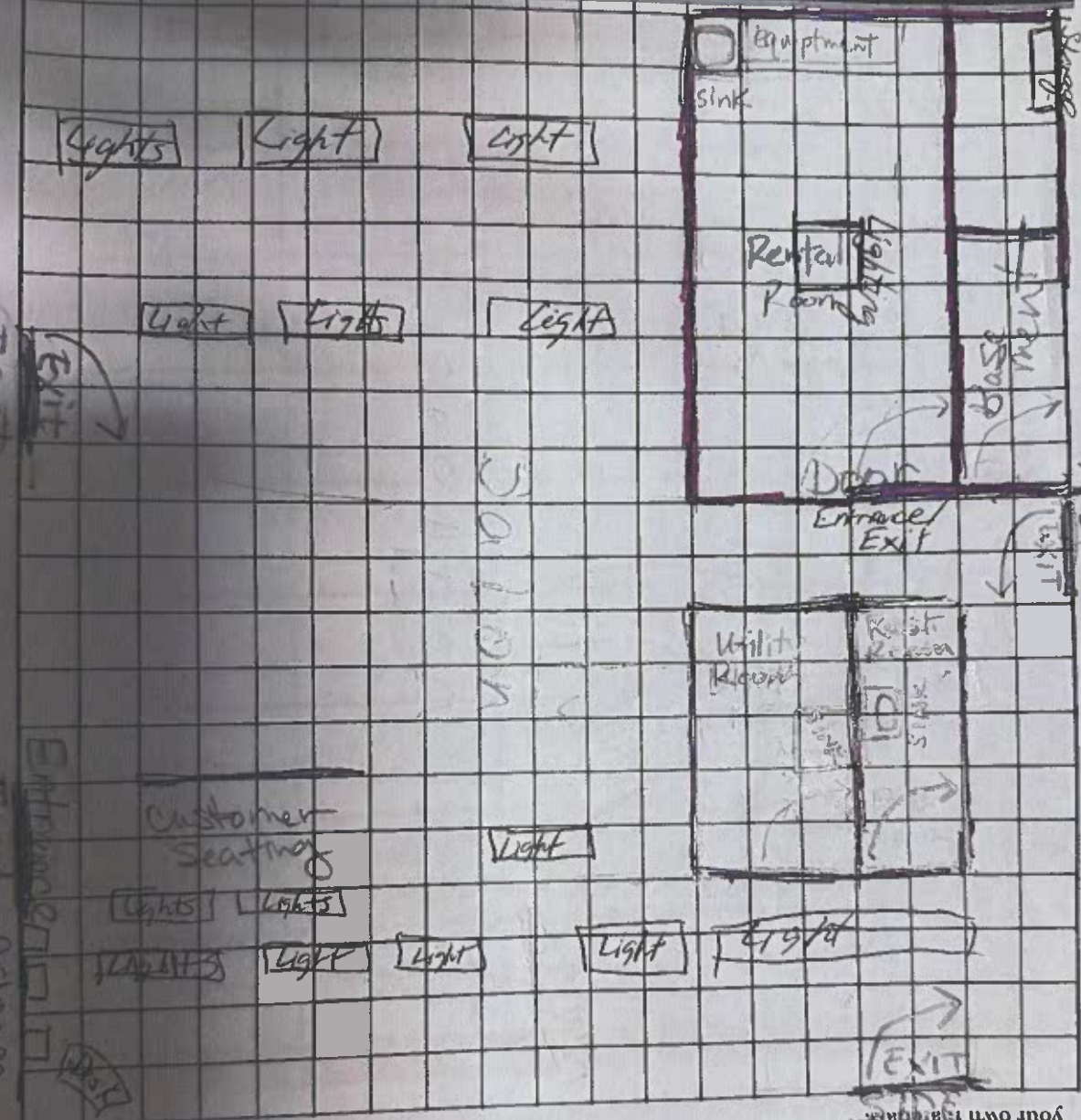
THIS APPROVAL HAS BEEN ISSUED IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 3730.01-3730.11 OF THE OHIO REVISED CODE AND IS SUBJECT TO REVOCATION OR SUSPENSION FOR CAUSE.

02/15/2024
Date Issued


Ron Graham, MPH, Health Commissioner

THIS APPROVAL SHALL EXPIRE ON 12/31/2024

National OBB Foundation



Provide a floor plan of the total area to be used for the business. Include the square footage of all areas to be used, general layout, location of sinks, lighting, equipment, entrances and exits, and restroom facilities. Use the grid below to complete a scale drawing of the floor plan or attach one created using your own materials.

Floor Plan

● = Hairline Redesigned

FRONT



City of Willowick
PLAN REVIEW BOARD - DRAFT

Thursday, March 14, 2024 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 March 14th, 2024, Plan Review Board meeting to order at 3:00pm.

Roll call

PRESENT

Chairman Brennan
Chief Daubenmire
Tim McLaughlin
Mike Lazor

ALSO PRESENT

Councilwoman Antosh

ABSENT

Chief Malovrh Jr.

Approval of minutes

Plan Review Board Meeting Minutes - February 22nd, 2024

Motion made to approve the February 22nd, 2024, Plan Review Board minutes by Mike Lazor,
Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

New business

Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World)

Tracy was present representing Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World). Chairman Brennan advised the board that per the letter of intent she will be doing permanent makeup by using a tattoo machine, Tracy agreed. She advised that she has her certificate from the Health Department. Chairman Brennan asked with regards to the floor plan if the business will be located in the back corner of Pat's Hair World, Tracy agreed. Chairman Brennan advised both Tracy and the board members that this business is permitted in a main use at that location, but the business will need to be approved by the Planning Commission as well as City Council for final say. This is because

this business is a service establishment. Councilwoman Antosh asked if the business will be doing eyebrows, eyeliner and lips, Tracy agreed and added scalp line pigmentation and SMT's. Mike Lazor asked if this business is in collaboration with Pats Hair world or an independent business, Tracy stated that she is an independent business.

Motion made to approve Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World) pending approval from Planning Commission and City Council by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

Public portion

Public portion was opened and closed at 3:05pm with no public present.

Old business

None.

Miscellaneous

None.

Adjournment

Motion made to adjourn the March 14th, 2024, Plan Review Board meeting by Chief Daubenmire, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor



City of Willowick
PLANNING COMMISSION - SPECIAL MEETING - DRAFT

Monday, April 01, 2024 at 6:30 PM
City Council Chambers

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

Call meeting to order

Chairman Carden called the April 1st, 2024, Special Planning Commission meeting to order at 7:30pm.

Pledge of Allegiance to the Flag

Roll Call

PRESENT

Chairman Mark Carden

Mr. Houry

Ms. Raymond

Mr. Fortney

Mr. Loncala

ABSENT

Mr. Hren

Mr. Foisel

Approval of Minutes

None.

Development & Plan Review Committee

None.

Rules Committee

None.

City Engineer's Report – Mr. McLaughlin

None.

Law Director's Report – Ms. Landgraf

None.

Architectural Review Board

None.

Community Reinvestment Area – Mr. Carden

None.

Public Hearings

None.

Public Portion**Remarks – Old Business**

None.

Remarks – New Business**Hairline Redesigned - Located at 32417 Vine Street (located within Pat's Hair World)**

Tracy Whitman was present representing Hairline Redesigned - Located at 32417 Vine Street (located within Pat's Hair World). She stated that Hairline Redesigned does scalp micropigmentation (SMP), which is tattoo ink that is distributed into the skin that represent hair follicles, it can last up to 15 years with it being refreshed. She advised that she does brows, lips and eyeliner, but essentially it is a tattoo. Mr. Houry asked Ms. Whitman if she is mixing the pigments onsite, Ms. Whitman stated that she doesn't make the pigments, but she does the mixing to match to the client's color. There was some discussion regarding the product base, mixing of the products and the disposal of remaining product. Chairman Carden asked how long Ms. Whitman has been doing this work, she advised that she has been doing so for about a year and a half and this is her first standalone business. Ms. Raymond asked about referral patterns with hair lines such as scars, trauma and burns with local doctors, Ms. Whitman stated at this time she does not however that is an avenue she is interested in taking as it is very rewarding. Chairman Carden and Mr. Fortney asked (per her floor plan) if she will be occupying the back left corner of Pat's Hair World, Ms. Whitman stated that is correct. Pat was also present on behalf of Pat's Hair World. Pat advised the board that Ms. Whitman has trained with some really good people after she had obtained all her degrees, she trained with some good permeants make up professionals, those that have worked with plastic surgeons. Pat stated that the reason she was seeking out someone with Ms. Whitman's background is due to some of her clientele needing this type of service such as eyebrows and eyeliner. There was some further discussion on the types of people that may need these services as well as the day-to-day operation and the size of the location. Chairman Carden stated that the parking doesn't look to be an issue either. Chairman Carden asked when the move in date would be for Hairline Redesigned, Pat advised that Ms. Whitman has been ready for about 3 months however she is working to get approved. Ms. Whitman provided pictures for the board to review of the interior of the location as well as pictures of her certifications.

Motion made to approve Hairline Redesigned - Located at 32417 Vine Street (located within Pat's Hair World) pending approval from City Council by Ms. Raymond, Seconded by Mr. Houry.

Voting Yea: Chairman Carden, Mr. Houry, Ms. Raymond, Mr. Fortney, Mr. Loncala

Adjournment

Motion made to adjourn the April 1st, 2024, Special Planning Commission meeting at 6:41pm by Ms. Raymond, Seconded by Mr. Fortney.

Voting Yea: Chairman Carden, Mr. Houry, Ms. Raymond, Mr. Fortney, Mr. Loncala