

Willowick Building Department

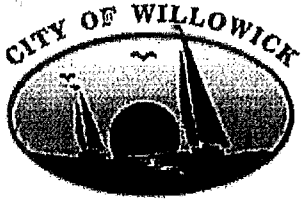
440-516-3000

Special Event Permit Application

Ordinance 705.05

Applicant Information			
Name	St. Mary Magdalene Church		
Street Address	32114 Vine Street		
City, State, ZIP Code	Willowick, Oh 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6001
Email Address	rsistero@smmwillowick.org		
Organization Name	34th Annual Homecoming Festival		
Responsible Party for Event Conduct	Rev. Steven H. Breck, Pastor Ath. Rosemarie Sister, Co-Chair		
Street Address	32010 Vine St.		
City, State, ZIP Code	Willowick, Oh 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6017
Email Address	Frbrecko@smmwillowick.org		

Event Information		
Event Name	34th Annual Homecoming Festival	
Set-Up Date	Start: 5-25-2026	End: 5-28-2026
Event Date	From: 5-28-2026	To: 5-31-2026
Event Hours	Start Time: 6pm	End Time: 10pm
Breakdown Date	Start: 6-1-2026	End: 6-5-2026
Estimated number of persons to participate in the Special Event:	350 Volunteers 7000kitten.	
Event Description (briefly explain event and planned activities):		
<p>smm 34th Festival only changes this year is we will be bringing in a Ferris wheel, Screambar & giant slide. Also you must be 21+ over to bring in a minor. All security events & procedures remain the same as last year.</p> <p>hours: Thurs & Friday: 6-10pm Sunday: NOON-9pm Sat: 2-10pm</p>		



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Application must be submitted seventy days prior to event

Provisions for Parking (designate where "No Parking" signs will be used):

149 parking spots on church vine st lot
Shuttle Service from Dudley Friday & Saturday.

Please specify details of how security and traffic control will be provided:

Keith Lawrence will again take care of security
just as last year.

Please list the location and time of any requested street closings:

Street: 321st Street	Time of Closure: During Festival
Street:	Time of Closure:
Street:	Time of Closure:

Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:

NO

Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:

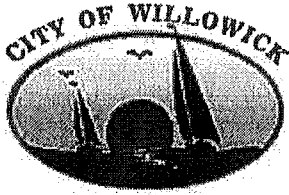
Parish food tent, Corbis, Gary's, Curino's Elephant Ears
Weber's Ice Cream Beer & Wine sold by Parish

Will any animals be used at the Special Event? If yes, please describe:

NO

Please provide details of how the area of the Special Event will be cleaned up (if on public property):

N/A - not on Public Property. Trash Cans placed
around outside grounds



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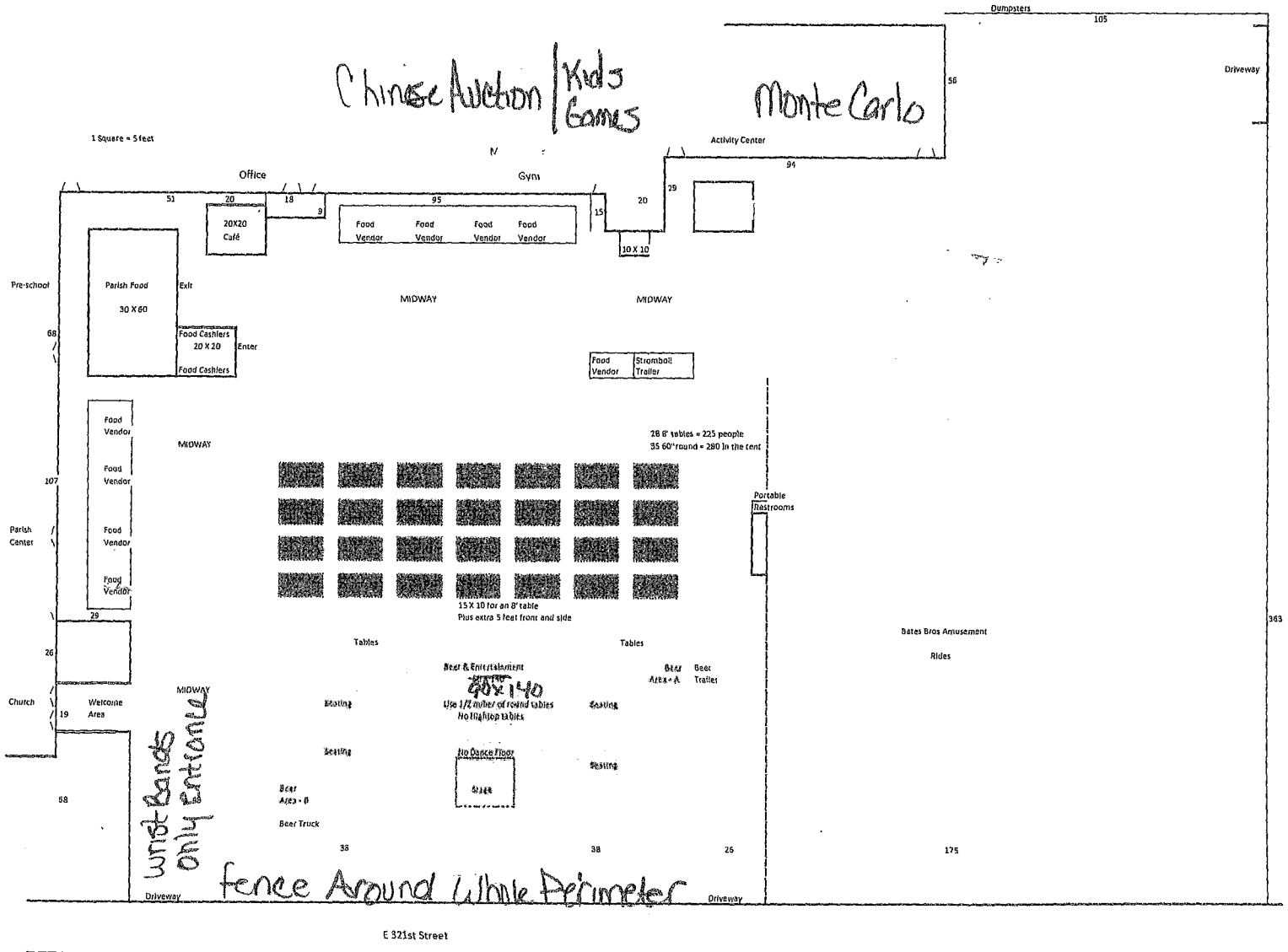
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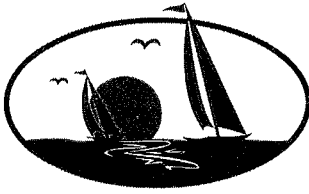
Ordinance 705.05

Additional Required Information	
Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event:	
We got all permits needed	
Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities: <i>See Attached</i>	
Indemnification	
An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the city of Willowick as an insured.	
Agreement and Signature	
I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit.	
Name (printed): <i>Rosemarie Sisler</i>	
Signature: <i>Rosemarie Sisler</i>	Date: <i>3-24-2026</i>
Payment Information	
* Application Fee \$150.00	* Permit Fee After Approval \$30.00
All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636. All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heislev Rd., Mentor, OH 44060 . Phone #440-350-2543.	
Office Use Only	
_____ Approved Date: _____	
_____ Denied Reason: _____	
_____ Variance Needed Reason: _____	
_____ Willowick Police Dept. Approved Date: _____	

St Mary Magdalene Parish Festival 2020 Site Plan



All the Same Set up as last year.



SEAN BRENNAN
Chief Housing and Zoning Inspector

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT
Phone: 440-516-3000
Fax: 440-585-3776
Email: sbrennan@cityofwillowick.com

TO:

Police Chief Daubenmire

Fire Chief Malovrh Jr.

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

Date: March 24th, 2026

RE: St. Mary Magdalene (SMM) Church – 34th Annual Homecoming Festival – 32114 Vine Street

Church's 34th Annual Homecoming Festival that will be family oriented and consist of a ferris wheel, a scrambler ride and a giant slide as well games, refreshments and other games of chance. SMM will be holding raffles and will sell beer and wine.

Attached is the information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning Commission secretary, Heather Boling within seven (7) days of receipt.

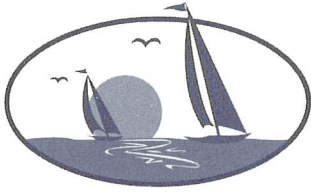
Thank you in advance for your attention in this matter.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Vanni

Law Director Gwartz



City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT

Phone: 440-516-3000

Fax: 440-585-3776

Email: sbrennan@cityofwillowick.com

SEAN BRENNAN

Chief Housing and Zoning Inspector

TO: Chairman Carden
Planning Commission

FROM: Sean Brennan
Chief Housing & Zoning Inspector

DATE: March 25th 2026

RE: 34th Annual St. Mary Magdalene Homecoming Festival
32114 Vine Street Willowick, OH 44095
May 28th, 2026 to May 31st, 2026

They may have to obtain permits from the Lake County Building Department for temporary tents and electrical and the Health Department for their temporary food, mobile food and licenses, after their approval from the Planning Commission.

Sean Brennan
Chief Housing & Zoning Inspector

cc: Mayor Vanni
Planning Commission Members
Law Director Gwartz
Chief Daubenmire
Chief Malovrh Jr.
Service Director Shannon



TODD SHANNON
Director of Public Service

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

SERVICE DEPARTMENT
Phone: 440-585-0963
Fax: 440-585-3776
Email: tshannon@cityofwillowick.com

March 24th, 2026

Planning Commission Members:

In response to the St. Mary Magdalene Festival submittal.

Please make sure that if they are going to have their trash dumpster in the street on E. 321st, that it will be coned off with cones that are retro reflective for traffic passing by at night.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd Shannon', with a long horizontal flourish extending to the right.

Service Director Shannon

Heather Boling

From: Michael Vanni
Sent: Tuesday, March 24, 2026 1:39 PM
To: Heather Boling; Rob Daubenmire; Sean Brennan; Todd Shannon; Don Lynn; Bill Malovrh Jr.
Cc: Mandy Gwartz
Subject: RE: Special Event - St. Mary Magdalene - 34th Annual Homecoming Festival

Good afternoon,

I would like to have Knobel Road closed as well during festival hours.

Thank you,
Mike

Michael J. Vanni
Mayor / Safety Director
City of Willowick
30435 Lakeshore Blvd.
Willowick, Ohio 44095
440-585-3700



From: Heather Boling <hboling@cityofwillowick.com>
Sent: Tuesday, March 24, 2026 1:30 PM
To: Rob Daubenmire <rdaubenmire@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>; Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Cc: Michael Vanni <mvanni@cityofwillowick.com>; Mandy Gwartz <mandy@gwartzlaw.com>
Subject: Special Event - St. Mary Magdalene - 34th Annual Homecoming Festival
Importance: High

Good afternoon,

Please see the attached information that the Building Department received for this upcoming event. - St. Mary Magdalene - 34th Annual Homecoming Festival.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (7) working days of receipt.

Let me know if you have any questions.

Thanks!