



Daniel J. Anderson, At-Large

Kristie Sievers, Ward 1

Ken J. Kary, Ward 2

John Tomaselli, Ward 3, Vice President

Robert E. Carr, Ward 4, President

Larry Luciano, Ward 5

Daniel J. Garry, Ward 6

Alisa J. Novak, Clerk

## WEEKLY MEETING SCHEDULE

**TO:** All Councilmen, Administration, News Media, and other parties requesting notice pursuant to Codified Ordinance Chapter 107.

**FROM:** Alisa Novak  
Clerk of Council

**DATE:** January 2, 2026

**RE:** Meeting Schedule

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The following meetings have been scheduled by Council for the week of January 5, 2026:

<b><u>TIME</u></b>	<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>MEETING</u></b>
6:30 p.m.	01/06/2026	Tuesday	Legislative Caucus*
7:00 p.m.	01/06/2026	Tuesday	Regular Council Meeting**

### **OTHER MEETINGS SCHEDULED:**

7:00 p.m.	01/05/2026	Monday	Board of Building Code of Appeals
7:00 p.m.	01/07/2026	Wednesday	Design Review Board
7:00 p.m.	01/08/2026	Thursday	Planning Commission

\*The general purpose of the Legislative Caucus meeting is to review legislation on the Regular Council agenda including any addenda and other related matters.

\*\*The general purpose of the Regular Council meeting is to consider items on the agenda. In addition, legislation resulting from unanticipated circumstances will appear on an addendum to the Regular Council agenda for discussion and possible action.



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**AGENDA  
REGULAR COUNCIL MEETING  
(REMOTE ACCESS – ZOOM MEETING ID #835 4492 5180)  
JANUARY 6, 2026**

**PUBLIC HEARING – 7:05 p.m. - Recessed from 10/21/2025 Meeting**

**Proposed C.O. Text Amendments (see attached)**

**ROLL CALL**

**PRAYER AND PLEDGE OF ALLEGIANCE**

**OATH OF OFFICE – MAYOR AND COUNCIL MEMBERS**

**ORGANIZATIONAL BUSINESS:**

**COUNCIL**

Elect Council President

Elect Council Vice-President

Elect Planning Commission Member

Appoint Clerk of Council

Appoint Deputy Clerk of Council

**COUNCIL APPOINTMENTS (Board and Commission Members)**

Volunteer Firefighters' Dependents Fund Board ..... Bob Carr, Dan Anderson

Volunteer Peace Officers Dependents Fund Board ..... John Tomaselli, Ken Kary

Income Tax Board of Review ..... Paul Korst, Birkett Gibson

**MAYOR'S APPOINTMENTS (Confirmed by Council)**

**Directors**

Director of Finance – Cher Hoffman

Director of Law – Michael Lucas

Director of Public Service – Daniel Knecht

**Board and Commission Members**

Planning Commission ..... Mike Wildermuth (Reappointment)

Zoning Board of Appeals ..... Mike Yutsy (Reappointment)

Design Review Board ..... Abigail Fellows

..... Paul Garcia (Reappointment)

Board of Building Code Appeals ..... Tom Ruple (Reappointment)

Sign Review Board ..... Kate Minton

**APPROVAL OF MINUTES – December 16, 2025**

**STANDING AND REGULAR COMMITTEE REPORTS**

**CORRESPONDENCE**

**PUBLIC PORTION**

**UNFINISHED BUSINESS:****ORDINANCE NO. 2025-129 - Tabled**

An ordinance amending Chapters 1103, 1131, 1141, and 1155 of the Codified Ordinances of the City of Willoughby, Ohio titled, "Definitions", "One Family Residential Districts", "Business Districts", and "Use Specific Regulations", respectively, and declaring an emergency.

**ORDINANCE NO. 2025-130 - Tabled**

An ordinance replacing Chapter 195 of the Codified Ordinances of the City of Willoughby, Ohio, titled, "Transient Guest Tax", in its entirety.

**ORDINANCE NO. 2025-131 - Tabled**

An ordinance amending Chapter 779 of the Codified Ordinances of the City of Willoughby, Ohio, titled, "Transient Guest Registration"; specifically, Section 779.01 titled, "Register Required; Exceptions" and Section 779.03 titled, "False Registration".

**NEW BUSINESS:****ORDINANCE NO. 2026-1**

An ordinance amending Chapter 452 of the Codified Ordinances of the City of Willoughby, Ohio, titled, "Parking Generally"; specifically, establishing Section 452.02 titled, "Parking of Commercial Vehicles, Trailers, Recreational Vehicles and Boats".

**RESOLUTION NO. 2026-2**

A resolution requesting the Lake County Auditor to make advance payments of taxes to the City of Willoughby, Ohio, and declaring an emergency.

**RESOLUTION NO. 2026-3**

A resolution authorizing Amendment No. 3 to the contract between Biohabitats, Inc. and the City of Willoughby modifying the cost of services and project scope of work necessary to the Chagrin River Floodplain Restoration and Trail Connection Project, and declaring an emergency.

**PENDING LITIGATION STATUTORY REQUIREMENT:**

Council review and approval of findings and conclusions of fact per the denial of approval for EAS #13-5-25, as outlined in Council Resolution No. 2025-83 on August 12, 2025.

**Mayor's Report**

**Directors' Reports**

**Councilmen Reports**

**Adjournment**

## **LEGAL NOTICE**

Pursuant to Chapter 1115.03(f) of the Codified Ordinances of the City of Willoughby, Ohio notice is hereby given of a Public Hearing to be held by the Council on Tuesday, October 21, 2025 at 7:05 p.m. in the Municipal Building, One Public Square, Willoughby, Ohio.

**Said hearing will be held on the following proposed text changes to the Planning and Zoning Code:**

Amend Chapter 1103 titled “Definitions”, specifically Section 1103.03 titled “Definitions of General Terms” adding definitions for “Hosting Platform”, “Short Term Rental”, and “Transient Guest”; Chapter 1131 titled “One Family Residential Districts”, specifically Section 1131.03 titled “Schedule of Permitted Uses” adding schedule of permitted uses for Short Term Rental; Chapter 1141 titled “Business Districts”, specifically Section 1141.03 titled “Schedule of Permitted Uses” adding schedule of permitted uses for Short Term Rental; Chapter 1155 titled “Use Specific Regulations”, specifically Section 1155.04 titled “Use-Specific Regulations” adding standards and requirements for Short Term Rental.

**BY ORDER OF THE COUNCIL OF THE CITY OF WILLOUGHBY**

Alisa Novak  
Clerk of Council

**Publish: October 3, 2025**