



WILLOUGHBY
Council Office

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

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

<u>TIME</u>	<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>
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.



WILLOUGHBY

Council Office

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

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