



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
Mike L. Merhar, 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: December 12, 2025

RE: Meeting Schedule

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The following meetings have been scheduled by Council for the week of December 15, 2025:

<u>TIME</u>	<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>
6:30 p.m.	12/16/2025	Tuesday	Legislative Caucus*
7:00 p.m.	12/16/2025	Tuesday	Regular Council Meeting**

OTHER MEETINGS SCHEDULED:

10:00 a.m.	12/16/2025	Tuesday	Records Commission
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*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 #881 4462 2716)* DECEMBER 16, 2025

PUBLIC HEARING – 7:05 p.m. – Recessed from 10/21/25 Meeting
Proposed C.O. Text Amendments (see attached)

ROLL CALL
PRAYER AND PLEDGE OF ALLEGIANCE
APPROVAL OF MINUTES – Regular Council Meeting of December 2, 2025

STANDING AND REGULAR COMMITTEE REPORTS

	<u>Chairman</u>	<u>Members</u>
COMMITTEE OF FULL	Bob Carr	All Council
ECONOMIC DEVELOPMENT COMMITTEE	Dan Anderson	Ken Kary Mike Merhar
ENVIRONMENTAL PLANNING	Ken Kary	Dan Garry Dan Anderson
FINANCE AND AUDIT COMMITTEE	John Tomaselli	Dan Garry Ken Kary
PARKS & RECREATION COMMITTEE	Kristie Sievers.....	Dan Garry John Tomaselli
PERSONNEL COMMITTEE	Mike Merhar.....	Dan Anderson Kristie Sievers
SAFETY COMMITTEE	John Tomaselli	Ken Kary Dan Anderson
SERVICE COMMITTEE	Dan Anderson.....	Dan Garry John Tomaselli
WPCC COMMITTEE	Dan Garry	Mike Merhar Kristie Sievers
PLANNING COMMISSION	Council Member	Ken Kary

CORRESPONDENCE
PUBLIC PORTION

*To listen only, Dial 1-301-715-8592 or 1-312-626-6799 and enter Zoom ID.

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:

RESOLUTION NO. 2025-140

A resolution authorizing the Director of Parks and Recreation to apply for a Statewide Healthy Play Education & Funding Initiative through OPRA, Playcore, Gametime, and DWA Recreation for the purpose of acquiring financial assistance for Playground Equipment, and declaring an emergency.

RESOLUTION NO. 2025-141

A resolution authorizing the Mayor to reject all bids for Playground Equipment and Park Amenities, and declaring an emergency.

RESOLUTION NO. 2025-142

A resolution approving Change Order No. 1 in the Willoughby Police Station Console Equipment and Services Agreement with Motorola Solutions, Inc., and declaring an emergency.

RESOLUTION NO. 2025-143

A resolution approving Change Order No. 1 in the Nason Basin to Grove Avenue Storm Sewer Phase 1 Project with Trax Construction Co., and declaring an emergency.

ORDINANCE NO. 2025-144

An ordinance adopting the City of Willoughby Cybersecurity Program, and declaring an emergency.

ORDINANCE NO. 2025-145

An ordinance authorizing Amendment No. 2 to Ordinance No. 2025-79, the Manning & Payroll Ordinance, relative to Vacations, and declaring an emergency.

RESOLUTION NO. 2025-146

A resolution amending Resolution No. 2025-30 to provide for current expenses and other expenditures of the City of Willoughby, Ohio, during the period ending December 31, 2025, and declaring an emergency.

RESOLUTION NO. 2025-147

A resolution authorizing the Director of Finance to transfer funds from the General Fund to various other funds, and declaring an emergency.

RESOLUTION NO. 2025-148

A resolution authorizing temporary appropriations totaling \$39,815,156 for current expenses and other expenditures of the City of Willoughby, Ohio, during the period ending March 31, 2026, and declaring an emergency.

RESOLUTION NO. 2025-149

A resolution authorizing the Mayor to enter into a contract agreement not to exceed \$76,200 with Chagrin River Watershed Partners, Inc. necessary to the Floodplain Restoration and Recreational Trail Improvements, commencing in 2026, and declaring an emergency.

RESOLUTION NO. 2025-150

A resolution honoring Service Director Richard G. Palmisano and commending him for his 34 plus years of service to the City of Willoughby.

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