



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: November 25, 2025

RE: Meeting Schedule

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The following meetings have been scheduled by Council for the week of December 1, 2025:

| <u>TIME</u> | <u>DATE</u> | <u>DAY</u> | <u>MEETING</u> |
|------------------|-------------|------------|----------------------------|
| 6:00 p.m. | 12/02/2025 | Tuesday | Safety Committee* |
| Immed. following | 12/02/2025 | Tuesday | Legislative Caucus** |
| 7:00 p.m. | 12/02/2025 | Tuesday | Regular Council Meeting*** |

OTHER MEETINGS SCHEDULED:

| | | | |
|-----------|------------|-----------|--------------------------|
| 8:00 a.m. | 12/03/2025 | Wednesday | Civil Service Commission |
| 7:00 p.m. | 12/03/2025 | Wednesday | Design Review Board |

*The purpose of the Safety Committee Meeting is to discuss the costs for the new Willoughby Police Station.

**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 #811 0069 9573)*
DECEMBER 2, 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 November 18, 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. 2025-135**

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. 2025-136

A resolution authorizing the Director of Finance to transfer funds from the Court Computer Fund to the Veterans Treatment Court Fund, and declaring an emergency.

RESOLUTION NO. 2025-137

A resolution authorizing the Mayor to enter into a subrecipient agreement FY 2025 with the Board of Lake County Board of Commissioners to utilize proceeds from the Community Development Block Grant (CDBG) Program for Fiscal Year 2025 for the purpose of providing an Osborne Park Informational Sign Replacement in an amount not to exceed \$40,000, and declaring an emergency.

RESOLUTION NO. 2025-138

A resolution authorizing the Mayor to enter into an agreement with Ciros Property Management, Inc. in the amount of \$675,000.00 for the purchase of real property necessary for municipal purposes; said real property located at 37482 and 37484 North Industrial Parkway and further identified as Permanent Parcel No. 27A028A000270, and declaring an emergency.

RESOLUTION NO. 2025-139

A resolution approving Change Order No. 1 in the Willoughby Police Station Project with Infinity Construction Co., Inc., and declaring an emergency.

**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