



**City of Willoughby Hills**  
**Planning and Zoning Commission**  
&  
**Architectural Board of Review**



**MASTER PLAN SUBCOMMITTEE MEETING OF AUGUST 5, 2020**  
**MEETING MINUTES**

**Call to order:**

Meeting was called to order at 6:02 p.m. by Chairman Elliott.  
Chairman Elliott welcomed new PC-ABR Member, Dan Biondolillo.  
The Board members extended their welcome to Dan Biondolillo as well.

**Roll call:**

Present: Chairman Tom Elliott, Vice Chairman John Lillich, Councilwoman Tanya Taylor Draper, Member James Shannon, and Member Dan Biondolillo.

Also Present: BZA Representative Frank Cihula and Assistant Law Director Tom Lobe

Absent: Mayor Andy Gardner, Member Ron Lewis, Jr. and City Engineer Pietro DiFranco

**Motion** was made by Jim Shannon, seconded by Councilwoman Taylor Draper to excuse the absence of Mayor Gardner and Member Ron Lewis, Jr.

Vote: AYES: Elliott, Lillich, Taylor Draper, Shannon and Biondolillo  
NAYES: None  
Vote: 5/0

**Motion carries** to excuse the absence of Mayor Gardner and Ron Lewis.

**Motion** was made by Councilwoman Taylor Draper, seconded by John Lillich to appoint Gloria Majeski as Clerk Pro-tem for tonight's meeting.

Vote: AYES: Elliott, Lillich, Taylor Draper, Shannon and Biondolillo  
NAYES: None  
Vote: 5/0

**Motion carries** to excuse the appoint Gloria Majeski as Clerk Pro-tem for tonight's meeting.

**Master Plan – Initial Discussion:**

**Chairman Elliott** introduced **Assistant Law Director Tom Lobe** who was invited to tonight's meeting to provide an overview of the Master Plan and the PC-ABR role and obligation by the City Charter to prepare this document at least every five years.

**Assistant Law Director Lobe** made the following points:

- Section 5.13 of the City Charter entitled “Master Plan” mandates that the PC-ABR “shall be responsible for the preservation and development of the physical character of the municipality, and to that end, shall have the power and be required to make and to present to Council for their consideration, a Master Plan for the present needs and future growth and development of the Municipality.”
- The Master Plan began when we became a City, with the last one being approved eight years ago.
- It must be presented to Council, who makes the ultimate decision on what they believe to be the proper plan for preservation and development of the City.
- Current maps should be used, along with future thoughts for development.
- Members are encouraged to think as a wide spectrum, the past, present and future.
- PC-ABR may use a City planner, as had been done in the past with D.B. Hartt, Inc. or they may want to consider the perspective of a young planner for advice.
- Members should plan for 5 to 20-year vision – should be “long term.”
- Members must use existing ordinances (which changed dramatically in 2006, such as the 2006 Zoning Code).
- Members may consider changing the Zoning Code from Commercial to some other use. Previously, it was changed from only one Commercial district to three.
- Many cities have multi-use districts where residential mixes with commercial.
- Should you consider aged housing needs for seniors, and/or future growth for younger people?
- The Master Plan can be used against the City in a Court of Law. It has been used as a tool when developers want to do something which does not comply with code.
- It may be time to do something pro-active, i.e. multi-use district, which we don’t allow now. It likely hinders development.
- Does PC-ABR want to work from the slogan “Where the City meets the Country?”
- Look at the Code – how do we bring in young people or older people?
- PC-ABR is permitted to spend money to have an outsider assist in the Master Plan process, such as a professional planner, which Lake County Planning Commission is able to provide twelve hours of advice per year.

- Bring in other resources such as: conservationists, MetroParks, bike path and side walk consultants, commercial and residential developers, and even Shoppes of WH owner Scott Scheel.
- Hold public meetings, and get residents involved to give their input.
- Prioritize the issues and be happy to know you have come up with four or five good ideas for the City.
- Remember the Sunshine Law as you continue to work together in subcommittees or small groups. Get information and then report back to the group.

**Frank Cihula** pointed out that the Master Plan is also referred to as “The Comprehensive Land Use Plan.”

**Chairman Elliott** reminded the group that the plan is a recommendation for City Council. They make the final decision and adopt an Ordinance accepting the Master Plan. He stated that 5.14 is the Zoning Code update in the Charter and thought that the two should be done together. He asked when the last time that the Zoning Code was changed.

**Vice Chairman Lillich** stated that it was five years since the Zoning Code, but the time does not actually start until the Council approves the Master Plan and the Zoning Code must support the Master Plan. It may also have to go to the voters (i.e. map changes). Other members offered input as it relates to the Zoning Code and the importance of the two documents working harmoniously.

**Chairman Elliott** stated that he would like to include City Council members and members of the public, but the members would not be part of the Subcommittee, but would have a voice in the Subcommittee’s plans. Discussion ensued regarding the timing of inviting the public to share their thoughts for the best possible end result in good planning and setting goals.

**Assistant Law Director Lobe** reminded the group to refer to Chapter 3 of the current Master Plan entitled “Key Issues” and Chapter 4 entitled “Objectives.” “Do you agree with these? Just start with Chapters 3 and 4 and then move forward from there”.

**Jim Shannon** suggested that a list should be made and prioritized.

**Chairman Elliott** added that he will use the services provided by the Lake County Planning Commission when we get to a point that they will be most useful for the twelve hours in 2020, then an additional twelve hours in 2021.

**Councilwoman Taylor Draper** agreed that it was a good idea to gather statistics and decide what our population consisted of and what their needs are.

**Dan Biondolillo** agreed that it would be wise to prioritize then get Lake County involved as there is a lot in the book to be reviewed.

**Chairman Elliott** added the final comments to the Subcommittee to plan to review Chapters 3 and 4, decide to keep or amend these, get input from others and then plan to reconvene. He will speak to Mayor Gardner about the Planning Commission to see exactly what they offer.

**Public Portion:**

Public Portion opened at 6:57 p.m.  
No one spoke.  
Public Portion was closed at 6:57 p.m.

**Next Meeting:**

The next Master Plan Subcommittee meeting is planned for Wednesday, August 19, 2020 at 6:00 p. m. in Council Chambers.

**Final Comments:**

**Frank Cihula** suggested that if a public hearing is held, contain the discussion to one topic so other issues they may have won't be discussed at that time.  
**Vice Chairman Lillich** suggested putting the topic for discussion on the agenda for a public meeting and it will be only for that topic.

**Jim Shannon** suggested, "such as sidewalks," or "something like that."

**Chairman Elliott** agreed as he feels it is good to listen to all, even minority opinions have value.

**Adjournment**

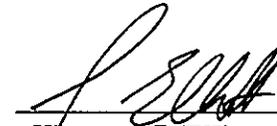
**Motion to Adjourn** made by Jim Shannon, seconded by Councilwoman Taylor Draper.

Vote: All AYES

**Motion to Adjourn** passes.

Meeting was adjourned at 7:04 p.m.

APPROVED: August 19, 2020  
Date

  
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Thomas J. Elliott  
Chairman

ATTEST: Gloria Majeski  
Gloria Majeski  
Clerk Pro-tem