

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 8, 2018  
REGULAR MEETING  
MINUTES**

**PRESENT:** George Phillips; Jim Shannon; Joseph Koskovics, Chairman

**ABSENT:** Tara Ward; John Popelka

**OTHERS:** Vicki Grinstead, Secretary

**Chairman Koskovics called the regular meeting to order at 6:02 p.m.**

**OLD BUSINESS**

None

**NEW BUSINESS**

**Beauty Boutique**

5900 SOM Center Rd.

(Rep.-Bill Budziak, Signs N' Stuff)

**(1) Illuminated wall sign**

**(1) Non-illuminated wall sign**

Mr. Bill Budziak of Signs N' Stuff is representing Beauty Boutique. Mr. Budziak stated there are two items before the Board this evening. The "By Raun" sign to the far right of the previously approved "Beauty Boutique" sign which has already been installed. They are also proposing a 30" circular shaped illuminated logo sign to the left of "Beauty Boutiques". This sign will be backlit with LED lighting and would be mounted to the wall on stand-offs which will give the sign a shadowing effect.

The "By Raun" overall sign size is 13 ½ inches and 27 inches wide and is non-illuminated. It is flat cut-out acrylic lettering and is pin-mounted to the building.

Mr. Shannon moved to accept the application as submitted and Mr. Phillips seconded.

**ROLL CALL:** Yeas: George Phillips; Jim Shannon; Joseph Koskovics, Chairman

Nays: None

Absent: Tara Ward; John Popelka

**Motion Carried: APPROVED**

**Take 5**

**34545 Euclid Ave.**

**(Rep.- Bill Carroll, Dist. Mgr. Take 5)**

**(1) Illuminated wall sign**

Mr. Carroll, East District Manager of Take 5 Oil Change is representing this application. Mrs. Grinstead explained to the Board that this sign was approved for above the bay door, but the sign company installed it next to the bay doors. Mr. Carroll said the sign company stated it was installed in the wrong location then originally proposed. Chairman Koskovics stated the signage is the same and is just a location change and is illuminated as originally approved.

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
January 8, 2018**

Mr. Phillips moved to accept the sign modification as submitted and Mr. Shannon seconded.

ROLL CALL:       Yeas:     Jim Shannon; George Phillips; Joseph Koskovics, Chairman  
                      Nays:     None  
                      Absent:  Tara Ward; John Popelka

**Motion Carried:    APPROVED**

**Sign Review Board**

**Election- 2018  
Chairman/Vice Chairman**

Chairman Koskovics stated since there were only three members of the Board present this evening we would take no action on the Board elections until next meeting and all members were in agreement.

**MINUTES**

**Regular Meeting Minutes**

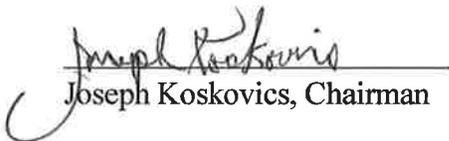
**December 11, 2017**

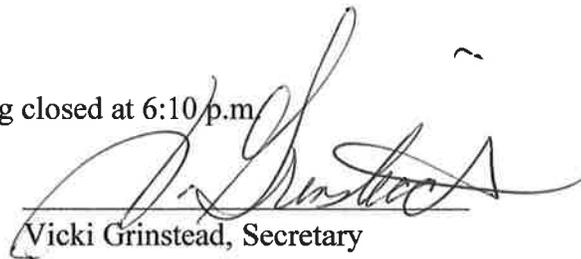
Mr. Shannon moved to approve the December 11, 2017 minutes as submitted and Mr. Phillips seconded.

ROLL CALL:       Yeas:     George Phillips; Jim Shannon; Joseph Koskovics, Chairman  
                      Nays:     None  
                      Absent:  Tara Ward; John Popelka

**Motion Carried:    APPROVED**

There being no further business the regular meeting closed at 6:10 p.m.

  
Joseph Koskovics, Chairman

  
Vicki Grinstead, Secretary