

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
JANUARY 14, 2019
REGULAR MEETING
MINUTES**

PRESENT: George Phillips; John Popelka; Jim Shannon; Joseph Koskovics, Chairman

ABSENT: Tara Ward

OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular meeting to order at 6:01 p.m.

OLD BUSINESS

None

NEW BUSINESS

The Kennedy Group

38601 Kennedy Parkway

(Rep.- Anna Lucas, Kennedy Group)

Illuminated freestanding ground sign

Ms. Lucas, Administrative Assistant of The Kennedy Group and Jamie DeLauro (installer) are representing the application for The Kennedy Group.

Mr. DeLauro stated the sign is a fabricated stone and will have the name "The Kennedy Group" etched into the stone face. There is no previous sign at this location. The sign is located at Kennedy Parkway and Lost Nation Rd.

Mr. Popelka asked how the sign will be illuminated. Ms. Lucas stated there will be four 12-volt ground LED spot lights on either side illuminating the sign.

Chairman Koskovics stated there is year round ground cover required around monument signage and cited a few examples for the applicants.

Mr. Popelka moved to accept the application as submitted for the illuminated freestanding ground sign for The Kennedy, 38601 Kennedy Parkway, Willoughby, OH with the stipulation that year round ground cover be installed at the base of the signage and the low voltage lighting be installed as described above and Mr. Shannon seconded.

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

Nays: None

Absent: Tara Ward

Motion Carried: APPROVED

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
January 14, 2019**

Mr. Popelka nominated Joe Koskovics for Chairman of the Sign Review Board for year 2019 and Mr. Phillips seconded. There were no other nominations.

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

Motion Carried: APPROVED

Mr. Popelka moved to accept the nomination of Joe Koskovics for Chairman of the Sign Review Board for year 2019 and Mr. Shannon seconded.

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

Motion Carried: APPROVED

Mr. Popelka nominated Tara Ward for Vice Chairman of the Sign Review Board for year 2019 and Mr. Shannon seconded. There were no other nominations.

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

Motion Carried: APPROVED

Mr. Popelka moved to accept the nomination of Tara Ward for Vice Chairman of the Sign Review Board for year 2019 and Mr. Shannon seconded.

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

Motion Carried: APPROVED

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
January 14, 2019**

Mr. Popelka nominated Mrs. Grinstead for Secretary of the Sign Review Board for year 2019 and Mr. Shannon seconded. There were no other nominations.

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

Motion Carried: APPROVED

Mr. Popelka moved to accept the nomination of Mrs. Grinstead for Secretary of the Sign Review Board for year 2019 and Mr. Shannon seconded.

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

Motion Carried: APPROVED

MINUTES

Regular Meeting Minutes

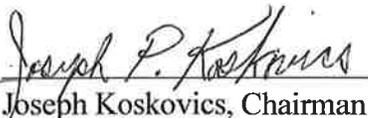
**November 26, 2018
December 10, 2018- Canceled
December 24, 2018-Canceled**

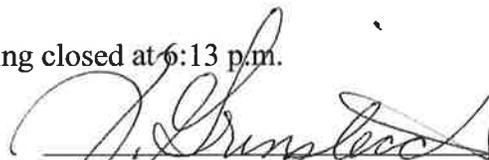
Mr. Phillips moved to approve the November 26, 2018 minutes as submitted and Mr. Shannon seconded.

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

Motion Carried: APPROVED

There being no further business the regular meeting closed at 6:13 p.m.


Joseph Koskovics, Chairman


Vicki Grinstead, Secretary