

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
FEBRUARY 25, 2019  
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 6:01 p.m.**

Chairman Koskovics asked Ms. Ward and Mr. Belknap if they would like to proceed with only 3 of the 5 voting members present. He informed them they need all 3 votes in favor of their applications to pass. Both applicants stated they wished to proceed.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Starbucks**  
5880 SOM Center Rd.  
(Rep.- Jacqueline Ward, Advanced Installation  
& Sign Service)

**(6) Illuminated freestanding signs**  
**(2) Non-illuminated freestanding signs**  
**(5) Illuminated wall signs**

Ms. Ward of Advanced Installation & Sign Service is representing Starbucks.

Chairman Koskovics stated considering the number of signs involved the Board will review and vote on all of the signs as a package and the Board members agreed.

Chairman Koskovics went through each sign with the Board members and they had no questions or comments on any of the signs. Signs "E" and "G" were approved by the Board of Zoning Appeals at their February 13, 2019 meeting. Sign "H", the multi-tenant sign was previously approved and requires year round ground cover.

Mr. Shannon moved to accept the application (as a package) as submitted for Starbucks, 5880 SOM Center Rd., Willoughby, OH 44094 and Mr. Phillips seconded.

**ROLL CALL:** Yeas: G. Phillips; J. Shannon; J. Koskovics, Chairman  
Nays: None  
Absent: J. Popelka; T. Ward

**Motion Carried: APPROVED**

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**Willoughby Family Dentistry**

**(1) Illuminated wall sign**

34500 Euclid Ave.

(Rep.- Lou Belknap, Agile Sign & Lighting)

Mr. Belknap of Agile Sign & Lighting is representing Willoughby Family Dentistry.

Mr. Belknap stated the letters will be channel form letters and will be LED illuminated mounted to the wall off raceways. The toothbrush will be mounted directly to the wall and will not be on a raceway.

Mr. Phillips moved to accept the application as submitted for Willoughby Family Dentistry, 34500 Euclid Ave., Willoughby, OH 44094 and Mr. Shannon seconded.

ROLL CALL:           Yeas:    J. Shannon; G. Phillips; J. Koskovics, Chairman  
                              Nays:   None  
                              Absent: J. Popelka; T. Ward

**Motion Carried:    APPROVED**

**Willoughby Self Storage & Woodhill Industrial Pk.**

**(1) Illuminated freestanding ground sign**

4665 Beidler Rd.

**(1) Non-ill. freestanding ground sign**

(Rep.- Lou Belknap, Agile Sign & Lighting)

Mr. Belknap of Agile Sign & Lighting is representing both Willoughby Self Storage & Woodhill Industrial Park.

Mr. Belknap said the Willoughby Self Storage currently has a banner over an existing sign and is not acceptable. The banner will be removed and replaced with a face replacement panel on both sides using the existing cabinet and electrical. This base of the sign will require year round ground cover.

Mr. Belknap said the Woodhill Industrial Park sign will be a new wood sign. The existing sign is in disrepair and in need of replacement. The tenant panels will be a removable product, so they will not decay as they have on the current signage. The sign will be same size and location, but with new posts and they will add new landscaping at the base of the sign.

Chairman Koskovics asked if there are tenants in the building and Mr. Belknap said yes but he does not know who they all are. Some of the tenants on the existing sign are no longer in the building. Mr. Belknap said the tenant signs will all be in black and white. Chairman Koskovics said his concern is readability since there are 24 spaces on the new sign and was only 10 on the previous signage.

Chairman Koskovics stated they will vote on the signage as submitted and suggests Mr. Belknap call the Building Department to see if each business will have to come before the Board.

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Mr. Shannon moved to accept the application as submitted for Willoughby Self Storage & Woodhill Industrial Park, 4665 Beidler Rd., Willoughby, OH 44094 with the stipulation that the Woodhill Industrial Park sign have the base repaired and cleaned and year round ground cover be installed at the base of both ground signs for Willoughby Self Storage and Woodhill Industrial Park and that the company check with the Building Dept. to make sure each tenant does not have to return before the Board to apply for a face replacement space on the new multi-tenant sign and Mr. Phillips seconded.

ROLL CALL: Yeas: J. Shannon; G. Phillips; J. Koskovics, Chairman  
Nays: None  
Absent: J. Popelka; T. Ward

**Motion Carried: APPROVED**

**MINUTES**

**Regular Meeting Minutes**

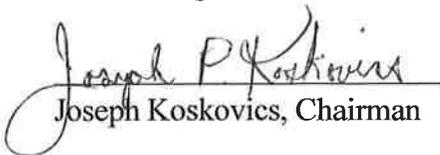
**January 28, 2019**

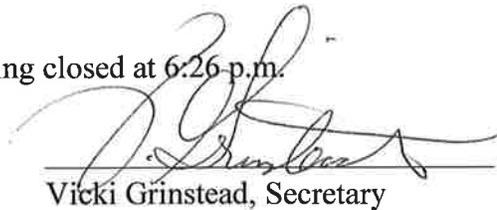
Mr. Shannon moved to approve the January 28, 2019 minutes as submitted and Mr. Phillips seconded.

ROLL CALL: Yeas: J. Shannon; G. Phillips; J. Koskovics, Chairman  
Nays: None  
Absent: J. Popelka; T. Ward

**Motion Carried: APPROVED**

There being no further business the regular meeting closed at 6:26 p.m.

  
Joseph Koskovics, Chairman

  
Vicki Grinstead, Secretary