

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
MAY 14, 2018  
REGULAR MEETING  
MINUTES**

**PRESENT:** George Phillips; John Popelka; Joseph Koskovics, Chairman  
**ABSENT:** Jim Shannon; Tara Ward  
**OTHERS:** Vicki Grinstead, Secretary

**Chairman Koskovics called the regular meeting to order at 5:54 p.m.**

**OLD BUSINESS**

None

**NEW BUSINESS**

<b>Process Technology</b>	<b>(1) Illuminated flat wall sign (South elev.)</b>
38809 Mentor Ave.	<b>(1) Illuminated flat wall sign (East elev.)</b>
(Rep.-Dianna Haskett, Designs by Dianna)	<b>(1) Non-illuminated ground sign (ID)</b>
	<b>(1) Non-illuminated ground sign (Instr.)</b>

Ms. Dianna Haskett of Designs by Dianna is representing the application for Process Technology.

Chairman Koskovics suggested the Board vote on this application as a package.

Ms. Haskett stated the east and south elevation (Signs 1 and 2) are the same signs and are channel letters (showed sample to Board). The sign is red and LED illuminated. The frame is metal with an acrylic face. Sign 3 is a freestanding non-illuminated identification ground sign with red reflective and gray vinyl, and the address will be a white reflective. Sign 4 is a freestanding non-illuminated instructional sign.

Mr. Popelka moved to accept the application as submitted for Process Technology, 38809 Mentor Ave., Willoughby, OH and Mr. Phillips seconded.

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

**Motion Carried: APPROVED**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
May 14, 2018**

**DTW Nutrition**  
37918 Vine St.  
(Jeffrey Nemecek, Owner)

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

Mr. Jeffrey Nemecek, Owner of DTW Nutrition, 37918 Vine St., Willoughby, OH is representing his application.

Chairman Koskovics stated the sign is a non-illuminated flat wall sign.

Mr. Popelka asked Mr. Nemecek if his sign is already up and he stated yes. Mr. Popelka had recently been to the business and asked if they power washed the east side of the building before installing the sign and Mr. Nemecek stated no. There are remnants of a previous sign, so it will need to be power washed or painted to match the existing building color. Mr. Popelka asked if he had two signs on the building and Mr. Nemecek stated yes, but he was going to remove the 4 x 4 signage on the west side of the building.

Mr. Popelka moved to accept the application as submitted for DTW Nutrition, 37918 Vine St., Willoughby, OH with the stipulation that the east side of the building, where the sign is already installed, is power washed to remove any remnants of the previous signage and if it cannot be removed it is be painted to match the existing brick color of the building and Mr. Phillips seconded.

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

**Motion Carried:   APPROVED**

**MINUTES**

**Regular Meeting Minutes**

**April 23, 2018**

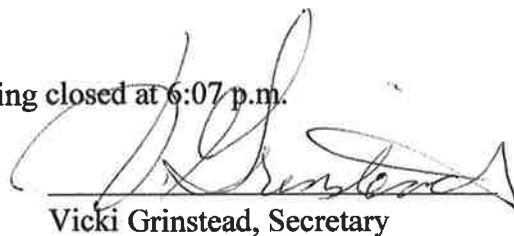
Mr. Phillips moved to approve the April 23, 2018 minutes as submitted and Mr. Popelka seconded.

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

**Motion Carried:   APPROVED**

There being no further business the regular meeting closed at 6:07 p.m.

  
Joseph Koskovics, Chairman

  
Vicki Grinstead, Secretary