

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JUNE 10, 2019  
REGULAR MEETING  
MINUTES**

**PRESENT:** John Popelka; Jim Shannon; George Phillips

**ABSENT:** Tara Ward; Joseph Koskovics

**OTHERS:** Vicki Grinstead, Secretary

**Mr. Phillips called the regular meeting to order at 5:54 p.m.**

**OLD BUSINESS**

**None**

Mr. Phillips advised the applicants that the Board is comprised of five members, of which only three are present this evening. They will need all three votes to approve their applications and asked if they would like to proceed. Mr. Bertke and Ms. Ruff wished to proceed.

**NEW BUSINESS**

**CVS Pharmacy**

6005 SOM Center Rd.

(Rep.- Dan Bertke, Archer Sign Corp.)

**(4) Illuminated wall signs**

**(1) Illuminated freestanding ground sign,  
face replacement**

**(1) Illuminated pole sign,  
face replacement**

Mr. Bertke of Archer Sign Corp., 1917 Henry Ave. SW, Canton, OH is representing CVS Pharmacy.

Mr. Phillips suggested the Board vote on the signs as a package.

Mr. Bertke said CVS is upgrading their logo. They are changing from CVS/Pharmacy to  CVS Pharmacy and are upgrading all the images. They will repair and repaint the building before the new signage is installed. They are also changing the font. The letter sizes and square footage are sometimes smaller or equal to the existing signage. They are also changing the pole and monument sign faces.

Mr. Popelka moved to accept the application package as submitted for CVS Pharmacy, 6005 SOM Center Rd., Willoughby, OH 44094 and Mr. Shannon seconded.

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
June 10, 2019**

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

**Motion Carried: APPROVED**

**American Specialty Metals**  
4817 E. 355<sup>th</sup> St.  
(Rep.- Jessica Ruff, Ruff Neon & Lighting)

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

Ms. Ruff of Ruff Neon & Lighting, 295 W. Prospect St., Painesville, OH is representing the application for American Specialty Metals.

Ms. Ruff said they are just changing the panel. She would like to amend her application, per her client's request, to illuminate the proposed sign. They are proposing an internally illuminated cabinet but the overall look will be the same. She will send Mrs. Grinstead the updated renderings tomorrow. Mrs. Grinstead said she would have to fill out an electrical permit with the Building Department as well.

Mr. Popelka asked if the sign was the same size and would you still see a portion of the yellow brick. Ms. Ruff said yes it will be the same size and the yellow brick will still be exposed. The existing light on the building will also remain.

Mr. Popelka moved to accept the application as amended with the addition of electrical to internally illuminate the sign for American Specialty Metals, 4817 E. 355<sup>th</sup> St., Willoughby, OH 44094 and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**MINUTES**

**Regular Meeting Minutes**

**May 13, 2019**

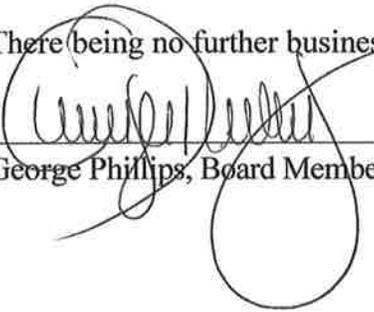
Mr. Shannon moved to approve the May 13, 2019 minutes as submitted and Mr. Popelka seconded.

**Sign Review Board  
City of Willoughby  
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June 10, 2019**

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

**Motion Carried:   APPROVED**

There being no further business the regular meeting closed at 6:00 p.m.



George Phillips, Board Member



Vicki Grinstead, Secretary