

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
AUGUST 12, 2019  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

**Chairman Koskovics called the regular meeting to order at 6:00 p.m.**

**OLD BUSINESS**

None

**NEW BUSINESS**

**Shoreline Church** (previously Parkside)

3961 Kirtland Rd.

(Rep.- Dustin James, Advanced Installation & Signs)

**(1) Illuminated ground sign**

Mr. James of Advanced Installation & Signs, 28 Elevator Ave., Painesville, OH is representing the application for Shoreline Church.

Chairman Koskovics said they would review the sign and discuss it as they proceed. The sign has a stone base and the overall cabinetry on the rendering shows 8'6" and with the top bezel is 9'4". This is a new signage and the old sign has already been removed.

Mrs. Ward asked if the lettering is navy blue on white and Mr. James said yes. Chairman Koskovics said there is a requirement of year round ground cover at the base of the sign.

Mr. Popelka moved to accept the sign package as submitted for Shoreline Church, 3961 Kirtland Rd., Willoughby, OH 44094 with the stipulation that year round ground cover is installed at the base of the sign and Mrs. Ward seconded.

**ROLL CALL:** Yeas: G. Phillips; J. Popelka; J. Shannon; T. Ward; J. Koskovics, Chairman

Nays: None

Absent: None

**Motion Carried: APPROVED**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
August 12, 2019**

**Issho Ni Ramen**  
34302 Euclid Ave.  
(Rep.- Bob Kunzen, Brilliant Electric Sign Co.)

**(1) Illuminated flat wall sign & (1)  
illuminated ground sign (face  
replacement)**

Mr. Kunzen of Brilliant Electric Sign Co., 4811 Van Epps Rd., Cleveland, OH is representing the application for Issho Ni Ramen.

Mr. Kunzen said the face replacement is cut vinyl on the multi-tenant ground sign. Mr. Popelka asked if they will repair any signs of the previous signs. Mr. Kunzen said they were not going to repair anything and the old sign is on a raceway. Mrs. Ward said the Board will require him to power wash where the previous signage was so there is no shadowing. This must be completed before the new sign is installed. Mr. Kunzen said he will relay this information to the owner.

Mr. Phillips moved to accept the application as submitted for Issho Ni Ramen, 34302 Euclid Ave., Willoughby, OH 44094 with the stipulation that any repairs or cleaning needed to remove any signs of the previous signage be completed prior to the installation of the new sign and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**MINUTES**

**Regular Meeting Minutes**

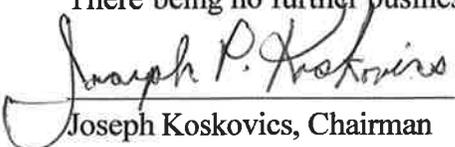
**July 15, 2019**

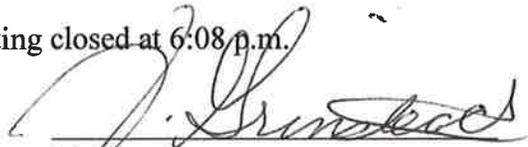
Mrs. Ward moved to approve the July 15, 2019 minutes as submitted and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

There being no further business the regular meeting closed at 6:08 p.m.

  
Joseph Koskovichs, Chairman

  
Vicki Grinstead, Secretary