

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 13, 2020  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** John Popelka

**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**BJ's Fueling Station**

36595 Euclid Ave.

(Rep.- Brian Uhlenbrock, Neff & Associates)

**(4) Illuminated canopy signs,**

**(2) Non-illuminated instructional signs,**

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

Brian Uhlenbrock of Neff & Associates, is representing the application for BJ's Fueling Station.

Mr. Uhlenbrock wanted to clarify that there are only four canopy signs and the two other signs for the canopy are instructional signs only for clearance of the canopy. The two instructional signs are non-illuminated.

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

Mrs. Ward asked if the ground sign would be a digital sign and Mr. Uhlenbrock said yes.

Mrs. Ward moved to accept the sign package as submitted for BJ's Fueling Station, 36595 Euclid Ave., Willoughby, OH 44094 and Mr. Phillips seconded.

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

Nays: None

Absent: J. Popelka

**Motion Carried: APPROVED**

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**Dr. Alan B. Schlesinger**  
5900 SOM Center Rd.  
(Rep.- Todd Evans, Fast Signs)

**(1) Illuminated flat wall sign**

Mr. Evans of Fast Signs is representing the application for Dr. Schlesinger.

Mrs. Ward asked if there was previous signage on the building and Mr. Evans said yes, the same type of sign. Mrs. Ward said it will be put in the motion that any resemblance from the prior sign is repaired and painted before the new signage is installed.

Mr. Shannon moved to accept the sign package as submitted for Dr. Alan B. Schlesinger, 5900 SOM Center Rd., Willoughby, OH 44094 with the stipulation that any resemblance from the prior sign, including shadowing, is repaired and painted and Mrs. Ward seconded.

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

**Motion Carried:    APPROVED**

**Fifth Third Bank**  
5831 SOM Center Rd.  
(Rep.- Thomas Yankovich, Ellet Neon Sales & Svc.)

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

Thomas Yankovich, Ellet Neon Sales & Svc. is representing the application for Fifth Third Bank.

Mr. Yankovich said they are replacing the face on both sides of the ground sign with flexible sub-straight. The face is translucent with the logo colors. He said it is a digitally printed process.

Mrs. Ward moved to accept the sign package as submitted for Fifth Third Bank, 5831 SOM Center Rd., Willoughby, OH 44094 and Mr. Shannon seconded.

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

**Motion Carried:    APPROVED**

**Willoughby Chrysler-Dodge-Jeep-Ram**  
38645 Euclid Ave.  
(Rep.- Jessica Ruff, Ruff Neon & Lighting)

**(1) Illuminated projecting wall sign**

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Jessica Ruff of Ruff Neon & Lighting is representing the application for Willoughby Chrysler-Dodge-Jeep-Ram.

Ms. Ruff said they are proposing to remove the “Adventure” lettering on the building and replace them with “Willoughby” lettering which will be 24” internally illuminated black letters. They will patch and paint the building so there are no remnants of the previous sign.

Mr. Phillips moved to accept the sign package as submitted for Willoughby Chrysler-Dodge-Jeep-Ram, 38645 Euclid Ave., Willoughby, OH 44094 and Mr. Shannon seconded.

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

**Motion Carried:    APPROVED**

**Bombay Burrito**

**(1) Illuminated flat wall sign**

37000 Vine St.

(Rep.- Adam Goodwin, YESCO Sign & Lighting)

Adam Goodwin of YESCO Sign & Lighting. is representing the application for Bombay Burrito.

Chairman Koskovics said the flat wall sign will be a new sign and not replacing anything. He said the motion should state any of the signs being removed must be repaired and cleaned. Mr. Goodwin said the “Krispy Krunch” sign will not be removed (application shows signage being removed, revision not sent for re-review), but the Car Wash signage will be removed.

Mrs. Ward moved to accept the sign package as amended for Bombay Burrito, 37000 Vine St., Willoughby, OH 44094 with the stipulation that where the Car Wash sign is being removed the brick is repaired and cleaned and Mr. Shannon seconded.

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

**Motion Carried:    APPROVED**

*The election of officers for the Sign Review Board will be held at the next meeting where there is a full membership.*

**Sign Review Board**

**Election – 2020**

**Chairman**

**Vice Chairman**

**Secretary**

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**MINUTES**

**Regular Meeting Minutes**

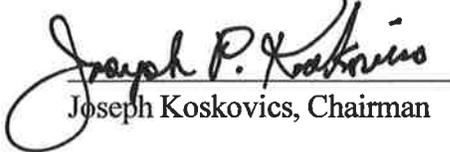
**November 25, 2019**

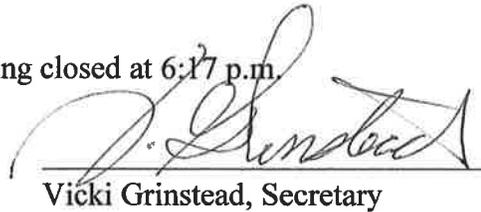
Mr. Shannon moved to approve the November 25, 2019 minutes as submitted and Mr. Phillips seconded.

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

**Motion Carried:    APPROVED**

There being no further business the regular meeting closed at 6:17 p.m.

  
Joseph Koskovics, Chairman

  
Vicki Grinstead, Secretary