

**DESIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
REGULAR MEETING MINUTES  
MAY 6, 2020**

**PRESENT:** Bill Henrich; Adam Brown; Dan Volpe; Paul Garcia; John Perkovich; Chairman

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

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Chairman Perkovich called the virtual ZOOM meeting to order at 7:00 p.m.

**OLD BUSINESS**

**Spirits in Willoughby**

3872 Erie St.

(Rep.- Jessica Ruff, Ruff Neon Signs)

**(1) Illuminated freestanding  
ground sign**

Mr. Henrich moved to untable the application for Spirits in Willoughby, 3872 Erie St., Willoughby, OH 44094 and Mr. Garcia seconded.

ROLL CALL: Yeas: Mr. Henrich; Mr. Garcia; Mr. Brown; Mr. Volpe; Mr. Perkovich, Chairman  
Nays: None  
Absent: None

**Motion Carried: Untabled**

**Spirits in Willoughby**

3872 Erie St.

(Rep.- Jessica Ruff, Ruff Neon Signs)

**(1) Illuminated freestanding  
ground sign**

Ms. Ruff of Ruff Neon Signs, 295 W. Prospect St., Painesville, OH 44077 is representing the application for Spirits in Willoughby, 3872 Erie St., Willoughby, OH 44094.

Ms. Ruff said the layout has been revised for the signage. They have added a brick overlay, but the message center will remain. They tried to design it so that it matches the existing building. The topper is the only other change. She said that the owner would still prefer the message center.

Chairman Perkovich thanked Ms. Ruff for taking a few of their suggestions such as the brick and trying to make it look like an existing sign. He said that he still had an issue with the reader board. He referred to the Design Review Guidelines that have been in place since 1998. He said under "Signage" it basically states that backlit, plastic signs, product sponsored identity signs and flashing signs of any kind, as well as freestanding pole and tower signs are prohibited.

Chairman Perkovich said they told the City of Willoughby they could not have a reader board in the historic district ten years ago and would like to ask the other members for their opinions. Mr. Henrich agreed with Chairman Perkovich.

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Mr. Brown asked what content would be on the reader board. Ms. Ruff said the owner would put food and drink specials and upcoming events. She asked if the Board liked the brick base and colors they added.

Mr. Volpe liked the new design, but to restate what he said at the previous meeting, he is not in favor of the reader board. Mr. Volpe said he did also look at the guidelines for the historic district that Chairman Perkovich referenced. He does not believe an LED message center is appropriate in the historic district.

Mr. Garcia said he likes the overall look of the revised sign but is in agreement with the rest of the Board and is not in favor of the message center.

Chairman Perkovich said the address at the bottom of the sign may not be visible because they will be required to install year round ground cover at the base of the sign, if approved. He said they may consider re-proportioning the sign and Ms. Ruff agreed. She asked if the address is a requirement and Chairman Perkovich said it is not, but the owner may want it.

Mr. Brown asked her to explain, in depth, the message center. Ms. Ruff said this is an LED message center, which means you can change what is displayed on the screen from your cell phone or computer, and is all digital. She said they can limit what they can put up on the screen such as the number of items that can be displayed at any given time and how many times it can change etc.

Mr. Volpe said there is this type of sign at the corner of Shankland and Euclid Ave. Mr. Henrich said there is also one at the hardware store and the quality of the two signs are very different. Ms. Ruff explained the sign they are proposing is 10 mil and the quality goes from 10 to 19 mil; 10 being the best quality of graphic.

Mr. Brown asked if this sign would be on all the time and Ms. Ruff said she has not discussed this with her client. Chairman Perkovich said these signs are hard to control as far as content, times etc. and through the years they have been problematic. Mr. Garcia said he would be against any type of message board and said it could lead to other businesses asking for the same type of signage and Mr. Henrich and Mr. Volpe both agreed.

Mr. Garcia moved to approve the application for an illuminated freestanding ground sign with an LED message center for Spirits in Willoughby, 3872 Erie St., Willoughby, OH 44094 and Mr. Henrich seconded.

**ROLL CALL:** Yeas: Mr. Brown  
Nays: Mr. Volpe; Mr. Henrich; Mr. Garcia; Mr. Perkovich, Chairman  
Absent: None

**Motion Carried: Denied**

**Nora's Public House**  
4054 Erie St.  
(Seamus Coyne, Owner)

**(1) Illuminated flat wall sign,  
(2) Non-illuminated vinyl window  
signs, (1) Non-illuminated vinyl  
door sign, New awning**

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Mr. Henrich moved to untable the application for Nora's Public House, 4054 Erie St., Willoughby, OH 44094 and Mr. Volpe seconded.

ROLL CALL:           Yeas: Mr. Volpe; Mr. Henrich; Mr. Garcia; Mr. Brown; Mr. Perkovich, Chairman  
                          Nays: None  
                          Absent: None

**Motion Carried:     Untabled**

**Nora's Public House**  
4054 Erie St.  
(Seamus Coyne, Owner)

**(1) Illuminated flat wall sign,  
(2) Non-illuminated vinyl window  
signs, (1) Non-illuminated vinyl  
door sign, New awning**

Mr. Coyne, Owner is representing the application for Nora's Public House, 4054 Erie St., Willoughby, OH 44094.

Mr. Coyne said the updated rendering that was sent through email is very similar to the original submittal, but does not show the wood with the details for the sign that say Nora's Public House above the main entrance door. Mr. Garcia asked if the details in the wood will be the same as originally proposed. Mr. Coyne said yes, there will be crown molding around the outside. Mr. Coyne spoke to his carpenter about keeping the wood details at the same height as the proposed new awning, so it is all symmetrical.

Chairman Perkovich said he reviewed the minutes of their last meeting and the Board has asked Mr. Coyne to return with a couple ideas, but basically the revised copy is just a cleaner copy of the original submittal. He asked if there was any thought given to stopping the awning at the overhead door. Mr. Coyne said they took the Board's comments into consideration, along with the landlord and the contractor's comments and decided they liked what they originally presented.

Mr. Henrich asked if they would still paint the central man door next to the overhead door black and Mr. Coyne said yes they would agree to paint it.

Mr. Garcia said his opinion is unchanged from the previous meeting, which is the submittal looks nice but he has an issue with the symmetry of the building as far as the awning extending over to the man door. He said he would prefer if it ended over the garage door. Mr. Volpe said the pilasters are their main concern. He agreed with Mr. Garcia about stopping the awning over the garage door, so it is not covering the pilasters.

Chairman Perkovich agreed with all of the above comments and said that is what the Board was asking for at the previous meeting or a separate awning over the door. He said in lieu of a separate awning over the door, they would prefer the awning to stop over the garage door and would be a differentiation enough, but yet still maintain that symmetry of that central element.

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Chairman Perkovich asked if the landlord required the central awning to be over the man door for the tenants. Mr. Coyne said he spoke to Mrs. Long and she liked it for inclement weather purposes because it is a locked door. Chairman Perkovich said he would like to see the awning, on the north side, stop at the overhead door and if another awning needs to be installed over the central door, then that would have to be addressed separately. Mr. Henrich and Mr. Volpe agreed with Chairman Perkovich. Mr. Brown agreed also, but would take into consideration the contractor's opinions.

Mr. Henrich moved to approve the signage only as submitted on the application, but with the stipulation that this does not include the new awning. Mr. Coyne will resubmit new renderings for the awning per comments of the meeting of May 6, 2020, for Nora's Public House, 4054 Erie St., Willoughby, OH 44094 and Mr. Brown seconded.

ROLL CALL:           Yeas: Mr. Henrich; Mr. Garcia; Mr. Brown; Mr. Volpe; Mr. Perkovich, Chairman  
                          Nays: None  
                          Absent: None

**Motion Carried:     Approved**

**NEW BUSINESS**

**Jeffrey Allen**  
38110 Wilson Ave.

**Remove and rebuild front porch**

Mr. Allen, homeowner, is representing the application for the Allen residence, 38110 Wilson Ave., Willoughby, OH 44094.

Mr. Allen said he has been before the Board previously for a roofing project. He said would like to take his enclosed 3-season porch and convert it back to an outdoor open air front porch. He said he has walked the neighborhood to consider different railing ideas and had considered spindles, but felt that his home is smaller than some and the railing he has proposed would better suit his 1,000 sq. ft. home. He referred to an example on his submittal (Page 4) and prefers this type of railing. He likes that it is partially open but still gives him some privacy.

Mr. Allen said he would remove the windows they added on the enclosed porch and the storm door on the house. He said he would like to return it back to the original porch with four 4 x 4 pillars holding up the roof overhang, boxing them in and painting them white. He would extend the porch railing between the pillars. He would remove the existing 2 x 4 railing and add a nicer railing along the front steps.

Mr. Henrich asked if Mr. Allen is keeping the existing front door because it looks different than what is presented in his rendering. Mr. Allen said from the renderings he presented you cannot see the man door. He referred to (Page 5) of his submittal. He said behind the storm door is a man door and both will be removed. There is a craftsman style door into the home that will remain and he will replace the glass and add a dentil underneath.

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Chairman Perkovich said he was going to suggest a cap and base for the pillars and Mr. Allen agreed.

Mr. Garcia asked if the windows inside the porch, that cannot be seen the on the rendering, will match the existing windows. Mr. Allen said they are similar but the upstairs windows are vinyl and the downstairs windows have a wood frame and are single pane. He said he priced new windows and because of the expense will replace them sometime in the future. He will come before the Board with paint samples and will ask for shutters this summer after he has completed this project.

Mr. Brown moved to approve the application for the removal and rebuild of the front porch for the Allen residence, 38110 Wilson Ave., Willoughby, OH 44094 with the stipulation that any pillars have cap and base on them and Mr. Henrich seconded.

ROLL CALL:           Yeas: Mr. Garcia; Mr. Brown; Mr. Volpe; Mr. Henrich; Mr. Perkovich, Chairman  
                              Nays: None  
                              Absent: None

**Motion Carried:    Approved**

**MINUTES**

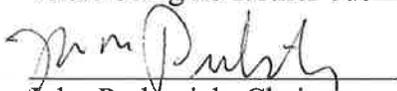
**March 4, 2020**

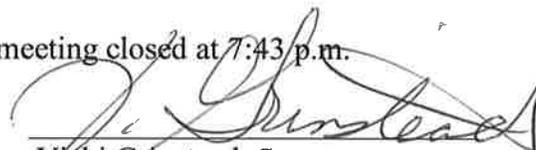
Mr. Garcia moved to approve the regular Design Review Board meeting minutes as submitted for March 4, 2020 and Mr. Volpe seconded.

ROLL CALL:           Yeas: Mr. Brown; Mr. Volpe; Mr. Henrich; Mr. Garcia; Mr. Perkovich, Chairman  
                              Nays: None  
                              Absent: None

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 7:43 p.m.

  
John Perkovich, Chairman

  
Vicki Grinstead, Secretary