

**DESIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
REGULAR MEETING MINUTES  
NOVEMBER 3, 2021 @7:00 p.m.**

**PRESENT:** Dan Volpe; Bill Henrich; John Perkovich, Chairman  
**ABSENT:** Paul Garcia; Adam Brown  
**OTHERS:** Vicki Grinstead, Secretary

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Chairman Perkovich called the meeting to order at 7:00 p.m. He informed the applicants that only three members of the board are present this evening and they need all three vote to approve their applications. He asked all three applicants if they would like to proceed, and they all said yes.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Then Design Architecture (TDA)**  
4230 River St.  
(Rep.- Jeff Henderson, TDA)

**(1) Illuminated freestanding sign,  
(1) Non-illuminated freestanding  
sign**

Mr. Henderson of TDA is representing this application for signage.

Mr. Henderson said they occupy for former junior high school. They are proposing two signs; the front sign is three large individual letters and are illuminated. The second sign is a way finding sign. Their parking is in the back and the public enters through the front doors. This sign gives direction for deliveries or if you are a visitor to the site.

Chairman Perkovich said the freestanding sign is illuminated but it does not look to be internally illuminated on the rendering. Mr. Henderson said it is not internally illuminated. It is an opaque metal and will be lit from the front by external fixture.

Chairman Perkovich said there must be year-round ground cover around all ground signage per city ordinance and did not see it on the renderings. Mr. Henderson said the individual letters on the front sign have a very minimal base, so it looks like the letters are sitting in the lawn and they had not planned on landscaping around it. Chairman Perkovich said they could plant ivy or some type of low growing ground cover and possibly curbing. He also suggested slightly elevating the base.

Mr. Henrich wanted clarification on the external lighting. Mr. Henderson said it will be externally lit and said the idea of installing ground cover may help mask the lighting. Mr. Volpe agreed with the landscaping.

Mr. Henrich moved to approve (1)illuminated freestanding sign and (1) non-illuminated freestanding sign for Then Design Architecture, 4320 River St., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover is installed at the base of both signs and the front sign is to be illuminated with external lighting as discussed and Mr. Volpe seconded.

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

**Motion Carried: Approved**

Mr. Henderson said the sign is at least six weeks out for fabrication and asked if the ground cover can be installed in the spring. The board had no objections.

**Meg's Med Spa**  
38238 Glenn Ave.  
(Rep.- Ryan Coleman, Owner)

**(3) Non-illuminated window signs,  
(1) Illuminated freestanding  
sign w/face replacements**

Mr. Ryan Coleman, Owner is representing this application for signage.

Mr. Coleman said they switched business locations from a second-story location in the historic downtown area to their current location. They have three windows that they would like to add signage to. He said when they originally submitted the middle signage was too large, so they have since amended it and are here tonight for approval.

Chairman Perkovich said the freestanding sign is just their logo applied to the existing sign. He said it is non-illuminated but has ground illumination and Mr. Coleman said yes. He said the window lettering is a vinyl lettering and asked if that was the same type of lettering on the ground sign and Mr. Coleman confirmed it was. Chairman Perkovich explained that the board would like to see some sort of dimension, shadowing or border to the letters on the ground sign. Mr. Coleman agreed to add some type of shadowing per the board's request. He also asked if he could amend his application to include their address numbers on the left-hand post and the board had no objection. Mr. Volpe agreed with Chairman Perkovich regarding the shadowing on the ground sign.

Mr. Volpe moved to approve (3) non-illuminated window signs and (1) illuminated freestanding sign with face replacements as submitted but with the stipulation that the ground sign have shadowing or relief to the letters and the addition of the address numbers on the left post for Meg's Med Spa, 38238 Glenn Ave., Willoughby, OH and Mr. Henrich seconded.

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

**Motion Carried: Approved**

**Robert Hollingsworth**  
4337 River St.

**Second-story addition  
to detached garage**

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Mr. Hollingsworth is representing this application for a second-story addition to a detached garage.

Mr. Hollingsworth said when he received this home, he wanted to return it to the carpenter gothic appearance it had a hundred years ago. He gave a brief history of the home and some of the past renovations he has done. This is the building behind the house which was a story and a half barn. He said it did not match the home and wanted it to have a cohesive look. He said he received a permit, in the past, to construct the previous addition.

Chairman Perkovich said the board received a copy of the minutes of a previous Board of Zoning Appeals meeting granting a variance to the height of the structure he is proposing. He said it is hard to comprehend where the location of the structure is from the renderings, so he drove by. The garage is in the back of the property and cannot be seen from the road. Mr. Hollingsworth said this building is just a storage space for his tenants.

Mr. Volpe had no issues with this application. Mr. Henrich told Mr. Hollingsworth he needs to obtain his permit before he starts his projects and he understood.

Chairman Perkovich said the photos of the building are in a raw state and asked if he is matching the rest of the building. Mr. Hollingsworth said yes, he is matching the siding, which is a desert tan color, which is on the rest of the building.

Mr. Henrich moved to approve a second-story addition to a detached garage as submitted for the Hollingsworth residence, 4337 River St., Willoughby, OH and Mr. Volpe seconded.

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

**Motion Carried: Approved**

**MINUTES**

**October 6, 2021**

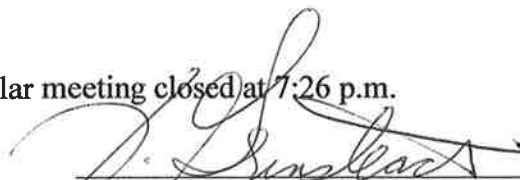
Mr. Volpe moved to approve the Design Review Board meeting minutes, as submitted for October 6, 2021 and Mr. Henrich seconded.

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

**Motion Carried: Approved**

There being no further business the regular meeting closed at 7:26 p.m.

  
John Perkovich, Chairman

  
Vicki Grinstead, Secretary