

**DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
OCTOBER 1, 2025 @7:00 p.m.**

PRESENT: Paul Garcia; Amy Bell; Adam Brown; Nicole Parker; John Perkovich, Chairman

ABSENT: None

OTHERS: Vicki Grinstead, Secretary

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

Chairman Perkovich said two of the applicants are not present, so they will begin with Mr. Anthony's application to allow time for the other applicants to arrive.

NEW BUSINESS

Dennis Anthony
37931 Euclid Ave.

New white vinyl siding & windows

Mr. Anthony of Friends Recovery Northeast Ohio is representing this application for new white vinyl siding and windows.

Mr. Anthony said they would like to remove the white aluminum siding that is currently on the home because it is missing in some areas and is in poor condition. He would replace it with new white vinyl siding that is the same dimension and color. In addition to replacement of the siding, they would like to replace all the windows. There are a variety of different shapes and sizes and some are not to code and are missing grids. They want to replace them with new white vinyl windows and bring the windows up to the code. He asked the board if they had a preference if the windows have grids or not. The grids are in between the panes and would add a significant expense to the project.

Chairman Perkovich said he drove by the home and did see the siding was missing in several areas and presumed the aluminum siding had been installed, at some point in the past, so there was probably no historic value left to the home. He feels the same about the new windows just as long as they meet code for egress. Mr. Anthony could keep the grids on the front, but the sides could remain without grids, but wanted the rest of the board members to weigh in. Mr. Garcia likes the grids but understands the expense of this project. Ms. Parker said he could save the extra expense without adding the grids, but she just wants to see consistency and Mr. Brown agreed. Mr. Anthony wanted to clarify that the bay window will also be replaced because it is rotted and will be the same dimensions and color (white). Ms. Parker asked if Mr. Anthony would consider putting up shutters. Chairman Perkovich said it looks like there were shadow lines from shutters on the rendering. Chairman Perkovich said they could add it to the motion to add black shutters for the front elevation for the top two windows and Mr. Anthony agreed. The board will let Mr. Anthony decide if he would like grids for the windows or not.

Mr. Brown moved to approve new white vinyl siding and windows (with or without grids) and the suggestion to add black shutters for the top two windows on the front façade for Dennis Anthony, 37931 Euclid Ave., Willoughby, OH 44094 as submitted and Ms. Parker seconded.

ROLL CALL: Yeas: Mrs. Bell; Mr. Garcia; Mr. Brown; Ms. Parker; Chairman Perkovich
Nays: None
Absent: None

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Motion Carried: APPROVED

Pfabe's Music Academy

38109 Euclid Ave.

(Rep.- Mark Branovic, Advanced Installation & Sign)

**(1) Illuminated ground sign
face replacement, double-sided**

Chairman Perkovich said this applicant is not present due to a family emergency but the board can vote on this sign if there are no concerns. This is a ground sign with face replacement and illumination. The illumination, according to the rendering, is just a ground mounted spotlight. He said the letters are ½" dimensional letters and are pin mounted and provide shadow lines, which the board prefers.

They should add, to the motion, that the applicant/client should install year-round ground cover at the base of the sign. Mrs. Grinstead explained to the newer members that this does not include grass or mulch and should be a bed with some sort of green shrubbery. There were no other questions from the board members.

Mr. Garcia moved to approve (1) illuminated double-sided ground sign with face replacement, for the Pfabe's Music Academy, 38109 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover be installed at the base of the sign and Mr. Brown seconded.

ROLL CALL: Yeas: Mr. Garcia; Mr. Brown; Ms. Parker; Mrs. Bell; Chairman Perkovich
Nays: None
Absent: None

Motion Carried: APPROVED

OLD BUSINESS

Trinity Lutheran Church

37728 Euclid Ave.

(Rep.-Jessica Ruff, Ruff Neon & Lighting)

(1) Illuminated ground sign

Chairman Perkovich said there was no one present to represent this application and the board could discuss and vote on this item. He said last month's submission was an LCD/LED message board that was not acceptable in the historic district, so they resubmitted a secondary application for a manual reader board. This board is similar to what they had previously but with an updated face and coloring. He said they need to untable this to have a discussion.

Mr. Brown moved to untable (1) illuminated ground sign for the Trinity Lutheran Church, 37728 Euclid Ave., Willoughby, OH 44094 and Mr. Garcia seconded.

ROLL CALL: Yeas: Mr. Brown; Ms. Parker; Mrs. Bell; Mr. Garcia; Chairman Perkovich
Nays: None

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Absent: None

Motion Carried: UNTABLED

Ms. Parker asked if the board was concerned with the height of the sign because it looks larger than the previous sign. Chairman Perkovich said, per the calculations Mrs. Brooks did on the new rendering, the applicant is still within code for the sign itself. He said they are allotted 30 sq. ft. and they are at 29.8 sq. ft. Ms. Parker said under the job description it says 37 sq. ft. Chairman Perkovich said the total area says 59.60 sq. ft. and believes it still meets the code requirements but he does see that number.

Mr. Garcia asked if the sign itself would be the same width as the faux brick base because the other sign base looks smaller on the previous sign. Chairman Perkovich said his guess is they will reuse the existing brick and add the new sign. He reminded the board that if they do approve this sign, the motion should include year-round ground cover at the base of the sign. He said he believes the base is not part of the calculation of the sign and is just the sign face itself. There are also two LED lights shown at the top which shine down over the face but in this case the board would usually ask the applicant to add a dimmer switch. Mrs. Grinstead noted the rendering says there is an 8' wide light shining down so it appears to be one light.

There was some discussion on the size of the sign verses what is on the application and there were questions on the brick base etc., so the board decided to table this application.

Ms. Parker moved to table (1) illuminated ground sign for the Trinity Lutheran Church, 37728 Euclid Ave., Willoughby, OH 44094 as amended because no one was present to represent this application and Mrs. Bell seconded.

ROLL CALL: Yeas: Ms. Parker; Mrs. Bell; Mr. Garcia; Mr. Brown; Chairman Perkovich
Nays: None
Absent: None

Motion Carried: TABLED

MINUTES

September 3, 2025

Mr. Garcia moved to approve the DRB minutes of September 3, 2025 as submitted and Mrs. Bell seconded.

ROLL CALL: Yeas: Mrs. Bell; Mr. Garcia; Mr. Brown; Ms. Parker; Chairman Perkovich
Nays: None
Absent: None

Motion Carried: APPROVED

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There being no further business the regular meeting closed at 7:27 p.m.



John Perkovich, Chairman

Vicki Grinstead, Secretary