# DESIGN REVIEW BOARD
# CITY OF WILLOUGHBY
# REGULAR MEETING MINUTES
# OCTOBER 7, 2026 @7:00 p.m.

**PRESENT**: Nicole Parker; Abigail Fellows; Paul Garcia, Vice Chairman
**ABSENT:** Amy Bell; John Perkovich, Chairman
**OTHERS:** Vicki Grinstead, Secretary

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Vice Chairman Garcia called the meeting to order at 6:59 p.m.

Vice Chairman Garcia stated that the board normally has five members but only three are present this evening and the applicants need all three votes in order to pass their applications and there were no objections.

## OLD BUSINESS

*This item remains tabled per the applicant's request*
**Robin Brunkala**
4428 Center St.

**Exterior stairs and door on side of duplex**

## NEW BUSINESS

**Barktown**
4074 Erie St.
(Rep.- Gladys & Mike Reilly, Owners)

**(1) Non-illuminated wall sign on side of bldg.**

Mrs. Reilly is representing their application for a non-illuminated wall sign on the side of the building for Barktown, 4074 Erie St., Willoughby, OH 44094.

Mr. Reilly said they replaced the sign on the side of the building with a newer sign. The original sign stated, "Grooming, book now," but because they are not accepting new customers at this time, they decided to change it. She explained that the new sign is the same size and material as the previous sign. They did not realize Board approval was required until they received a letter from the City directing them to appear before the Board.

Vice Chairman Garcia stated that it is a nice sign, but he is not in favor of billboard advertising in the downtown area and would not support moving the application forward. He emphasized that his position was not directed at Mrs. Reilly or her business and noted that he has expressed the same concerns regarding advertising by other businesses in the downtown district.

Mrs. Reilly asked whether they could reinstall the previously approved sign if the new sign is not approved. Vice Chairman Garcia confirmed that they could.

Mrs. Fellows said the image was difficult to read and asked what the sign says. Mrs. Reilly stated that it reads, "Shop, groom, spoil" and "Downtown Willoughby's favorite dog destination." She added that, when she received the original approval, the Board discussed other large signs on the sides of downtown businesses, such as Kleinfeld's. Vice Chairman Garcia said he understood but noted that Kleinfeld's is a historic mural that has existed for decades. He reiterated that he objects to additional advertising that promotes a business beyond displaying the name of the business.

Ms. Parker said she agreed with Vice Chairman Garcia; however, because the sign already exists and given the applicant's explanation, she believed it made sense to approve it. She added that she was pleased to see a business succeeding in the City.

Mrs. Fellows asked whether the Board could suggest a new sign that would be acceptable if the only alternative was to reinstall the previous sign. Vice Chairman Garcia said he opposed any additional advertising. Mrs. Reilly asked whether he also would have opposed the original sign, and Vice Chairman Garcia said he would have if he had been present at that meeting.

Mrs. Reilly explained that people sometimes walk by without noticing the business, but the eye-level sign attracts their attention and prompts them to come in and then ask how long the business has been there. She believes the sign helps the business get noticed but said she will reinstall the previous sign if the application is denied.

Ms. Parker moved to approve (1) non-illuminated wall sign on the side of the building for Barktown, 4074 Erie St., Willoughby, OH 44094 as submitted and Mrs. Fellows seconded.

ROLL CALL: Yeas: Mrs. Fellows; Ms. Parker
Nays: Mr. Garcia, Vice Chairman
Absent: Mrs. Bell; J. Perkovich, Chairman

**Motion Carried:** **DENIED**

**James Vorous** **Demo & remove garage/barn**
38109 Euclid Ave.

Mr. Vorous is representing his application for a demo and removal of an existing garage located at 38109 Euclid Ave., Willoughby, OH 44094.

Mr. Vorous said the property owner would like to demolish and remove the garage/barn because it has become a nuisance due to trespassing and unsanitary activity. He stated that the structure is in disrepair, with a front-facing wall bowing outward over the driveway and areas of significant dry rot. He added that estimates to repair

the structure have exceeded $200,000 and the property owner believes demolition is the most advantageous option.

Vice Chairman Garcia said he visited the property and observed that it appeared to have been neglected. He noted that this was unfortunate because, according to records he found online, the structure is quite old. He said demolition may be appropriate; however, he would hesitate to approve the application without an independent estimate or approval from the City. He requested supporting reports and/or estimates, which could be emailed to Mrs. Grinstead. Mrs. Grinstead said Mr. Keller inspected the exterior of the structure and took photographs.

Based on the exterior inspection, the structure appeared to be in disrepair; however, Mr. Keller did not enter the building and could not determine whether demolition was warranted. He recommended consulting the City administration or obtaining a structural engineer's report.

Vice Chairman Garcia suggested tabling the application until the Board received the requested documents. He asked whether the property owner had any future plans for the property. Mr. Vorous said he was not aware of any plans but could obtain that information.

The Board also discussed animal activity in and beneath the structure that may be contributing to the damage. Mrs. Grinstead stated that Mr. Keller was unaware of any trespassing issues at the property.

Mrs. Fellows moved to table the demolition and removal of an existing garage/barn located at 38109 Euclid Ave., Willoughby, OH 44094.as submitted and Ms. Parker seconded.

ROLL CALL: Yeas: Ms. Parker; Mrs. Fellows; Mr. Garcia, Vice Chairman
Nays: None
Absent: Mrs. Bell; J. Perkovich, Chairman

**Motion Carried: TABLED**

**MINUTES** **September 2, 2026**

Ms. Parker moved to approve the Design Review Board minutes for September 2, 2026 as submitted and Mrs. Fellows seconded.

ROLL CALL: Yeas: Mrs. Fellows; Ms. Parker; Mr. Garcia, Vice Chairman
Nays: None
Absent: Mrs. Bell; J. Perkovich, Chairman

**Motion Carried: APPROVED**

There being no further business the regular meeting closed at 7:18 p.m.

Paul Garcia, Vice Chairman

Vicki Grinstead, Secretary