

**DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
NOVEMBER 5, 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.

OLD BUSINESS

This item remains tabled

Trinity Lutheran Church

37728 Euclid Ave.

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

(1) Illuminated ground sign

NEW BUSINESS

The Viridian Bookshop

4081 Erie St.

(Rep.- Kim Hoffman, FASTSIGNS)

(2) Non-illuminated wall signs

Ms. Hoffman of FASTSIGNS is representing the signage for The Viridian Bookshop.

Ms. Hoffman said this sign will be very similar to the sign next door. It will be refaced with an aluminum composite material with white dimensional letters. It will have decorative silver trim around the edge to match the neighboring sign and is non-illuminated. On the back side of the building, that sign will be very similar. It will have a new aluminum skin on the structure with vinyl lettering.

Chairman Perkovich asked if the border will be raised and Ms. Hoffman said the adjacent sign is, but this sign is not. The letters themselves are ½" raised. He said the front sign looks great and he likes the font. He asked if there is a reason the back sign's lettering has to be as tall. Ms. Hoffman said it is the same size as the previous sign or a bit smaller but would be willing to make them smaller if the board preferred.

The board agreed that the sign is nice and liked the font. There were no additional questions or comments.

Mr. Garcia moved to approve (2) non-illuminated wall signs as submitted for The Viridian Bookshop, 4081 Erie St., Willoughby, OH 44094 and Mr. Brown seconded.

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

Motion Carried: APPROVED

**City of Willoughby
Design Review Board
Minutes
November 5, 2025**

Kim Alabisi
38153 Wilson Ave.
(Rep.- Mark Wagner, Mike's Home Improvement)

**Windows, shake siding, new
roof & gutters**

Mr. Wagner and Ms. Alabisi are representing the home improvements for the Alabisi residence.

Chairman Perkovich asked for a color copy of what the home will look like (in record 11-5-25, Exhibit "A"). The windows are being changed from double hung to slider style and asked if they will fit into the same opening and Mr. Wagner said yes. Chairman Perkovich said as long as these windows meet the egress rules and fit in the existing opening, he is fine with it. The existing shake siding size was 10". The house color will be Rustic Slate with 7 1/2" instead of 5" which was stated in the contractor's letter (showed sample to board).

Mr. Brown moved to approve new windows, shake siding, new roof and gutters for the Alabisi residence, 38153 Wilson Ave., Willoughby, OH 44094 with the stipulation that the shake siding is 7 1/2" instead of the 5" as stated in the contractor's letter submitted and Ms. Parker seconded.

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

Motion Carried: APPROVED

MINUTES

October 1, 2025

Chairman Perkovich noted an error on page 3 which has been corrected.

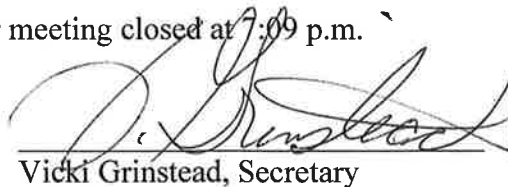
Mr. Garcia moved to approve the DRB minutes of October 1, 2025 as amended and Mr. Brown seconded.

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

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:09 p.m.


John Perkovich, Chairman


Vicki Grinstead, Secretary