

**DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
DECEMBER 3, 2025 @7:00 p.m.**

PRESENT: Paul Garcia; Adam Brown; John Perkovich, Chairman

ABSENT: Amy Bell; Nicole Parker

OTHERS: Vicki Grinstead, Secretary

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

OLD BUSINESS

Trinity Lutheran Church

37728 Euclid Ave.

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

(1) Illuminated ground sign

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

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

Motion Carried: UNTABLED

Ms. Ruff of Ruff Neon & Lighting is representing this application for (1) illuminated ground sign.

Chairman Perkovich advised Ms. Ruff that there are only three of the five members present this evening and she needs all three members to vote in favor to pass her proposals and she wished to proceed.

Chairman Perkovich expressed his approval of the revised submission and requested details on its nighttime appearance and asked about adding a dimmer. Ms. Ruff explained that the sign would feature a soft glow across the face and agreed to include a dimmer. Mr. Brown concurred with the updated design. Mr. Garcia also supported the proposal and requested a timer, which Ms. Ruff agreed to add. The Board stipulated that the sign be turned off daily from midnight to 6:00 a.m.

Chairman Perkovich noted that if these conditions present any issues for the church, they may return to the board for reconsideration.

Mr. Garcia moved to approve (1) illuminated ground sign for the Trinity Lutheran Church, 37728 Euclid Ave., Willoughby, OH 44094 as revised (11/6/25 rendering) and with the stipulation that a dimmer and timer are added and that the sign be turned off daily from midnight to 6:00 a.m. and Mr. Brown seconded.

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

Motion Carried: APPROVED

**City of Willoughby
Design Review Board
Minutes
December 3, 2025**

NEW BUSINESS

Jackpot Go DTW

38126 Third St.

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

**(3) Window signs, (1) Door sign &
(1) Parking sign**

Ms. Ruff of Ruff Neon & Lighting is representing this application for (3) window signs, (1) door sign and (1) parking sign. She said the parking sign will be wall mounted to the building.

Ms. Ruff stated that the window signs will be vinyl decals positioned lower on the glass for visibility beneath the awning. The 'Jackpot Go DTW – Late Night Eats' decal will be applied to the door.

Chairman Perkovich noted the signs include a shadow element and that the largest measures approximately two feet square, presenting a nondescript design. No additional comments or questions were raised by the board.

Mr. Brown moved to approve (3) window signs, (1) door sign and (1) parking sign for the Jackpot Go DTW, 38126 Third St., Willoughby, OH 44094 as submitted and Mr. Garcia seconded.

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

Motion Carried: APPROVED

MINUTES

November 5, 2025

Chairman Perkovich noted there were two typos that have already been corrected.

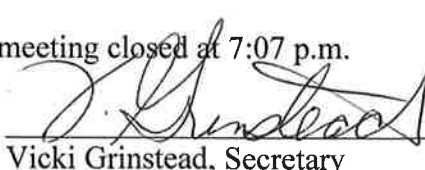
Mr. Garcia moved to approve the DRB minutes of November 5, 2025 as amended and Mr. Brown seconded.

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

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:07 p.m.


John Perkovich, Chairman


Vicki Grinstead, Secretary