

**DESIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
REGULAR MEETING MINUTES  
APRIL 1, 2026 @7:00 p.m.**

**PRESENT:** Amy Bell; Abigail Fellows; John Perkovich, Chairman

**ABSENT:** Vicki Grinstead, Secretary; Nicole Parker; Paul Garcia

**OTHERS:** Maria Tomaselli

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**Double D's Honkeytonk & Smokehouse**

3941 Erie St.

(Rep.- Adam Albainy, Brilliant Electric Sign)

**(1) Illuminated wall sign**

**(1) Illuminated ground sign,**

**double-sided w/face replacement**

Mr. Albainy of Brilliant Electric Sign is representing the sign package for Double D's Honkeytonk & Smokehouse, 3941 Erie St., Willoughby, OH 44094.

Mr. Albainy said his client would like to replace the two faces on the current ground sign with their client's sign. They will also be replacing the canopy sign as well.

Chairman Perkovich said they are essentially replacing just the faces for the ground sign and the sign above the canopy with the new name. He noted the board will require a dimmer for these signs as they have done previously. He has no issues with the signage because it is very similar to what was previously installed at this location. The board members agreed with the chairman's comments.

Mrs. Fellows moved to approve the (1) illuminated wall sign and (1) illuminated ground sign, double-sided with face replacement for Double D's Honkeytonk & Smokehouse, 3941 Erie St., Willoughby, OH 44094 with a stipulation that a dimmer is added to both signs and Mrs. Bell seconded.

**ROLL CALL:** Yeas: Mrs. Bell; Mrs. Fellows; Chairman Perkovich

Nays: None

Absent: Mr. Garcia; Ms. Parker

**Motion Carried: APPROVED**

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Chairman Perkovich apologized and said he forgot to mention there are just three of the five members present this evening and the applicants will need all three votes in favor to move the proposals forward and asked if anyone wished to table and all applicants wished to proceed.

**Probuilt Homes**

The Villas at Union Pointe  
4292 Campus Lane  
(Rep.- George Davis & Bob Myers, Probuilt Homes)

**New single family residence**

Mr. Davis of Probuilt Homes is representing a new single family residence located at 4292 Campus Lane, Willoughby, OH 44094.

Mr. Davis stated this is the third of nine planned homes for this development. The single-story rectangular home has a 34'x48' footprint, a hip roof, and vertical siding, and was designed to be architecturally distinct from the others, per the board's request.

Chairman Perkovich noted that, despite some modifications from Sublot 1, the window orientation and street-level massing remain very similar, which the board is trying to avoid. They discussed removing the fireplace to add windows, but the chairman acknowledged a future client may want a fireplace. Mr. Davis explained the home is a spec build and suggested alternatives such as a triple window, separating or mirroring the side windows, or varying the roof pitch.

Chairman Perkovich asked about relocating the home or using a colonial style, but Mr. Davis stated the market favors ranch-style homes for empty nesters and that homes must be built sequentially due to the tight development.

Mr. Davis explained that the home's center includes the great room and shed dormer, proposing to widen the dormer and extend it to the front wall to create the appearance of a two-story center section. He would also align triple windows with the three dormer windows, giving the home a Cape Cod-like appearance. Chairman Perkovich agreed these changes would better differentiate the design and requested to see the revisions before proceeding.

Mrs. Fellows agrees with the changes and suggested possible material or color revisions.

Mr. Davis said smaller-lot cluster homes make it hard to differentiate single family designs but this is what the market is dictating. He requested good faith from the board and the city to avoid returning next month, noting that time is money. The drawings could be amended within a week and reviewed by the Chief Building Official and the Chairman and/or board members to ensure they meet all the board's requirements and if they do not then they will have to come to the next scheduled meeting.

Mr. Myers asked whether the board approved of the gray color and foundation stone; there were no objections.

Chairman Perkovich said the motion should include that the amended rendering be submitted within one week of approval showing the change to the center section, adding three individual windows with the matching shed dormer above (showing one and a half story massing). This is just for the Center Street elevation.

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Mrs. Bell moved to approve a new single family residence located at 4292 Campus Lane, Willoughby, OH 44094 as submitted but with the stipulation that the amended rendering be submitted within one week of approval showing the change to the center section, adding three individual windows with the matching shed dormer above (showing one and a half story massing) for Probuilt Homes and Mrs. Fellows seconded.

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

**Motion Carried:           APPROVED**

**Roots Salon & Barbershack**  
38123 Euclid Ave.  
(Rep.- Ren Crump & Trisha Pierce, Owner)

**(1) Non-illuminated wall sign  
Vinyl window and door sign(s)**

Ms. Crump is representing the sign package for Roots Salon & Barbershack, 38123 Euclid Ave., Willoughby, OH 44094.

Ms. Crump said they plan to install a white aluminum oval wall sign with the salon name and black metal branch artwork on both sides, along with vinyl window signage and two large “R” decals on each door.

Chairman Perkovich noted they typically prefer dimensional signage, but the added metal root artwork on the sides creates the appearance of dimension.

Mrs. Fellows liked the design and asked whether the decal would be opaque or transparent; Ms. Crump explained the gray shown is for display only and the vinyl lettering will be black. Mrs. Bell also liked the design.

Mrs. Fellows moved to approve the (1) non-illuminated wall sign and a vinyl window and door signs for Roots Salon & Barbershack, 38123 Euclid Ave., Willoughby, OH 44094 as submitted and Mrs. Bell seconded.

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

**Motion Carried:           APPROVED**

**VSD Realty**  
38230 Glenn Ave.  
(Rep.- Victor Duqum, Owner)

**(1) Illuminated wall sign**

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Mr. Duqum, owner is representing the sign package for VSD Realty, 38230 Glenn Ave., Willoughby, OH 44094.

Mr. Duqum stated that the building has been unbranded for over a year and that he previously appeared before the board regarding exterior renovations.

Chairman Perkovich said this is a stainless steel sign that is backlit or halo lit but would like a dimmer added.

Mrs. Fellows asked Mr. Duqum to describe the signage colors. He explained that the sign is very light gray on horizontal Trex, with stainless steel letter faces, matte black sides, and a white front. The letters are approximately 3.5 inches deep, providing dimension.

Mrs. Bell moved to approve the (1) illuminated wall sign for VSD Realty, 38230 Glenn Ave., Willoughby, OH 44094 as submitted but with the stipulation that a dimmer is added, and Mrs. Fellows seconded.

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

**Motion Carried:       APPROVED**

**MINUTES**

**March 4, 2026**

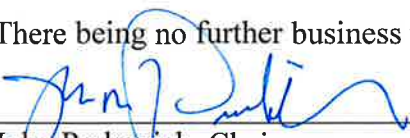
Chairman Perkovich noted that Mrs. Bell should show as absent on the top of the first page and Mrs. Fellows first name was spelled incorrectly. Mrs. Grinstead will fix these two errors and the board can approve as amended.

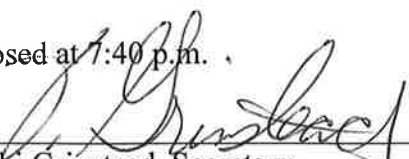
Mrs. Bell moved to approve the Design Review Board minutes for March 4, 2026 as amended and Mrs. Fellows seconded.

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

**Motion Carried:       APPROVED**

There being no further business the regular meeting closed at 7:40 p.m.

  
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John Perkovich, Chairman

  
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Vicki Grinstead, Secretary