

**DESIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
REGULAR MEETING MINUTES  
AUGUST 6, 2025 @7:00 p.m.**

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

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

**Villas at Union Pointe**

Center Street

(Rep. Bob Myers, Probuilt Homes)

**Model/Spec Home**

Mr. Brown moved to untable Old Business for the Villas at Union Pointe and Mr. Garcia seconded.

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

**Motion Carried:    UNTABLED**

Mr. Myers of Probuilt Homes, 9134 Tyler Blvd., Mentor, OH 44060 is presenting this application. Mr. Myers said they presented the board additional renderings with and without landscaping for the colonials per the board's request at the last meeting. He said they recently sold lot #6 which will be a ranch home. He said, for this side of the street, they put \$5,000 into the contract as an allowance for DRB changes. He said they are before the board this evening to get the model/spec home built which is the cape cod on subplot #1.

Chairman Perkovich thanked Mr. Myers for addressing some of the board's issues with additional elevations but was hoping for a bit more articulation. He understands the challenges with a colonial and acknowledged that the gable steps back but still feels it looks like the back of the home. He said there are five street scape lots that they want to make sure look right.

Ms. Parker said she is not 100% sold on the design but believes the landscaping does make a difference. She also believes that shutters would also make a big difference. Mr. Myers said the two potential clients they have are both interested in building ranch style homes. He said the challenge they run into is what the client wants to change on the inside because that drives what the outside will look like. It is hard to produce a rendering that is hypothetical because they are a custom builder. He said each home will come before the DRB for approval once the lots are sold.

Mr. Garcia agrees with Ms. Parker that the landscaping will be incredibly important in helping to hide the rear of the home. He does like the colonial designs that were presented this time and does understand the limitations

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they have to work with. Mr. Myers said the landscaping plan shows what they will do for each home and does a better job than the rendering presented this evening. Mr. Garcia said this is a gateway into the downtown area and will be here for decades. Mrs. Bell also agreed with Ms. Parker and Mr. Garcia in regard to the landscaping. Mr. Myers said they will install the landscaping and it will all be uniform for all the homes.

Mr. Brown said he approves of the model home and it seems that the city wants this as well. It seems consistent with some of the newer homes being built or have been built in the area. Mr. Myers said this will look much better than when it was just a parking lot especially once all the landscaping is in.

Chairman Perkovich asked if they planned to install fencing. Mr. Myers said yes but only along the back. There will be a retaining wall and then the fence. It will match what they installed for the development across the street for consistency. Chairman Perkovich said they will still have to make application to the city for fencing.

Chairman Perkovich wanted to make sure that if any of the plant material were to die, that it would be replaced. Mr. Myers said yes, it will be in the H.O.A. documents and will be managed by the H.O.A. and not the homeowners.

Chairman Perkovich asked Mr. Myers if he would agree that homes on sublots 1-5 along Center St. not be duplicated; not to say there cannot be two cape cods but there will need to be enough modifications that they not look like the same house. Mr. Myers said that is their plan and will be the same as what they did in the Andrews Ridge development where they only offered three ranches but none of them look the same. Chairman Perkovich said this will be a stipulation that will be put into the motion.

Mr. Garcia moved to approve the Villas at Union Pointe for the model/spec home, Center St., Willoughby, OH 44094 with the stipulation the landscaping be maintained and/or replaced as needed and that lots/homes 1-5 facing Center St. not be aesthetically duplicated and Ms. Parker seconded.

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

**Motion Carried: APPROVED**

**NEW BUSINESS**

**The Green Shepherdess**  
36 Public Sq.  
(Rep.- Rick Sterringer, Owner)

**(1) Non-illuminated wall sign**

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Mr. Sterringer, Owner is representing the signage for The Green Shepherdess. He stated his wife, Shanon, could not be here this evening.

Mr. Sterringer showed the board the actual sign that he wished to have approved. He also showed the board a sample of the metal leaf accents that they wished to install on either side of the sign (rendering in record 8-6-25) and would all be centered on the front facade.

Chairman Perkovich said the applicant noted in their application that they are aware the board likes some sort of relief to their sign and would mount the sign with spacers so it would stand off the building so it would have shadow lines, and Mr. Sterringer said yes. Chairman Perkovich liked this idea.

Ms. Parker said the sign is unique and beautiful but her only concern is that the script font may be hard to read and Mrs. Bell agreed.

Mr. Brown moved to approve the non-illuminated wall sign for The Green Shepherdess, 36 Public Sq., Willoughby, OH 44094 as submitted but with the addition of the decorative metal leaf elements to be mounted on either side of the sign and Mrs. Bell seconded.

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

**Motion Carried: APPROVED**

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**July 2, 2025**

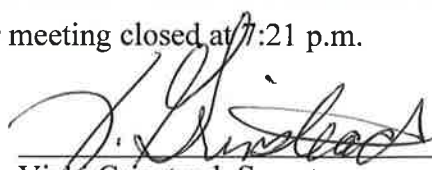
Mrs. Bell moved to approve the DRB minutes of July 2, 2025 as submitted and Mr. Brown seconded.

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

**Motion Carried: APPROVED**

There being no further business the regular meeting closed at 7:21 p.m.

  
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John Perkovich, Chairman

  
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Vicki Grinstead, Secretary