DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
SEPTEMBER 2, 2026 @7:00 p.m.

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

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

OLD BUSINESS

None

NEW BUSINESS

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

Robin Brunkala
4428 Center St.

Exterior stairs and door on side of duplex

Ms. Brunkala is representing her application for exterior stairs and a door on the side of a duplex located at 4428 Center St., Willoughby, OH 44094.

Ms. Brunkala explained that the home was originally a duplex, but was later converted to a single-family residence, and she would like to restore it as a duplex. She noted that the surrounding neighborhood includes both single-family and duplex homes. She stated that she prefers to place the stairs on the driveway side because installing them on the opposite side would require a variance, which she does not wish to pursue.

Putting the stairs on the driveway side will give her enough width and she will be able to construct a landing and a low rise and run. At the top she would have a steel six-panel door with a black copper top as shown in the renderings. She would have a vinyl railing to compliment the front of the home. The decking would be Trex for easy maintenance. Ms. Brunkala showed the board members samples of the materials she would utilize.

Chairman Perkovich stated that he had visited the property earlier that day and thanked Ms. Brunkala for providing photographs of the surrounding homes. He noted that the proposed deck appeared to extend over the 3 x 3½-foot window and then descend to the landing, which he believed was consistent with code requirements. His primary concern was that the stair width would be governed by code, particularly given the railing and support posts below and the proximity of the driveway to the house. Ms. Brunkala stated that, while the driveway is a single-car driveway, there is sufficient width and it opens up to accommodate three vehicles. Chairman Perkovich asked whether the new door would open into a hallway or living room area. Ms. Brunkala stated that it would open into the living room. Chairman Perkovich also noted that the ridge appeared tight with respect to

headroom; however, he stated that he had no objection to the proposal because the materials would coordinate with the existing color scheme of the home. He requested that the 6 x 6 posts be wrapped in a Trex-type material to match the proposed decking.

Mr. Garcia stated that the applicant's packet was well prepared and that Ms. Brunkala's presentation was informative. He further stated that he did not object to the proposed duplex use; however, he expressed concern regarding the addition of an exterior stairwell, particularly due to its proximity to the driveway. Ms. Brunkala explained that she would have preferred to install the stairwell on the opposite side of the home; however, doing so would require the removal of trees and, due to the five-foot side setback, would likely require a variance, which she does not wish to pursue. He suggested maybe adding interior stairs or somewhere where it cannot be seen from street view. Ms. Brunkala said she cannot put stairs in the home, and the rear of the home has a flat roof all the way across the back of the home.

Mrs. Fellows stated that she was open to the concept of restoring the property as a duplex and believed there may be a way to make the proposal work; however, she requested a more detailed rendering. She noted that it was difficult to understand how the door would relate to the roofline and stated that a more complete depiction of the proposed design would be helpful.

Ms. Parker said she did not have anything to add but does agree with her colleagues. She does support the idea of a duplex.

Chairman Perkovich requested that Ms. Brunkala consult with the Building Department to confirm that the proposed stairs comply with applicable code requirements. Ms. Brunkala stated that the Zoning Department had contacted her and that she confirmed the stair width would be three feet. The Board briefly discussed the proposed roofline over the new door. Chairman Perkovich stated that the other members may be correct in recommending that the application be tabled pending a more detailed rendering. He further noted that a scaled rendering would help the Board determine whether the proposal is aesthetically appropriate. He added that, because the stairs would be oriented away from the street, the most visible portions of the structure would likely be the columns and landing, rather than the full stair assembly.

Ms. Parker moved to table the application for exterior stairs and a door on the side of a duplex for the Brunkala residence, 4428 Center St., Willoughby, OH 44094 to allow the applicant to obtain more detailed renderings and Mrs. Fellows seconded.

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

Motion Carried: **TABLED**

Westel's **Pavilion (12'x14')**
4084 Erie St.
(Kevin Cichon, Westel's &
Greg Spoth, Geraci's Restaurant)

Mr. Cichon of Westel's and Mr. Spoth of Geraci's are representing their application for a 12'x14' pavilion for Westel's, 4084 Erie St., Willoughby, OH 44094.

Mr. Cichon said they are collaborating with Geraci's, and they have decided that Geraci's will be moving into their kitchen. The idea is to install the pizza oven under this new pavilion to keep the kitchen open for food prep etc.

Mr. Geraci provided a brief background regarding his business and stated that the current location has not performed well during evening hours. He explained that Westel's had become one of its best customers; however, Geraci's closes at 9:00 p.m., which is when Westel's typically experiences increased business activity. Following discussions, they determined that relocating Geraci's operations to Westel's location would be mutually beneficial. Because Geraci's equipment is fully electric, they concluded that moving the pizza oven outdoors would be appropriate, provided that adequate shelter is installed.

Mr. Cichon stated that they intend to use the same company that constructed the existing pavilion. Chairman Perkovich noted that the proposed pavilion is a smaller version of the previously approved structure and stated that the existing pavilion is well constructed. He asked whether the open pavilion would provide adequate protection for employees during inclement weather. Mr. Geraci stated that, once constructed, they plan to add pull-down vinyl-style sides. Mr. Cichon added that another downtown restaurant also has a pizza oven located on its rear patio even during inclement weather. He noted that they eventually plan to add heat to their pavilion. Chairman Perkovich stated that he had no objection to the submittal, as the Board had previously approved the larger pavilion.

Mr. Cichon explained that gutters were installed on the original pavilion and that runoff drains into a nearby drainage basin. He stated that a gutter and downspout could be added to the proposed pavilion if necessary. Because the new pavilion is smaller and lower in height, he hopes the gutter system will capture rainwater runoff from the larger pavilion.

Ms. Parker said she really likes the design of both pavilions. She asked what the distance is between the two structures and Mr. Cichon said they will but up against each other but he agreed to add a downspout.

Mrs. Fellows moved to approve a 12'x14' pavilion for Westel's, 4084 Erie St., Willoughby, OH 44094 as submitted and Mr. Garcia seconded.

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

Motion Carried: **APPROVED**

MINUTES **August 5, 2026**

Mr. Garcia moved to approve the Design Review Board minutes for August 5, 2026 as submitted and Mrs. Fellows seconded.

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

Motion Carried: **APPROVED**

There being no further business the regular meeting closed at 7:30 p.m.

John Perkovich, Chairman

Vicki Grinstead, Secretary