

**DESIGN REVIEW BOARD
CITY OF WILLOUGHBY
REGULAR MEETING MINUTES
SEPTEMBER 3, 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

None

NEW BUSINESS

Jan Hundt
4320 River St.

Replacing side deck flooring

Ms. Hundt is representing this application to replace her side deck flooring.

Ms. Hundt said they are rebuilding their side porch that is in disrepair. They are replacing the wood decking with a composite material and will repair/replace and repaint the railings and posts. There were no questions from the board.

Mr. Brown moved to approve the replacement of the side deck flooring for the Hundt residence, 4320 River St., Willoughby, OH 44094 as submitted and Mrs. Bell seconded.

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

Motion Carried: APPROVED

Parlor Room
38091 Euclid Ave.
(Rep.- Alexandria Teachout, Owner)

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

Ms. Teachout is representing this application for (1) non-illuminated projecting wall sign.

Ms. Teachout said she would like the board to approve the sign for her salon which is part of Willoughby Point Condominiums. The sign will match the existing signs and will utilize the same bracketry per the H.O.A. requirements. The sign will also have a raised border.

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Ms. Parker liked the sign and the font style. There were no other comments from the board.

Ms. Parker moved to approve the (1) non-illuminated projecting wall sign for the Parlor Room, 38091 Euclid Ave., Willoughby, OH 44094 as submitted and Mr. Garcia seconded.

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

Motion Carried: APPROVED

Trinity Lutheran Church

37728 Euclid Ave.

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

(1) Illuminated ground sign

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

Ms. Ruff said they are proposing to replace the existing sign. The new sign will be the same size overall but are requesting an electronic message center and will be double-sided. It will also be installed in the same location as the previous sign.

Chairman Perkovich said message centers are not allowed in the downtown or historic districts and he does have an issue with that even though the type face on the logo would not glow. He does not have an issue with the rest of the sign. Mr. Garcia agreed with Chairman Perkovich. He does not have an issue with the sign itself but does not like the message board.

Ms. Ruff said the church was going to replace it with another changeable copy board but thought it would be easier to change the message from home with an electronic message center. She asked to table this application and would come back with another option.

Mr. Garcia moved to table (1) illuminated ground sign for the Trinity Lutheran Church, 37728 Euclid Ave., Willoughby, OH 44094 as submitted and Mrs. Bell seconded.

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

Motion Carried: TABLED

Probuilt Homes

4287 Campus Lane/Sublot #6

(Rep.- Bob Myers, Probuilt Homes)

New single family residence

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Mr. Myers of Probuilt Homes, 9134 Tyler Blvd., Mentor, OH 44060 is presenting this application for a new single family residence.

Mr. Myers said this is in the back corner of the development and not along Center Street. This is a client build for the owner of Youngs Sushi. In the landscape plan it shows the fencing will match the Enclave across the street. They will install the wall first and then apply for a fence permit.

Chairman Perkovich asked if there was any thought given to articulating the siding like they are doing on the Center St. homes. Mr. Myers said the client wanted to keep the home simple with black and white. Chairman Perkovich suggested adding the horizontal trim board and vertical board -n- batten siding to the garage gable; even though it will still be white it would start to pick up some of the details they would have along Center St. Mr. Myers said they did put away some money per the previous meeting to allow these types of changes.

Chairman Perkovich said they added the window head over the front window but the garage door only has a 4" casing, so they should add a door head to match the window to the right (see rendering w/notes dated 9/3/25). Mrs. Grinstead asked Mr. Myers to send an updated rendering with these changes and he agreed. Mrs. Parker said she liked that they added shutters to this home.

Mr. Myers said the landscaping will be consistent with the rest of the development and will be installed by Probuilt Homes.

Mr. Garcia moved to approve a new single family residence for the property located at 4287 Campus Lane/Sublot #6, Willoughby, OH 44094 for Probuilt Homes as submitted but with the stipulation that the garage gable has vertical board-n-batten siding, add a trim band below and add a door head above the garage door to match the window at the right, per the discussion, and rendering w/notes dated 9/3/25 and Mr. Brown seconded.

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

Motion Carried: APPROVED

The Enclave at Literary Pointe, Ph. II
4317 Center St.
(Rep.- Bob Myers, Probuilt Homes)

Two 3-story duplex buildings

Mr. Myers of Probuilt Homes, 9134 Tyler Blvd., Mentor, OH 44060 is presenting this application for two 3-story duplex buildings.

Mr. Myers said this is Phase II of this development. They have been to Planning Commission and City Council and had the property rezoned from R-MF-L to Downtown Business to match the existing development. Once they receive design approval from this board they will proceed to Planning Commission to amend the Development Plan to add these duplexes. These duplexes will be part of the private drive. They will have the same fencing and landscaping.

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Chairman Perkovich said he likes the use of the different materials on these buildings because it helps reduce the massing you will see along Center Street. He likes the small, covered porch as well. On the second level, two of the patio doors do not show the black 4" trim. Mr. Myers said they will all have the 4" trim but must have been left off by the draftsman. This is a client build and if there are any questions he is listening via Zoom.

Ms. Parker said she prefers shutters. Mr. Myers said this is more modern and if they do shutters with a 4" wrap it begins to look bulky. They could potentially put shutters on the Center St. side if that is the board's preference but believes the client does not want shutters.

Mr. Garcia likes most of the project and appreciates him taking their suggestions into consideration. He feels there is a large blank wall visible to anyone coming down the street but understands there are electrical items etc. inside this wall and asked if there is something they can do to dress up that area or break up the mass of that wall. Mr. Myers said there will be landscaping and fencing there. Chairman Perkovich said there is a pantry and HVAC in that area so it is almost impossible to do anything like a window there. He said they could possibly do a faux window or architectural element. Mr. Myers said he does not think a vertical line would look good there. Ms. Parker said she feels the tree will help with breaking up the space. Mr. Myers said on the landscaping plan, the fence goes almost to the sidewalk; the dotted line is the fence line, so you will not see much. Mr. Garcia said you will still see over the fence and see the second and third stories. Mr. Myers said the second and third stories are completely different. Mr. Brown said they are looking at the rendering without the fence or landscaping and the second and third floors are different.

Mr. Myers said they will see if they can add more landscaping but it is a challenge when working with three stories. He does not want to do any faux windows because it is an extra expense and this is already a costly project. He said they could possibly install a taller type tree or arborvitaes. They have not finalized all the landscaping and they may add more landscaping between the two decks. After more discussion it was decided to add either a tall ornamental tree or arborvitaes for the building closest to Center St. and Mr. Myers agreed. He said they will update their plan to show this change. He will allow the landscape architect to make the determination as to what best suits this area. The crimson maples are what is shown on the landscape plan throughout the development and they will grow up to 15-20'.

Mr. Garcia moved to approve the two 3-story duplex buildings for The Enclave at Literary Pointe, Phase II, 4317 Center St., OH 44094 as submitted but with the stipulation that the second floor sliding doors have trim to match the other doors and to utilize the tallest ornamental tree or arborvitaes for the building closest to Center St. (south side, 1A & 2A) to help break up the wall of siding and Mrs. Bell seconded.

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

Motion Carried: APPROVED

Mr. Myers said the street will not be Center Street anymore; it will be Literary Lane and will have new addresses.

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MINUTES

August 6, 2025

Ms. Parker moved to approve the DRB minutes of August 6, 2025 as submitted and Mr. Garcia seconded.

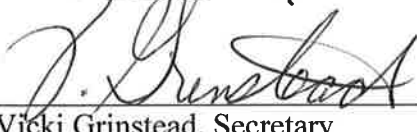
ROLL CALL: Yeas: Mr. Garcia; Mr. Brown; Ms. Parker; Mrs. Bell; Chairman Perkovich
Nays: None
Absent: None

Motion Carried: APPROVED

There being no further business the regular meeting closed at 7:37 p.m.



John Perkovich, Chairman



Vicki Grinstead, Secretary