

**DESIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
REGULAR MEETING MINUTES  
JANUARY 4, 2023 @7:00 p.m.**

**PRESENT:** Adam Brown; Bill Henrich; Paul Garcia; John Perkovich, Chairman  
**ABSENT:** Dan Volpe  
**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Mark & Ashley Sullivan**  
4331 Center St.

**96' of 6' high wood fence  
(already installed)**

Mark and Ashley Sullivan, 4331 Center St., Willoughby, OH 44094 are representing the wood fence.

Mr. Sullivan and his daughter Ashley purchased this home together approximately four months ago. He said the home a few doors down has some drug activity. He said these people started to come around his neighbors and hanging out behind their garage and also started to come into his yard. His daughter Ashley is living there and he was concerned for her safety and installed the fence. He realizes he should have obtained a permit first, but her safety was important to him.

Chairman Perkovich said he received a note from the city administration that everything is fine with the fence even though a permit was not applied for. The fence is installed in the side yard and cannot be seen from the street. He asked if the fence will be left to weather naturally or will they be staining it. Mr. Sullivan said the wood is treated and needs to weather one year before it can be stained. He will leave it or stain it, whatever is required. Chairman Perkovich has no issues with the fence. Mr. Sullivan agreed to clear coat the fence once it is weathered.

Mr. Garcia moved to approve a 96' of 6' high wood fence for the Sullivan residence, 4331 Center St., Willoughby, OH 44094 as submitted but with the stipulation the fence is stained with a clear coat after one year and Mr. Henrich seconded.

**ROLL CALL:** Yeas: Mr. Henrich; Mr. Garcia; Mr. Brown; Chairman Perkovich  
Nays: None  
Absent: Mr. Volpe

**Motion Carried: APPROVED**

**Design Review Board  
City of Willoughby  
Regular Meeting Minutes  
January 4, 2023**

**Design Review Board**

**Election – 2023  
Chairman  
Vice Chairman  
Secretary**

Chairman Perkovich said they need to table the elections until they have a full board and asked for a motion.

Mr. Henrich moved to table the 2023 DRB elections until a full board is present and Mr. Brown seconded.

ROLL CALL:           Yeas: Mr. Garcia; Mr. Brown; Mr. Henrich; Chairman Perkovich  
                              Nays: None  
                              Absent: Mr. Volpe

**Motion Carried:    TABLED**

**MINUTES**

**December 21, 2022**

Chairman Perkovich said they need to table the minutes of December 21, 2022 because they have not yet been prepared.

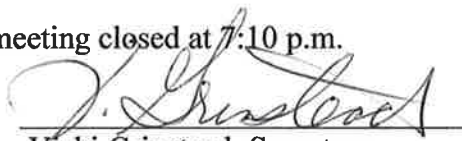
Mr. Garcia moved to table the DRB minutes for December 21, 2022 meeting and Mr. Brown seconded.

ROLL CALL:           Yeas: Mr. Brown; Mr. Henrich; Mr. Garcia; Chairman Perkovich  
                              Nays: None  
                              Absent: Mr. Volpe

**Motion Carried:    TABLED**

There being no further business the regular meeting closed at 7:10 p.m.

  
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John Perkovich, Chairman

  
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Vicki Grinstead, Secretary