

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 11, 2021  
REGULAR MEETING  
MINUTES**

**PRESENT:** John Popelka; Jim Shannon; George Phillips; Joseph Koskovics, Chairman

**ABSENT:** Tara Ward

**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular virtual ZOOM meeting to order at 5:58 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Walgreens**

5881 SOM Center Rd.

(Tracey Diehl, Owner, Expedite the Diehl)

**(1) Illuminated wall sign,**

**(1) Illuminated pole sign, face  
replacement**

Ms. Diehl, Owner of Expedite the Diehl is representing the sign application for Walgreens.

Chairman Koskovics suggested the Board vote on this application as a package.

Ms. Diehl said the changes are to incorporate Labcorp into their signage, because Walgreens now has labs in their stores. They are representing Labcorp throughout their corporate branding. The face replacement will be adding Labcorp to the pole sign. The color scheme is similar to what is existing; red, white and light blue. The light blue is now representing the Labcorp name. The square footage for this sign will not change from what is currently there.

Ms. Diehl said the second sign is a reduction of the existing square footage. This is a wall sign and has red channel letters that are internally illuminated. The existing sign, 1-hour photo, will be removed and the new sign "Labs" will be installed on the south elevation.

Chairman Koskovics asked if there will be a cleanup of the façade. Ms. Diehl said yes, the building will be repaired and painted to match the existing color of the building.

Chairman Koskovics asked the Board if there were any questions and there were none.

Mr. Popelka moved to accept the sign application package as submitted, for Walgreens, 5881 SOM Center Rd., Willoughby, OH 44094 and Mr. Shannon seconded.

**Sign Review Board  
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January 11, 2021**

**ROLL CALL:** Yeas: G. Phillips; J. Popelka; J. Shannon; J. Koskovics, Chairman  
Nays: None  
Absent: T. Ward

**Motion Carried: Approved**

**Sign Review Board**

**Election – 2021  
Chairman  
Vice Chairperson  
Secretary**

Mr. Popelka moved to nominate Joe Koskovics for Chairman of the Sign Review Board for the year 2021 and Mr. Phillips seconded. There were no other nominations.

**ROLL CALL:** Yeas: J. Shannon; J. Popelka; G. Phillips; J. Koskovics, Chairman  
Nays: None  
Absent: T. Ward

**Motion Carried: APPROVED**

Mr. Phillips moved to elect Joe Koskovics for Chairman of the Sign Review Board for the year 2021 and Mr. Popelka seconded.

**ROLL CALL:** Yeas: J. Popelka; G. Phillips; J. Shannon; J. Koskovics, Chairman  
Nays: None  
Absent: T. Ward

**Motion Carried: APPROVED**

Mr. Popelka moved to nominate Tara Ward for Vice Chairperson of the Sign Review Board for the year 2021 and Mr. Shannon seconded. There were no other nominations.

**ROLL CALL:** Yeas: G. Phillips; J. Shannon; J. Popelka; J. Koskovics, Chairman  
Nays: None  
Absent: T. Ward

**Motion Carried: APPROVED**

**Sign Review Board  
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Mr. Popelka moved to elect Tara Ward for Vice Chairperson of the Sign Review Board for the year 2021 and Mr. Shannon seconded.

ROLL CALL:       Yeas: J. Shannon; J. Popelka; G. Phillips; J. Koskovics, Chairman  
                      Nays: None  
                      Absent: T. Ward

**Motion Carried:    APPROVED**

Mr. Popelka moved to nominate Vicki Grinstead for Secretary of the Sign Review Board for the year 2021 and Mr. Phillips seconded. There were no other nominations.

ROLL CALL:       Yeas: J. Popelka; G. Phillips; J. Shannon; J. Koskovics, Chairman  
                      Nays: None  
                      Absent: T. Ward

**Motion Carried:    APPROVED**

Mr. Popelka moved to elect Vicki Grinstead for Secretary of the Sign Review Board for the year 2021 and Mr. Shannon seconded.

ROLL CALL:       Yeas: G. Phillips; J. Shannon; J. Popelka; J. Koskovics, Chairman  
                      Nays: None  
                      Absent: T. Ward

**Motion Carried:    APPROVED**

**MINUTES**

**Regular Meeting Minutes**

**December 28, 2020**

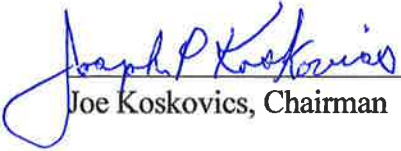
Mr. Popelka moved to accept the meeting minutes of December 28, 2020 as submitted and Mr. Shannon seconded.

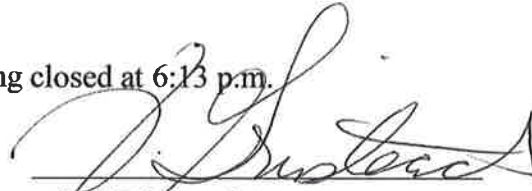
ROLL CALL:       Yeas: J. Shannon; J. Popelka; G. Phillips; J. Koskovics, Chairman  
                      Nays: None  
                      Absent: T. Ward

**Sign Review Board  
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January 11, 2021**

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:13 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary