

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 8, 2024  
REGULAR MEETING  
MINUTES**

**PRESENT:** William Palmer; Sophia Jones; Joseph Koskovics, Chairman

**ABSENT:** Tara Ward; George Phillips

**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 6:06 p.m.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Poochie & Co. Grooming**

1101 Lost Nation Rd.

(Rep.- Christa & Alex Daly-Fast Signs)

**(7) Non-illuminated  
window signs**

Mrs. Daly is representing the window signs for Poochie & Co. Grooming.

Chairman Koskovics said this is for (7) non-illuminated window signs and had no questions or comments for the applicant, nor did any of the board members.

Mr. Palmer moved to accept (7) non-illuminated window signs for Poochie & Co. Grooming, 1101 Lost Nation Rd., Willoughby, OH 44094 and Mrs. Jones seconded.

ROLL CALL:           Yeas:    S. Jones; W. Palmer; J. Koskovics, Chairman

                  Nays:   None

                  Absent: T. Ward; G. Phillips

**Motion Carried:    Approved**

**Drive CLE**

35160 Topps Industrial Pkwy.

(Rep.- Davor Poljic, Drive CLE)

**(1) Non-illuminated window sign,  
(1) Non-illuminated freestanding sign,  
face replacement**

Mr. Poljic of Drive CLE is representing his sign package for Drive CLE.

Chairman Koskovics said this package contains (1) non-illuminated window sign and (1) non-illuminated freestanding ground sign with face replacement. Chairman Koskovics noted that per the renderings submitted

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show there is no year-round ground cover at the base of the sign. This will be added to the motion as a condition of approval. The applicant was informed that year-round ground cover could not be grass or mulch and must be shrubs etc. that remain green all year long and Mr. Poljic agreed.

Mr. Palmer moved to accept (1) non-illuminated window sign and (1) non-illuminated freestanding sign with face replacement with the stipulation that year-round ground cover be installed at the base of the ground sign for Drive CLE, 35160 Topps Industrial Pkwy, Willoughby, OH 44094 and Mrs. Jones seconded.

ROLL CALL:           Yeas:    W. Palmer; S. Jones; J. Koskovics, Chairman  
                          Nays:   None  
                          Absent: T. Ward; G. Phillips

**Motion Carried:    Approved**

**Sign Review Board**

**Election – 2024  
Chairman  
Vice Chairman  
Secretary**

Chairman Koskovics said there is not a full board present to elect the officers and secretary for the year 2024 for the Sign Review Board so this item will be tabled.

Mrs. Jones made the motion to table the 2024 election of officers and secretary and Mr. Palmer seconded.

ROLL CALL:           Yeas:    S. Jones; W. Palmer; J. Koskovics, Chairman  
                          Nays:   None  
                          Absent: T. Ward; G. Phillips

**Motion Carried:    Tabled**

**MINUTES**

**Regular Meeting Minutes**

**December 11, 2023**

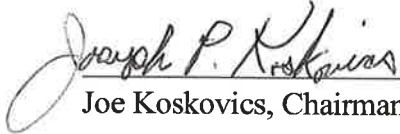
Mr. Palmer moved to accept the Sign Review Board meeting minutes of December 11, 2023 as submitted and Mrs. Jones seconded.

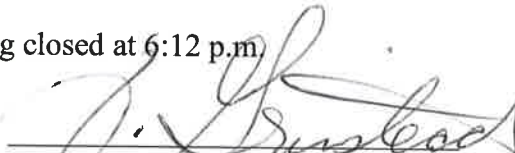
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ROLL CALL:       Yeas:   W. Palmer; S. Jones; J. Koskovics, Chairman  
                      Nays:   None  
                      Absent: T. Ward; G. Phillips

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:12 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary