

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
DECEMBER 9, 2024
REGULAR MEETING
MINUTES**

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

ABSENT: Tara Ward

OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:59 p.m.

OLD BUSINESS

None

NEW BUSINESS

Olympus Aerospace

4630 Hamann Parkway

(Rep.- Scott Thompson, Heritage Sign & Lighting/YESCO)

**(1) Non-ill. freestanding ground sign
w/face replacement**

Mr. Thompson of Heritage Sign & Lighting/YESCO agent for Olympus Aerospace, 4630 Hamann Parkway, Willoughby, OH 44094 is representing the sign package.

Chairman Koskovics noted the existing ground sign will require year-round ground cover at the base of the sign. There were no questions from the other board members.

Mr. Palmer moved to accept (1) non-illuminated freestanding ground sign w/face replacement for Olympus Aerospace, 4630 Hamann Parkway, Willoughby, OH 44094 as submitted but that year-round ground cover be installed at the base of the sign and Mrs. Jones seconded.

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

Motion Carried: Approved

Olympus Aerospace

4531 Hamann Parkway

(Rep.- Mr. Thompson, Heritage Sign & Lighting/YESCO)

**(1) Illuminated wall sign &
(1) non-ill. freestanding ground sign
w/face replacement**

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Mr. Thompson of Heritage Sign & Lighting/YESCO agent for Olympus Aerospace, 4531 Hamann Parkway, Willoughby, OH 44094 is representing the sign package.

Mr. Thompson said the wall sign has illuminated individual channel letters. Chairman Koskovics asked if there was previous signage on the building. Mr. Thompson said he was unsure but the front of the building has been renovated. Chairman Koskovics said it will be placed in the motion that if there was any staining or shadowing from previous signage that it be cleaned or repaired and the ground sign must have year-round ground cover installed at the base of the sign. There were no other questions from the board members.

Mr. Palmer moved to accept (1) illuminated wall sign & (1) non-illuminated freestanding ground sign w/face replacement for Olympus Aerospace, 4531 Hamann Parkway, Willoughby, OH 44094 as submitted with the notation in regard to the wall sign that if there is any staining or shadowing from a previous sign that it be cleaned or repaired, and the ground sign must have year-round ground cover installed at the base of the sign and Mrs. Jones seconded.

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

Motion Carried: Approved

Olympus Aerospace
4456 Hamann Parkway
(Rep.- Mr. Thompson, Heritage Sign & Lighting/YESCO)

**(1) Non-ill. freestanding ground sign
w/face replacement**

Mr. Thompson of Heritage Sign & Lighting/YESCO agent for Olympus Aerospace, 4456 Hamann Parkway, Willoughby, OH 44094 is representing the sign package.

Chairman Koskovics noted the existing ground sign will require year-round ground cover at the base of the sign. There were no questions from the other board members.

Mr. Palmer moved to accept (1) non-illuminated freestanding ground sign w/face replacement for Olympus Aerospace, 4456 Hamann Parkway, Willoughby, OH 44094 as submitted but that year-round ground cover be installed at the base of the sign and Mrs. Jones seconded.

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

Motion Carried: Approved

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Olympus Aerospace
4382 Hamann Parkway
(Rep.- Mr. Thompson, Heritage Sign & Lighting/YESCO)

**(1) Illuminated freestanding ground
sign w/face replacement**

Mr. Thompson of Heritage Sign & Lighting/YESCO agent for Olympus Aerospace, 4382 Hamann Parkway, Willoughby, OH 44094 is representing the sign package.

Chairman Koskovics noted the existing ground sign will require year-round ground cover at the base of the sign. There were no questions from the other board members.

Mr. Palmer moved to accept (1) illuminated freestanding ground sign w/face replacement for Olympus Aerospace, 4382 Hamann Parkway, Willoughby, OH 44094 as submitted but that year-round ground cover be installed at the base of the sign and Mrs. Jones seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

October 28, 2024

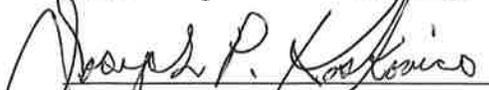
Mr. Palmer moved to accept the Sign Review Board meeting minutes of October 28, 2024 as submitted and Mrs. Jones seconded.

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

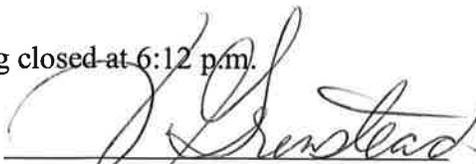
Motion Carried: Approved

Chairman Koskovics wished the board members a happy holiday season!

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



Joe Koskovics, Chairman



Vicki Grinstead, Secretary