

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
FEBRUARY 14, 2022  
REGULAR MEETING  
MINUTES**

**PRESENT:** Jim Shannon; Tara Ward; Joseph Koskovics, Chairman  
**ABSENT:** George Phillips  
**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:56 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Target**

**(1) Illuminated wall sign**

36195 Euclid Ave.

(Rep.- Andrew Schneider, Kimley-Horn)

Mr. Schneider of Kimley-Horn is representing this application for signage.

Chairman Koskovics said this is an illuminated wall sign for Target and asked if there was any previous signage in this location. Mr. Schneider said he does not believe there was. The board had no other questions or comments.

Ms. Ward moved to approve (1) illuminated wall sign for Target, 36195 Euclid Ave., Willoughby, OH 44094 as submitted Mr. Shannon and seconded.

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

**Motion Carried: Approved**

**Shepherd's Glen**

**(1) Illuminated freestanding  
residential development sign**

PPN#27-A-006-N-00-0/Euclid Ave.

(Rep.- Vince Ruggieri)

Mr. Ruggieri is representing this signage for Shepherd's Glen. Mr. Lurie could not be present this evening.

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
February 14, 2022**

Chairman Koskovics said this is an illuminated freestanding residential development sign. He asked if there was previous signage at this location. Mr. Ruggieri said there was not.

Chairman Koskovics said since this is a freestanding sign the board will require year-round ground cover at the base of the sign. Mr. Ruggieri asked what type of ground cover and the Chairman explained it must be something that is green all year round and cited a few examples.

Ms. Ward asked if there was shadowing behind the white vinyl lettering on the sign and Mr. Ruggieri said he did not believe so. Ms. Ward stated it looks like from the rendering there is, but it would not affect their approval if there was not.

Mrs. Grinstead had a note from the Building Department for Mr. Ruggieri to pass on to the contractor. She said the contractor needs to have foundation details prior to obtaining his/her permit. Chairman Koskovics said they will make that part of the motion.

Mr. Shannon moved to approved (1) illuminated freestanding residential development sign for Shepherd's Glen, PPN#27-A-006-N-00-0/Euclid Ave. as submitted but with the stipulation that year-ground cover is installed at the base of the sign and foundation details are submitted by the contractor to the Building Department prior to obtaining a permit and Ms. Ward seconded.

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

**Motion Carried:    Approved**

**MINUTES**

**Regular Meeting Minutes**

**January 24, 2022**

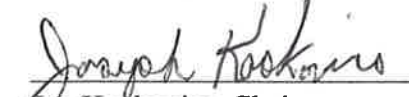
Ms. Ward moved to accept the meeting minutes of January 24, 2022 as submitted and Mr. Shannon seconded.

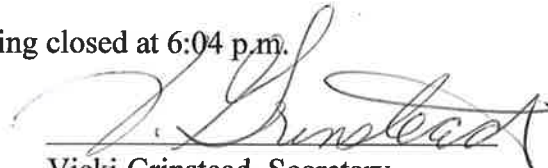
ROLL CALL:       Yeas:    J. Shannon; T. Ward; J. Koskovics, Chairman  
                      Nays:    None  
                      Absent: G. Phillips

**Motion Carried:    Approved**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
February 14, 2022**

There being no further business the regular meeting closed at 6:04 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary