

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
MARCH 8, 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 6:00 p.m.

OLD BUSINESS

None

NEW BUSINESS

Chagrin River Pub

38464 Lakeshore Blvd.

(Rep.- James Turcotte , Owner)

**(1) Illuminated wall sign
face replacement**

Mr. Turcotte, Owner of Chagrin River Pub is representing his sign application.

Mr. Turcotte said the sign has a logo with their name and is two-sided and are just two plates that go into an existing sign. Chairman Koskovics asked Mr. Turcotte if this sign is already installed and Mr. Turcotte said yes, it is.

Mr. Popelka asked if the awning was removed and Mr. Turcotte said it blew off. He inquired if the three signs that say food, beer and spirits were new and Mr. Turcotte said no they were there when he took over the business. He said there are also signs under the other awning as well that were already there as well. Mr. Popelka asked if there were any signs on the rear of the building and Mr. Turcotte said no.

Chairman Koskovics said the Board prefers that applications coming forward for signage for approval should not be installed prior to the approval of this Board.

Mr. Shannon moved to accept the sign application package as submitted for Chagrin River Pub, 38464 Lakeshore Blvd., Willoughby, OH 44094 and Mr. Phillips seconded.

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

Motion Carried: Approved

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PNC Bank
35091 Euclid Ave.
(Rep.- Linda Nichols, LAAD Sign & Lighting)

- (3) Non-illuminated wall signs
(south, west & east elevations),**
- (1) Non-ill. instructional sign**
- (3) Non-ill. Directional signs,**
- (1) Non-ill glass door decal,**
- (1) Non-ill window decal**
- (1) Illuminated monument sign**

Ms. Nichols of LAAD Sign & Lighting, 3097 S.R. 59, Ravenna, OH 44266, is representing the sign application for PNC Bank.

Chairman Koskovich suggested the Board vote on this application as a package. He noted that there was an addition to the application of the illuminated monument sign.

Chairman Koskovich noted that on the applicants site plan they had the city as Willoughby Hills instead of Willoughby.

Chairman Koskovich said PNC bank will be removing the existing wall signs and replacing them with (3) new illuminated wall sign for the south, east and west elevations. Ms. Nichols said there was an error on their applications and these three signs are non-illuminated. They are cut out aluminum letters that are ¼” thick and are flush mounted. It does say they are non-illuminated on their site plan. Mr. Popelka asked if the building will be cleaned and painted. Ms. Nichols said they will be cleaning and painting the building before installing the new signage.

There were no questions from the Board on the (1) non-illuminated instructional sign for the night deposit box, or the (3) non-illuminated directional signs for drive up services, customer parking only and disabled only sign, (1) non-illuminated glass door decal for PNC Bank and hours insert, or the (1) non-illuminated instructional window decal for the teller window.

Chairman Koskovich said the last item was the illuminated monument sign added to the packet. He said this monument sign will be replacing the existing pole sign. Ms. Nichols said she will have to work out some details with the Building Department as to the exact location they can install the monument sign as far as the right-of-way. She said the existing pole sign is currently on the edge of the property. She believes the road was widened at some point and would have to go out to the site and obtain some measurements. She understands there is a required setback for the monument sign. She also has drawings provided to them by the Building Department, but will need assistance in determining where to install this sign for the proper setback.

Mr. Phillips moved to accept the sign application package as submitted for PNC Bank, 35091 Euclid Ave., Willoughby, OH 44094 with the stipulation that year-round ground cover is required at the base of the monument sign and Mr. Shannon seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

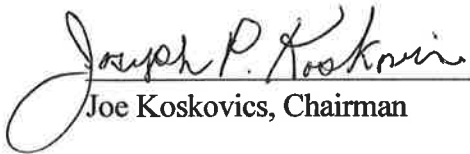
February 22, 2021

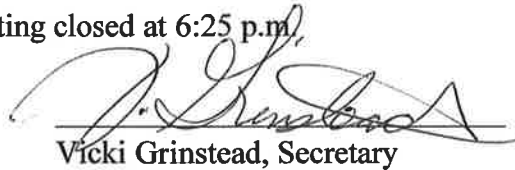
Mr. Phillips moved to accept the meeting minutes of February 22, 2021 as submitted and Mr. Shannon seconded.

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

Motion Carried: Approved

There being no further business the regular meeting closed at 6:25 p.m.


Joe Koskovics, Chairman


Vicki Grinstead, Secretary