

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
NOVEMBER 13, 2023  
REGULAR MEETING  
MINUTES**

**PRESENT:** William Palmer; Sophia Jones; Tara Ward, Vice Chairperson

**ABSENT:** George Phillips; Joseph Koskovics, Chairman

**OTHERS:** Vicki Grinstead, Secretary

Vice Chairperson Ward called the regular in-person meeting to order at 6:00 p.m.

**OLD BUSINESS**

None

**NEW BUSINESS**

Vice Chairperson Ward moved Charley's Cheesesteak & Wings to the end of the agenda to allow more time for the applicant to arrive.

**The Hamlets at Willoughby**

1361 Fox Run Dr.

(Rep.- Kathy Clarke, Ace Lighting Services LLC)

**(1) Illuminated ground sign**

**(replacement only)**

Ms. Clarke of Ace Lighting Services LLC is representing the sign package for The Hamlets at Willoughby.

Ms. Clarke said they are removing the old sign and replacing it with a new stainless illuminated monument sign. Vice Chairperson Ward asked if the current sign was illuminated. Ms. Clarke said no but there is electrical there which they will be utilizing. The whole sign is being replaced including the posts. Vice Chairperson Ward said there is already existing ground cover present which is a requirement. Ms. Clarke said they will be moving the sign up a bit closer.

Mr. Palmer moved to accept (1) illuminated ground sign with face replacement only as submitted with the stipulation that the existing ground cover be maintained for The Hamlets at Willoughby, 1361 Fox Run Dr., Willoughby, OH 44094 and Mrs. Jones seconded.

**ROLL CALL:** Yeas: S. Jones; W. Palmer; T. Ward, Vice Chairperson

Nays: None

Absent: G. Phillips; J. Koskovics, Chairman

**Motion Carried: Approved**

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**Sims-Lohman**

**(1) Illuminated wall sign**

34601 Ridge Rd.

(Rep.- Trish Nejman, Wagner Electric Sign)

Ms. Nejman of Wagner Electric Sign is representing the sign package for Sims-Lohman.

Ms. Nejman said they are replacing the sign because the client changed the corporate logo and colors. Vice Chairperson Ward said there will be a stipulation that if there is any shadowing from the old signage that it be cleaned, repaired, and painted before the new sign is installed.

Mr. Palmer moved to accept (1) illuminated wall sign with the stipulation that if there is any shadowing from the old signage that it be cleaned, repaired, and painted before the new sign is installed for Sims-Lohman, 34601 Ridge Rd., Willoughby, OH 44094 as submitted and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

Vice Chairperson Ward said there is no representative present for Charley's Cheesesteaks and asked the board if they wished to proceed with a vote and the board agreed.

**Charley's Cheesesteaks & Wings**

**(1) Illuminated wall sign**

36001 Euclid Ave.

(Rep.- Dennis Michel, Midwest Sign Center)

There was no one present to represent the sign package for Charley's Cheesesteaks & Wings.

Vice Chairperson Ward noted that the Board of Zoning Appeals (BZA) did grant a variance for this illuminated signage. There were no questions from the board.

Mr. Palmer moved to accept (1) illuminated wall sign for Charley's Cheesesteaks & Wings, 36001 Euclid Ave., Willoughby, OH 44094 as submitted and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

**City of Willoughby  
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**MINUTES**

**Regular Meeting Minutes**

**October 23, 2023**

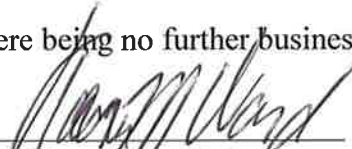
Vice Chairperson Ward said Mrs. Grinstead brought to her attention that Crumbl Cookies sign was illuminated and Mrs. Grinstead checked with the applicant to confirm and corrected the minutes to reflect the change.


Mr. Palmer moved to accept the Sign Review Board meeting minutes of October 23, 2023 as amended and Ms. Jones seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:06 p.m.

  
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Tara Ward, Vice Chairperson

  
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Vicki Grinstead, Secretary