

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
DECEMBER 11, 2023  
REGULAR MEETING  
MINUTES**

**PRESENT:** William Palmer; Sophia Jones; George Phillips, Acting Chairman

**ABSENT:** Tara Ward, Joseph Koskovics, Chairman

**OTHERS:** Vicki Grinstead, Secretary

Acting Chairman Phillips called the regular in-person meeting to order at 6:00 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Subway**

37812 Vine St.

(Rep.- Mohamed Soliman, Owner)

**Illuminated wall signage**

Mr. Soliman, Owner is representing his wall sign for Subway.

Mr. Soliman said he has been at this location for nine years and recently his business has been suffering. The building façade was dilapidated and the sign fell off the building and they had to order a new sign. The landlord installed a brand-new façade. When Mr. Soliman ordered the new sign, he miscalculated the size and ordered it a bit bigger than was allowed. He hopes the board will approve his sign, so it will help his business. There were no questions from the board members.

Mr. Palmer moved to accept (1) illuminated wall sign with the stipulation that Subway obtain approval from the Board of Zoning Appeals at their meeting on December 13, 2023 for the size of the sign for Subway, 37812 Vine St., Willoughby, OH 44094 and Mrs. Jones seconded.

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

**Motion Carried: Approved**

**MINUTES**

**Regular Meeting Minutes**

**November 13, 2023**

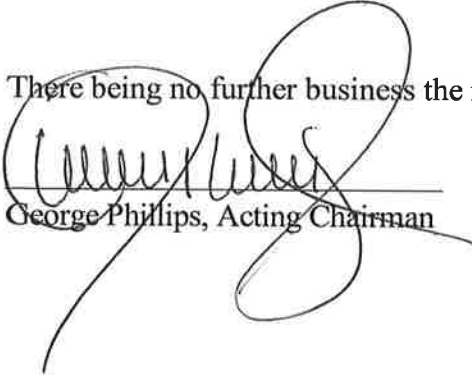
**City of Willoughby  
Sign Review Board  
Agenda  
December 11, 2023**

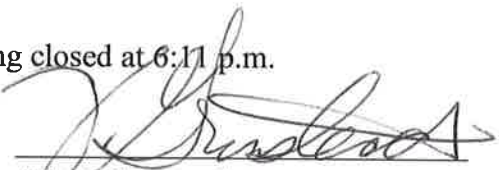
Mr. Palmer moved to accept the Sign Review Board meeting minutes of November 13, 2023 as submitted and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:11 p.m.

  
George Phillips, Acting Chairman

  
Vicki Grinstead, Secretary