

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

PRESENT: George Phillips; Sophia Jones; William Palmer; Tara Ward

ABSENT: Joseph Koskovics, Chairman

OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 6:03 p.m.

OLD BUSINESS

None

NEW BUSINESS

Staff Works Group

37812 Vine St.

(Rep.- Jessica Ruff, Ruff Neon & Lighting)

(1) Illuminated wall sign (face replacement), (3) Non-illuminated; (1) door (2) window signs, (1) Non-illuminated freestanding sign, face replacement

Ms. Ruff of Ruff Neon & Lighting is representing the sign package for Staff Works Group.

Ms. Ruff said they are replacing the face of the current wall sign with Staff Works and will be blue and orange. She said there are window and door graphics. The door will have their hours and logo and on the two windows to the right it will be their logo. The ground sign will be a face replacement only and the letters will be outlined and will look bolder than the other signs but are the same font.

The board members had no questions.

Mr. Phillips moved to accept (1) Illuminated wall sign, face replacement, (3) Non-illuminated signs; (1) door (2) window signs, (1) Non-illuminated freestanding ground sign, face replacement for Staff Works Group, 37812 Vine St., Willoughby, OH 44094 as submitted and Mrs. Jones seconded.

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

Nays: None

Absent: J. Koskovics, Chairman

Motion Carried: Approved

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
February 13, 2023**

MINUTES

Regular Meeting Minutes

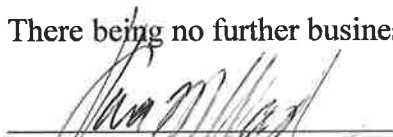
January 9, 2023

Mrs. Jones moved to accept the SRB meeting minutes of January 9, 2023 as submitted, and Mr. Phillips seconded.

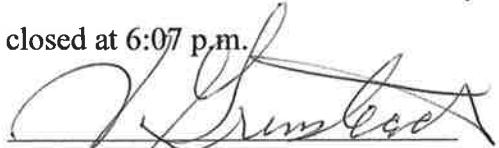
ROLL CALL: Yeas: S. Jones; G. Phillips; T. Ward, Vice Chairperson
 Nays: None
 Absent: J. Koskovics, Chairman
 Abstain: W. Palmer

Motion Carried: Approved

There being no further business the regular meeting closed at 6:07 p.m.



Tara Ward, Vice Chairperson



Vicki Grinstead, Secretary