

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
OCTOBER 26, 2020  
REGULAR MEETING  
MINUTES**

**PRESENT:** Tara Ward; George Phillips; Jim Shannon; John Popelka; Joseph Koskovics, Chairman

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

**Chairman Koskovics called the regular virtual ZOOM meeting to order at 6:00 p.m.**

**OLD BUSINESS**

**Pine Ridge Apartments**

**(4) Illuminated ground signs**

34200 Ridge Rd.

(Rep.- Myles Houska, Brilliant Electric Signs & Derek Clager,  
Pine Ridge Apartments)

Chairman Koskovics said included in the Board's packet is the approval from the Board of Zoning Appeals for the Pine Ridge Apartments ground signs from the October 14, 2020 meeting.

Mr. Phillips moved to untable Pine Ridge Apartments, 34200 Ridge Rd., Willoughby, OH 44094 and Mrs. Ward seconded.

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

**Motion Carried: UNTABLED**

**Pine Ridge Apartments**

**(4) Illuminated ground signs**

34200 Ridge Rd.

(Rep.- Myles, Brilliant Electric Signs & Derek Clager,  
Pine Ridge Apartments)

Mr. Houska of Brilliant Electric Signs and Mr. Clager of Pine Ridge Apartments are representing this application.

Mr. Houska said the Pine Ridge Apartments signs are mirror images of each other and will be facing closest to Ridge Rd. They are internally illuminated with LED lighting. They will be made out of an aluminum panel that has routed out copying graphics and is backed with ¼ in. and ½ in. clear acrylic. The accent lines at the bottom will be halo lit. The wood grain will be a premium printed vinyl graphic.

Chairman Koskovics asked each Board member if they had any concerns. Mrs. Ward said that year round ground cover is required at the base of the sign, on both sides, and will be added in the motion.

Chairman Koskovics asked each Board member if they had any other questions or concerns and there were none.

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
October 26, 2020**

Chairman Koskovics suggested the Board vote on this application as a package.

Mr. Popelka moved to accept the sign package for Pine Ridge Apartments, 34200 Ridge Rd., Willoughby, OH 44094 as submitted with the stipulation that ground cover is added to the base of the sign on both sides and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**NEW BUSINESS**

**Honey Baked Ham**

35101 Euclid Ave.

(Rep.- Cione Belknap, Agile Sign & Lighting)

- (2) Illuminated wall signs,**
- (1) Illuminated freestanding ground sign (face replacement/double sided)**
- (8) Non-illuminated window signs,**
- (2) Non-illuminated door signs**

Ms. Belknap of Agile Sign & Lighting is representing this application for Honey Baked Ham.

Chairman Koskovics suggested the Board vote on this application as a package.

Ms. Belknap said they have two elevations and will be removing the old signs and raceways. They will be cleaning and repairing the walls before the new signage is installed. The ground sign is existing and they are just replacing the face.

Chairman Koskovics asked each Board member if they had any concerns. Mrs. Ward said her only comment was on the "S" and "B" on the WORLD'S BEST HAM are too close and would like to see a little tracking. She said even if they moved the comma over that would help and Ms. Cione agreed.

Chairman Koskovics asked each Board member if they had any other questions or concerns and there were none.

Mrs. Ward moved to accept the sign package for Honey Baked Ham, 35101 Euclid Ave., Willoughby, OH 44094 as submitted, noting that they should review the graphic spacing, for the purpose of aesthetics, on WORLD'S and BEST, the "S" and "B" and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
October 26, 2020**

**Vector Technical**  
4860 Robinhood Dr.  
(Rep.- Kevin Soltzberg, Apex Pinnacle Services)

**(1) Illuminated wall sign**

Mr. Soltzberg of Apex Pinnacle Services is representing this application for Vector Technical.

Mr. Soltzberg they will be removing the previous signage on the front façade above the doorway and replacing it with channel letters. The “Vector Technical” portion will be illuminated, but “your staffing partner” will not be illuminated. The illuminated channel letters are 3/16” white acrylic faces backed with 3M black/white dual color film, and will be 3” deep. They will have black returns with G to G LED lighting. The letter set will be mounted to 2” aluminum rails and will be painted to match the building color. The “your staffing partner” will be 6 ¾” thick, Centra installed ½” off the wall with aluminum studs and spacers painted red.

Chairman Koskovics asked each Board member if they had any concerns. Mr. Popelka said he noticed shadowing on the building from the current sign and asked if it will be cleaned and repaired. Mr. Soltzberg said yes, once the old sign is removed.

Chairman Koskovics asked each Board member if they had any other questions or concerns and there were none.

Mr. Popelka moved to accept the sign package as submitted, with the stipulation that the shadowing from the previous sign be cleaned before the new sign is installed for Vector Technical, 4860 Robinhood Dr., Willoughby, OH 44094 and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**MINUTES**

**Regular Meeting Minutes**

**October 13, 2020**

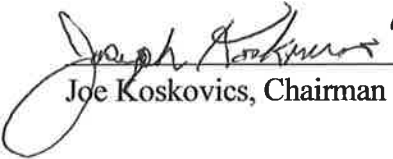
Mr. Shannon moved to accept the minutes of October 13, 2020 as submitted and Mr. Popelka seconded.

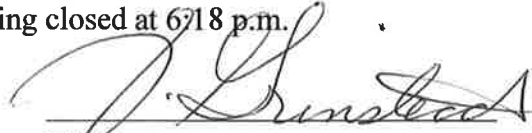
ROLL CALL: Yeas: G. Phillips; J. Popelka; J. Shannon; T. Ward; J. Koskovics, Chairman  
Nays: None  
Absent: None

**Motion Carried: Approved**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
October 26, 2020**

There being no further business the regular meeting closed at 6:18 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary