

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 24, 2022  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**The UPS Store**

5900 SOM Center Rd

(Rep.- Michael Holsman, APEX Pinnacle Services)

**(1) Illuminated wall sign**

Chairman Koskovics said this illuminated wall sign is a replacement and Mr. Holsman stated that is correct. There were no questions from the board members. Chairman Koskovics said if there is any residue left from the previous sign that it be cleaned.

Ms. Ward moved to approve (1) illuminated wall sign for The UPS Store, 5900 SOM Center Rd., Willoughby, OH 44094 as submitted but with the stipulation that any shadowing from previous signage be cleaned and/or repaired and Mr. Shannon seconded.

**ROLL CALL:** Yeas: G. Phillips; J. Shannon; T. Ward; J. Koskovics, Chairman

Nays: None

Absent: None

**Motion Carried: Approved**

**Alexy Metals**

4610 Hamann Parkway

**(2) Illuminated wall signs**

There was no representative present for this meeting. Chairman Koskovics said due to weather conditions this applicant is not present, but the board can choose to vote if there are no questions or concerns, or the board has the option to table this application until the next meeting. Ms. Ward said the only question she had is if there



**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
January 24, 2022**

Ms. Ward moved to nominate Joe Koskovics for Chairman of the Sign Review Board for the year 2022 and Mr. Shannon seconded. There were no other nominations.

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

**Motion Carried:   APPROVED**

Mr. Phillips moved to elect Joe Koskovics for Chairman of the Sign Review Board for the year 2022 and Mr. Shannon seconded.

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

**Motion Carried:   APPROVED**

Chairman Koskovics moved to nominate Tara Ward for Vice Chairperson of the Sign Review Board for the year 2022 and Mr. Shannon seconded. There were no other nominations.

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

**Motion Carried:   APPROVED**

Mr. Phillips moved to elect Tara Ward for Vice Chairperson of the Sign Review Board for the year 2022 and Mr. Shannon seconded.

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

**Motion Carried:   APPROVED**

Ms. Ward moved to nominate Vicki Grinstead for Secretary of the Sign Review Board for the year 2022 and Mr. Phillips seconded. There were no other nominations.

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

**Motion Carried: APPROVED**

Ms. Ward moved to elect Vicki Grinstead for Secretary of the Sign Review Board for the year 2022 and Mr. Shannon seconded.

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

**Motion Carried: APPROVED**

**MINUTES**

**Regular Meeting Minutes**

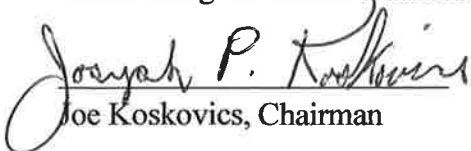
**November 22, 2021**

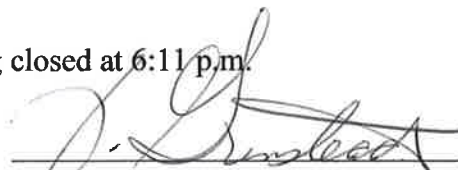
Mr. Phillips moved to accept the meeting minutes of November 22, 2021 as submitted and Mr. Shannon seconded.

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

**Motion Carried: Approved**

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

  
Joe Koskovics, Chairman

  
Vicki Grinstead, Secretary