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

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

**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

(1) Illuminated wall sign

5900 SOM Center Rd

(Rep.- Michael Holsman, APEX Pinnacle Services)

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**

(2) Illuminated wall signs

4610 Hamann Parkway

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

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was an existing sign and if so, the board should stipulate that the building be cleaned and/or repaired if needed. The board had no other questions or concerns.

Mr. Shannon moved to approve (2) illuminated wall signs for Alexy Metals, 4610 Hamann Parkway, Willoughby, OH 44094 as submitted but with the stipulation that any shadowing from previous signage be cleaned and/or repaired and Mr. Phillips seconded.

**ROLL CALL:** 

Yeas:

J. Shannon; T. Ward; G. Phillips; J. Koskovics, Chairman

Nays: None Absent: None

**Motion Carried:** 

**Approved** 

Marathon/Rebel

4189 S.R. 306

(2) Illuminated walls signs (A&F),

(4) Non-illuminated wall signs (B,C, D

& E)

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. Chairman Koskovics suggested the board vote on this application as a package and suggested adding the stipulation regarding cleaning and repairing the building of any previous signage.

Mr. Phillips moved to approve (2) illuminated wall signs (A&F), and (4) non-illuminated wall signs (B,C, D & E) as submitted but with the stipulation that any shadowing from previous signage be cleaned and/or repaired for Marathon/Rebel, 4189 S.R. 306, Willoughby, OH 44094 and Ms. Ward seconded.

**ROLL CALL:** 

Yeas:

T. Ward; G. Phillips; J. Shannon; J. Koskovics, Chairman

Nays:

None

Absent: None

**Motion Carried:** 

**Approved** 

Sign Review Board

Election - 2022

Chairman

Vice Chairman

Secretary

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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

Navs:

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

oe Koskovics, Chairman

Vicki Grinstead, Secretary