

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

**PRESENT:** Jim Shannon; George Phillips; Tara Ward, Vice Chairperson

**ABSENT:** Joseph Koskovics, Chairman

**OTHERS:** Vicki Grinstead, Secretary

The meeting was briefly delayed. Vice Chairperson Ward called the regular in-person meeting to order at 6:15 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Andrews Ridge**

Johnnycake Ridge Rd.

(Rep.- George Davis, Probuilt Homes)

**(1) Non-illuminated freestanding residential development sign**

Mr. Davis of Probuilt Homes is representing the sign package for Andrews Ridge.

Vice Chairperson Ward said this application is for (1) non-illuminated freestanding residential development sign.

Mr. Davis said this is an entry sign for a new subdivision off Johnnycake Ridge Road. He said there was some concern when they were designing the subdivision regarding sight lines. They submitted an 11x17 rendering that shows there are sufficient sight lines. This was also reviewed and approved by the city engineer.

Vice Chairperson Ward said it looks like there is sufficient ground around at the base of the sign. Mr. Davis said yes, part of the landscape approval does also require it.

Mr. Phillips moved to accept (1) non-illuminated freestanding residential development sign for Andrews Ridge, Johnnycake Ridge Rd., Willoughby, OH 44094 as submitted and Mr. Shannon seconded.

**ROLL CALL:** Yeas: G. Phillips; J. Shannon; T. Ward, Vice Chairperson

Nays: None

Absent: J. Koskovics, Chairman

**Motion Carried: Approved**

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**The Bar Athletics**  
38845 Mentor Ave.  
(Rep.- Kyle Hlebak)

**(1) Non-illuminated wall sign**

Mr. Hlebak, Owner is representing the non-illuminated wall sign for The Bar Athletics.

Vice Chairperson Ward said this application is for (1) non-illuminated wall sign.

Mr. Hlebak said they moved from their location off Euclid Ave. to their new location on Mentor Avenue in the former Porsche/Audi dealership and are relocating the wall sign.

The board has no questions.

Mr. Shannon moved to accept (1) non-illuminated wall sign for The Bar Athletics, 38845 Mentor Ave., Willoughby, OH 44094 as submitted and Mr. Phillips seconded.

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

**Motion Carried:    Approved**

**Volunteers of America**  
35101 Euclid Ave.  
(Rep.- Gabriel Bartlett, Advanced Sign & Installation)

**(1) Illuminated wall sign  
(1) Illuminated freestanding sign,  
with face replacements**

Mr. Bartlett of Advanced Sign & Installation is representing the sign package for Volunteers of America.

Vice Chairperson Ward said this application is for (1) illuminated wall sign and (1) illuminated freestanding sign with face replacements and suggested the board vote on this application as a package.

Mr. Bartlett said these are channel letters on the building and the freestanding sign are double sided face replacements. Vice Chairperson Ward asked if there was previous signage on the building. Mr. Bartlett said there was, but they removed them, and the owner of the building had the building power washed. She said if any patching or repairs need to be done, it should be done prior to the installation of the new sign.



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Vice Chairperson Ward said this application is for (1) illuminated freestanding sign with face replacements.

Mr. Phillips said this sign was existing when he moved his business to this location. They have already installed their panels because they were not aware they needed to come before the board and apologized. Vice Chairperson Ward said if there are any more changes in the future, please follow the proper procedures required by the city.

Ms. Ward said there should be year-round ground cover at the base of the sign, and she knows he is just a tenant, but would appreciate it if he could notify the owner regarding this requirement. Mr. Phillips said the building is under new ownership and he will see what he can do.

Mr. Phillips moved to accept (1) illuminated freestanding sign with face replacements for Dynamic Roofing, 2182 Lost Nation Rd., Willoughby, OH 44094 as submitted and Mr. Shannon seconded.

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

**Motion Carried:    Approved**

**MINUTES**

**Regular Meeting Minutes**

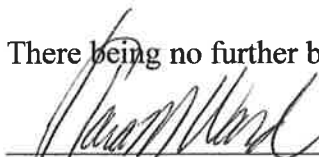
**September 26, 2022**

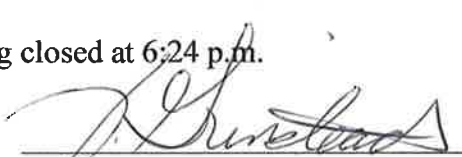
Mr. Shannon moved to accept the SRB meeting minutes of September 26, 2022 as submitted, and Mr. Phillips seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:24 p.m.

  
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Tara Ward, Vice Chairperson

  
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Vicki Grinstead, Secretary