

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
APRIL 26, 2021
REGULAR MEETING
MINUTES**

PRESENT: Jim Shannon; J. Popelka; George Phillips; Joseph Koskovics, Chairman

ABSENT: Tara Ward

OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular virtual ZOOM meeting to order at 6:01p.m.

OLD BUSINESS

None

Chairman Koskovics said he will change the order of the agenda since the applicant for Bank of America was not yet present for the meeting.

NEW BUSINESS

P & Bee Thai & Pizza
1066 Lost Nation Rd.
(Rep.-Robert Cook, Owner)

**(1) Illuminated projecting sign,
face replacement only**

Mr. Cook, Owner is representing the sign application for P & Bee Thai & Pizza.

Mr. Cook said the sign was a pre-existing sign that was utilized by the previous pizza shop. They would like to replace it with their new design so passersby will know about their business.

There were no questions from the Board members.

Mr. Popelka moved to accept the sign application as submitted for P & Bee Thai & Pizza, 1066 Lost Nation Rd., Willoughby, OH 44094 and Mr. Shannon seconded.

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

Motion Carried: Approved

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
April 26, 2021**

MINUTES

Regular Meeting Minutes

April 12, 2021

Mr. Shannon moved to accept the meeting minutes of April 12, 2021 as submitted and Mr. Phillips seconded.

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

Motion Carried: Approved

Chairman Koskovics suspended the meeting at 6:07 p.m. while Mrs. Grinstead called the applicant for Bank of America. The meeting resumed at 6:09 p.m.

NEW BUSINESS

Bank of America
36191 Euclid Ave.
(Rep.- Mr. Richard Mesina, Construction Mgr.)

**(3) Illuminated wall signs,
north, south & east elevations,
(2) Non-illuminated freestanding
directional signs, (3) Non-illuminated
instructional wall signs**

Mr. Mesina, Construction Manager/Owners Rep. is representing the sign application for Bank of America.

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

Mr. Mesina said the bank is on an end cap of a retail strip building. They are proposing to install (3) illuminated wall signs, one on the front façade at the main entry. He said the letters are directly mounted to the façade, so there is no raceway. The second sign is on the side elevation and the third sign is on the rear of the building, facing Euclid Ave. He said they also have vinyl door signs on the entrance as well as some directional/way finding signs in the parking lot.

Chairman Koskovics went over each sign and asked each Board member if they had any questions and there were none. He did specify that if there was any shadowing/staining on the building from previous signage it would need to be cleaned/repared prior to the new signs being installed, and these stipulations will be added to the motion.

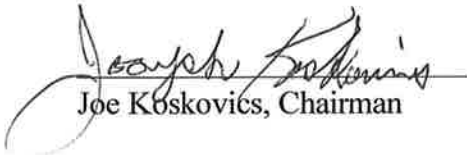
**Sign Review Board
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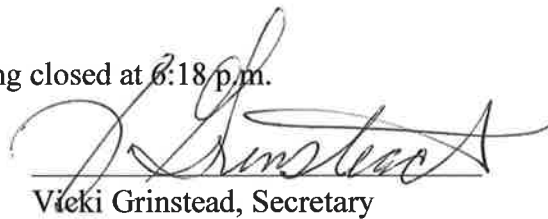
Mr. Popelka moved to accept the sign package as submitted for Bank of America, 36191 Euclid Ave., Willoughby, OH 44094 with the stipulation that any shadowing/repairs needed from previous signage on the exterior of the building are done prior to installation of the new signage and Mr. Shannon seconded.

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

Motion Carried: Approved

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


Joe Koskovics, Chairman


Vicki Grinstead, Secretary