

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
AUGUST 23, 2021  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** Joseph Koskovics, Chairman

**OTHERS:** Vicki Grinstead, Secretary

Vice Chairman Ward called the regular in-person meeting to order at 5:57 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**The Hamlets (formerly Two Town Creek)**

1317 Lost Nation Rd.

(Rep.- Claudine Champegny & Ed Zirzow, RHM Real Estate Group)

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

Ms. Champegny and Mr. Zirzow are representing the sign application for The Hamlets (formerly Two Town Creek).

Mr. Zirzow explained that these complexes have two separate names, and they would like them to have the same name. He said the entrances are split by Fox Run and they want to identify them as one complex. The current signs are facing west and perpendicular to the road, so they are turning them north and south, facing the road. He said the size difference is because they have an office at this location, and this is where the larger sign is located. The signs are double-sided and non-illuminated.

Vice Chairperson Ward said the board will require year-round ground cover around the base of both ground signs and it will be added to the motion. Mr. Zirzow said they will landscape around it to complement their current landscaping.

Mr. Shannon moved to accept the sign application for (1) non-illuminated ground sign for The Hamlets (formerly Two Town Creek), 1317 Lost Nation Rd., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover is installed at the base of the ground sign and Mr. Phillips seconded.

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

Nays: None

Absent: J. Koskovics, Chairman

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
August 23, 2021**

**Motion Carried:     Approved**

**The Hamlets**  
1331 Lost Nation Rd.  
(Rep.- Claudine Champegny, RHM Real Estate Group)

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

Ms. Champegny and Mr. Zirzow are representing the sign application for The Hamlets.

Vice Chairperson Ward said this is the same as the previous sign expect the smaller of the two and Mr. Zirzow said that was correct.

Mr. Zirzow said they will be adding the addresses on both signs, so they are clearly marked for emergency services. They will compliment the building with the same colors, so they coordinate. Vice Chairperson Ward asked how this will affect the signs presented as far as the layout. Mr. Zirzow said the address numbers will vinyl at the bottom of the signs. Mr. Zirzow said the fire department recommended adding the address numbers.

Mr. Phillips moved to accept the sign application for (1) non-illuminated ground sign for The Hamlets, 1331 Lost Nation Rd., Willoughby, OH 44094 as amended with the addition of the address numbers below the sign, and Mr. Shannon seconded.

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

**Motion Carried:     Approved**

Vice Chairperson Ward asked Mr. Zirzow to send Mrs. Grinstead a new rendering with the address numbers added to the signs and he agreed. She also had the board amend the first motion to include the address numbers.

**The Hamlets (formerly Two Town Creek)**  
1317 Lost Nation Rd.  
(Rep.- Claudine Champegny & Ed Zirzow, RHM Real Estate Group)

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

Mr. Shannon moved to accept the sign application for (1) non-illuminated ground sign for The Hamlets (formerly Two Town Creek), 1317 Lost Nation Rd., Willoughby, OH 44094 as amended with the addition of the address numbers below the sign, but with the stipulation that year-round ground cover is installed at the base of the ground sign and Mr. Phillips seconded.

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

**Motion Carried:   Approved**

**MINUTES**

**Regular Meeting Minutes**

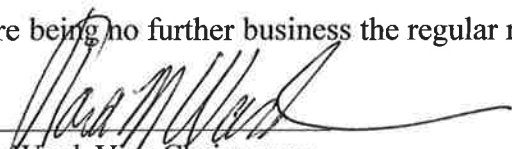
**July 26, 2021**

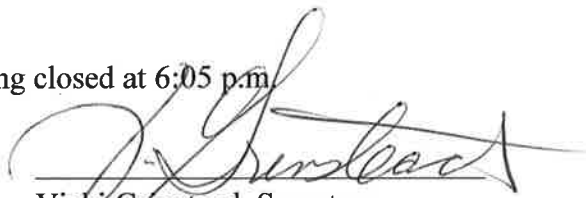
Mr. Phillips moved to accept the meeting minutes of July 26, 2021 as submitted and Mr. Shannon seconded.

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

**Motion Carried:   Approved**

There being no further business the regular meeting closed at 6:05 p.m.

  
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Tara Ward, Vice Chairperson

  
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Vicki Grinstead, Secretary