

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
AUGUST 26, 2024
REGULAR MEETING
MINUTES**

PRESENT: Sophia Jones; William Palmer; 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. He moved Old Business to the end of the meeting to allow Mr. Palmer time.

NEW BUSINESS

Mr. Palmer arrived late to meeting.

Legacy

37603 Euclid Ave.

(Rep.-Matt Park, Gardner Signs, Inc.)

**Non-illuminated ground sign,
face replacement, already installed**

Mr. Park of Gardner Signs, Inc., agent for Legacy, 37603 Euclid Ave., Willoughby, OH 44094 is unable to attend the meeting for (1) non-illuminated ground sign with face replacement. Chairman Koskovics said the board could approve this sign without the applicant being present. There were no questions from the board members.

Ms. Ward moved to accept (1) non-illuminated ground sign with face replacement for Legacy, 37603 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that the existing ground cover remain or is updated/replaced and Mrs. Jones seconded.

ROLL CALL: Yeas: S. Jones; T. Ward; Koskovics, Chairman
 Nays: None
 Absent: W. Palmer

Motion Carried: Approved

Fifth Third Bank

5831 SOM Center Rd.

(Rep.- Jack Maxwell, Brilliant Electric Sign Co.)

**(2) Illuminated wall signs for the
west & south elevations**

Mr. Maxwell of Brilliant Electric Sign Co., 4811 Van Apps Rd., Cleveland, OH 44131, agent for Fifth Third Bank is representing the application for (2) illuminated wall signs for the west and south elevations.

Mr. Maxwell said Fifth Third Bank is doing a rebranding for their branches throughout the United States. They are doing face replacements on different cabinets with a minor design change. They are removing the “wings”

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from the logo on the cabinets. Chairman Koskovics noted that the motion will have a stipulation that any repairs or cleaning/shadowing from previous signage shall be completed before the new signage is installed.

Mr. Maxwell said the text that is underneath the shield that says "Fifth Third Bank" is being removed and the new text will say "Fifth Third" so it will be a bit more pronounced. The cabinet will be the same but the face will be replaced.

Ms. Ward asked if they would be using the existing raceway and Mr. Maxwell said yes (current signage renderings in record 8-26-24). There were no other questions from the board members.

Ms. Ward moved to accept (2) illuminated wall signs for the west and south elevations for Fifth Third Bank, 5831 SOM Center Rd., Willoughby, OH 44094 as submitted with the stipulation that any shadowing from prior signage be cleaned or repaired and Mrs. Jones seconded.

ROLL CALL: Yeas: T. Ward; S. Jones; Koskovics, Chairman
 Nays: None
 Absent: W. Palmer

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

June 10, 2024

Ms. Ward moved to accept the Sign Review Board meeting minutes of June 10, 2024 as submitted and Mrs. Jones seconded.

ROLL CALL: Yeas: S. Jones; T. Ward; Koskovics, Chairman
 Nays: None
 Absent: W. Palmer

Motion Carried: Approved

Chairman Koskovics suspended the meeting at 6:07 p.m. to allow Mr. Palmer time to arrive. The meeting was back in session at 6:19 when Mr. Palmer arrived.

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OLD BUSINESS

Ms. Ward moved to untable the Sign Review Board Elections for 2024 and Mr. Palmer seconded.

ROLL CALL: Yeas: T. Ward; S. Jones; W. Palmer; Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: UNTABLED

Sign Review Board

**Election – 2024
Chairman
Vice Chairman
Secretary**

Ms. Ward moved to nominate Joe Koskovics for Chairman of the Sign Review Board for the year 2024 and Mr. Palmer seconded. There were no other nominations.

ROLL CALL: Yeas: S. Jones; W. Palmer; T. Ward; Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: APPROVED

Ms. Ward moved to elect Joe Koskovics for Chairman of the Sign Review Board for the year 2024 and Mr. Palmer seconded.

ROLL CALL: Yeas: W. Palmer; T. Ward; S. Jones; Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: APPROVED

Ms. Ward moved to nominate Will Palmer for Vice Chairperson of the Sign Review Board for the year 2024 and Mrs. Jones seconded. There were no other nominations.

ROLL CALL: Yeas: T. Ward; S. Jones; W. Palmer; Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: APPROVED

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Ms. Ward moved to elect Will Palmer for Vice Chairperson of the Sign Review Board for the year 2024 and Mrs. Jones seconded.

ROLL CALL: Yeas: S. Jones; W. Palmer; T. Ward; 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 2024 and Mr. Palmer seconded. There were no other nominations.

ROLL CALL: Yeas: W. Palmer; T. Ward; S. Jones; Koskovics, Chairman
 Nays: None
 Absent: None

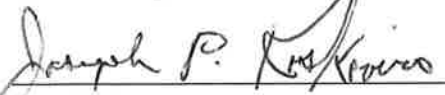
Motion Carried: APPROVED

Ms. Ward moved to elect Vicki Grinstead for Secretary of the Sign Review Board for the year 2024 and Mrs. Jones seconded.

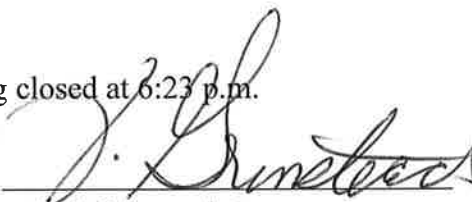
ROLL CALL: Yeas: T. Ward; S. Jones; W. Palmer; Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: APPROVED

There being no further business the regular meeting closed at 6:23 p.m.



Joe Koskovics, Chairman



Vicki Grinstead, Secretary