

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
SEPTEMBER 25, 2023  
REGULAR MEETING  
MINUTES**

**PRESENT:** Sophia Jones; William Palmer; Tara Ward; Joseph Koskovics, Chairman

**ABSENT:** George Phillips

**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:59 p.m.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Jojo's Ice Cream**

38700 Lakeshore Blvd.

(Rep.- Jessica Ruff, Ruff Neon & Lighting)

**(1) Illuminated ground sign,**

**(1) Illuminated wall sign**

Ms. Ruff of Ruff Neon & Light is representing the sign package for Jojo's Ice Cream.

Chairman Koskovics said they will place in the motion year-round ground cover is required for the ground sign and Ms. Ruff agreed. There were no questions from the board on this application.

Ms. Ward moved to accept (1) illuminated ground sign with the stipulation that year-round ground cover is installed at the base of the sign and (1) illuminated wall sign for Jojo's Ice Cream, 38700 Lakeshore Blvd., Willoughby, OH 44094 and Mr. Palmer seconded.

**ROLL CALL:** Yeas: S. Jones; W. Palmer; T. Ward; J. Koskovics, Chairman

Nays: None

Absent: G. Phillips

**Motion Carried: Approved**

**Circle K**

37032 Vine St.

(Rep.- Chrissy Rios, Corporate ID Solutions)

**(7) Non-illuminated directional or instructional signs, (1) Illuminated pole sign w/face replacement**

Ms. Rios of Corporate ID Solutions is representing the sign package for Circle K.

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Ms. Rios said the pole sign is existing and they are only replacing the face.

Chairman Koskovics suggested the board vote on this application as a package and went over each sign and there were no questions from the board.

Mr. Palmer moved to accept (7) non-illuminated directional or instructional signs with the stipulation that any shadowing or repairs needed for the wall signs be done before the new signage is installed and (1) illuminated pole sign with face replacement as submitted for Circle K, 37032 Vine St., Willoughby, OH 44094 and Ms. Ward seconded.

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

**Motion Carried:    Approved**

**Charlie's Cheesesteaks/Wings**  
36001 Euclid Ave./Unit #6  
(Rep.- Dennis Michael, Midwest Sign Center)

**(1) Illuminated wall sign,  
(1) Illuminated multi-tenant ground sign  
face only, (2) illuminated instructional signs**

Mr. Michael of Midwest Sign Center is representing the sign package for Charlie's Cheesesteaks/Wings.

Chairman Koskovics said the board does not have a picture of the digital menu board itself but just the physical cabinetry and design for the component. It will be based on corporate signage. He suggested the board vote on the application as a package and went over each sign for the newly constructed building. The side sign is not in compliance and must go before the Board of Zoning Appeals and is not before the board this evening.

Mr. Palmer moved to accept (1) illuminated wall sign, (1) illuminated multi-tenant ground sign with a new face and (2) illuminated instructional signs for Charlie's Cheesesteaks/Wings, 36001 Euclid Ave./Unit #6, Willoughby, OH 44094 and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

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**Paulo**

4399 Hamann Industrial Pkwy.  
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

**(1) Non-illuminated wall sign (bldg. 3)**

Ms. Kazandziev of Agile Sign & Lighting is representing the sign package for Paulo.

Chairman Koskovics said this is a non-illuminated wall sign for Bldg. 3 and there were no questions from the board members.

Ms. Ward moved to accept (1) non-illuminated wall sign (bldg. 3) for Paulo, 4399 Hamann Industrial Pkwy., Willoughby, OH 44094 as submitted and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**Paulo**

4428 Hamann Industrial Pkwy.  
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

**(1) Non-illuminated freestanding sign,  
(1) Illuminated freestanding sign, (1) Non-illuminated wall sign**

Ms. Kazandziev of Agile Sign & Lighting is representing the sign package for Paulo.

Chairman Koskovics said the non-illuminated freestanding sign is a directional sign and therefore does not require year-round ground cover. The illuminated freestanding sign will require year-round ground cover. This is a new cabinet and cover on an existing base; it is actually and build up and Ms. Kazandziev said yes. The wall sign is non-illuminated reversible channel lettering.

Ms. Ward moved to accept (1) non-illuminated freestanding sign, (1) illuminated freestanding sign with the stipulation that year-round ground cover is installed at the base of the sign and (1) non-illuminated wall sign for Paulo, 4428 Hamann Industrial Pkwy., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

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**Paulo**

**(1) Non-illuminated wall sign (Bldg. 2)**

4410 Hamann Industrial Pkwy.  
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

Ms. Kazandziev of Agile Sign & Lighting is representing the sign package for Paulo.

Chairman Koskovics said this sign is similar in style to the non-illuminated Bldg. 3 sign previously approved in this submittal. There were no questions from the board.

Ms. Ward moved to accept (1) non-illuminated wall sign (bldg. 2) for Paulo, 4410 Hamann Industrial Pkwy., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**Paulo**

**(1) Non-illuminated wall sign (Bldg. 4)**

4460 Hamann Industrial Pkwy.  
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

Ms. Kazandziev of Agile Sign & Lighting is representing the sign package for Paulo.

Chairman Koskovics said this is for (1) non-illuminated wall sign for Bldg. 4 and is similar in style to the other non-illuminated building signs previously approved. There were no questions from the board.

Ms. Ward moved to accept (1) non-illuminated wall sign (bldg. 4) for Paulo, 4460 Hamann Industrial Pkwy., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

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**Paulo**  
4500 Hamann Industrial Pkwy.  
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

**(2) Non-illuminated wall signs (Bldg. 5 & Paulo)**

Ms. Kazandziev of Agile Sign & Lighting is representing the sign package for Paulo.

Chairman Koskovics said there are two non-illuminated wall signs; one for Bldg. 5 which is similar to the other building identifiers and one for "Paulo" with the logo. Ms. Ward asked if there was any previous signage and Ms. Kazandziev said she did not believe so. There were no additional questions from the board.

Ms. Ward moved to accept (2) non-illuminated wall signs (bldg. 5 & Paulo) as submitted but with the stipulation that if there is any shadowing or repairs needed, they are done before the new signage is installed for Paulo, 4500 Hamann Industrial Pkwy., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**MINUTES**

**Regular Meeting Minutes**

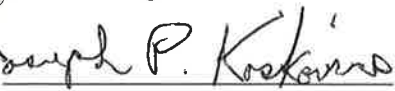
**August 14, 2023  
August 28, 2023-Canceled  
September 11, 2023-Canceled**


Ms. Ward moved to accept the SRB meeting minutes of August 14, 2023 as submitted and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:28 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary