

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
MAY 16, 2024
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 5:56 p.m.

OLD BUSINESS

This item remains tabled until a full board is present

Sign Review Board

Election – 2024

Chairman

Vice Chairman

Secretary

NEW BUSINESS

VFW Post 1500

38295 Pelton Rd.

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

**(1) Illuminated freestanding
ground sign (BZA approved
sign location 4-10-24)**

Ms. Ruff of Ruff Neon & Lighting is representing the (1) illuminated freestanding ground sign for VFW Post 1500.

Ms. Ruff said they are proposing to remove the existing sign and replace it with a message center and topper. The topper will be internally illuminated with LEDs and is 24” x 75”. The EMC is 41” x 72” and will be mounted on a brick base.

Chairman Koskovics noted for record that this sign was approved by the Board of Zoning Appeals (BZA) for its location on April 10, 2024.

Ms. Ward moved to accept (1) illuminated freestanding ground sign for VFW Post 1500, 38295 Pelton Rd., Willoughby, OH 44094 as submitted with the stipulation that year-round ground cover be installed at the base of the sign and Mr. Palmer seconded.

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

Nays: None

Absent: G. Phillips

Motion Carried: Approved

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Willoughby Smoke Shop

(1) Illuminated wall sign

35101 Euclid Ave.
(Rep.- Shadi Almikbad, Neon Signs)

Mr. Almikbad of Neon Sign is representing the (1) illuminated wall sign for Willoughby Smoke Shop.

Mr. Almikbad said they are proposing to install an LED channel letter sign mounted to the front façade. The word “Willoughby” will have a white face and “Smoke Shop” will have a red face. The sign will be mounted on a 1”x1” raceway painted to match the building. Ms. Ward asked if there is currently a sign on the building and Mr. Almikbad said there is not.

Mr. Palmer moved to accept (1) illuminated wall sign for Willoughby Smoke Shop, 35101 Euclid Ave., Willoughby, OH 44094 as submitted and Mrs. Jones seconded.

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

Motion Carried: Approved

Vape District

(1) Illuminated wall sign

36301 Euclid Ave.
(Rep.- Mohamed Dawud, Owner)

Mr. Dawud, Owner is representing the (1) illuminated wall sign for Vape District.

Chairman Koskovics asked if there is any sign up in that location and Mr. Dawud said this sign is already installed. Chairman Koskovics said for record, you must come before this board for approval before installing any signage on your building in the future. Mr. Dawud said the installer said he already took care of everything but that was not the case.

Ms. Ward said the application says it is a freestanding sign and they should correct that to wall and will be noted in the motion.

Ms. Ward moved to accept (1) illuminated wall sign for Vape District, 36301 Euclid Ave., Willoughby, OH 44094 as submitted with the correction on the application that this is a wall sign not a freestanding sign and Mr. Palmer seconded.

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

Motion Carried: Approved

Ericson
4323 Hamann Pkwy.
(Rep.- Justin Dodson, Signs 330)

**(1) Illuminated freestanding ground
sign, (1) illuminated wall sign**

Mr. Dodson of Signs 330 is representing the (1) illuminated freestanding ground sign and (1) illuminated wall sign for Ericson.

Chairman Koskovics suggested the board vote on this as a package. He said they will start with the ground sign and asked if there is currently a sign in this location. Mr. Dodson said yes but this will replace the existing sign with a new structure but in the same location. Chairman Koskovics said this will require year-round ground cover which will be placed in the motion. Ms. Ward asked if the background is white or gray. Mr. Dodson said it is a painted aluminum cabinet and the face of the sign will be gray (noted on the rendering "B").

Chairman Koskovics said they will address the wall sign. Ms. Ward asked if the background on this sign is white and Mr. Dodson said yes.

Mr. Palmer moved to accept (1) illuminated freestanding ground sign with the stipulation that year-round ground cover be installed at the base of the sign and (1) illuminated wall sign with the stipulation that any shadowing or repair needed be completed before the installation of the new signage for Ericson, 4323 Hamann Pkwy., Willoughby, OH 44094 as submitted and Ms. Ward seconded.

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

Motion Carried: Approved

STG Logistics
4375 Glenbrook Rd.
(Rep.-Kim Hoffman, Fast Signs)

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

Ms. Hoffman of Fast Signs is representing the (1) non-illuminated freestanding ground sign for STG Logistics.

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Chairman Koskovics this a non-illuminated freestanding ground sign which will require year-round ground cover. Ms. Ward asked if it was single or double sided and Ms. Hoffman said single sided.

Ms. Ward moved to accept (1) non-illuminated freestanding ground sign with the stipulation that year-round ground cover be installed at the base of the sign for STG Logistics, 4375 Glenbrook Rd., Willoughby, OH 44094 as submitted and Mrs. Jones seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

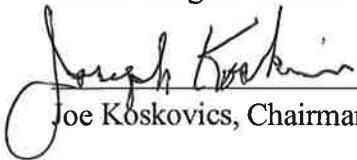
March 25, 2024

Ms. Ward moved to accept the Sign Review Board meeting minutes of March 25, 2024 as submitted and Mr. Palmer seconded.

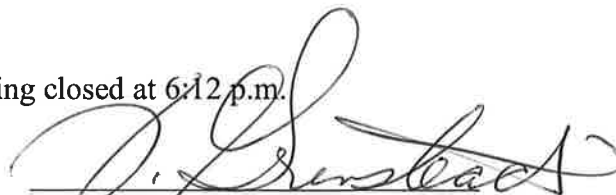
ROLL CALL: Yeas: T. Ward; S. Jones; W. Palmer; Koskovics, Chairman
 Nays: None
 Absent: G. Phillips

Motion Carried: Approved

There being no further business the regular meeting closed at 6:12 p.m.



Joe Koskovics, Chairman



Vicki Grinstead, Secretary