

**MINUTES**  
**Planning and Zoning Commission & Architectural Board of Review**  
**City of Willoughby Hills, Ohio**

**August 2, 2012**

**CALL TO ORDER:** 7:00 pm

**PRESENT:** Chairman Charlotte Schryer, Vice Chairman John Lillich, Council Representative Nancy Fellows, Mayor Robert Weger, and Madeleine Smith

**ABSENT:** John Davis and James Michalski

**ALSO PRESENT:** BZA Representative Frank Cihula and Clerk Katherine Lloyd

John Davis called. He could not attend tonight.  
Council Representative Nancy Fellows is here tonight for Council Representative David Fiebig  
Building Commissioner Fred Wyss and City Architect William Gallagher were excused because there are no houses or buildings on the Agenda.

**MOTION:** John Lillich moved to excuse James Michalski and John Davis  
Seconded by Madeleine Smith  
Roll call: Ayes Unanimous  
**Motion Passes**

**Disposition of Minutes** Meeting of July 19, 2012  
The word 'basement' was corrected to 'basin' on page 2 under the City Engineer's Comments.

**MOTION:** John Lillich moved to approve the minutes of the July 19, 2012 as corrected.  
Seconded by Madeleine Smith  
Roll call: Ayes **4 Ayes and 1 Abstention (Fellows)**  
**Motion Passes**

**ARCHITECTURAL BOARD OF REVIEW**

Public Portion opened 7:03 P.M.

None

Public portion closed 7:03 P.M.

1. Aaron Mercsak

Contractor: Ruff Neon

**2824 Bishop Rd. – Sign – PPN: 31-A-008-0-00-012-0**

Plans stamped received by Building Department 7-25-12

Plans stamped reviewed by Building Department 7-30-12

**Present: Jessica Ruff with Ruff Neon**

**Owner/Representative Comments**

- We plan to install internally illuminated remote neon channel letters above the store.

- They will read “Lake County Gold and Coin”.
- The sign will be cohesive with the other signs in the stores in the shopping row.
- Samples of the red, yellow and green colors were shown. They will all have black caps.

**Board Comments**

(Lillich) Are we also discussing the monument sign out front? *The landlord takes care of that. Addition of the business is shown on page 4.* Three businesses are still listed on the monument sign that are no longer tenants. The sign needs to be updated.

(Schryer) The Building Commissioner can ask the landlord to update the monument sign. On the 4<sup>th</sup> page, placement of this tenant would be on the bottom. They would not need to be on the bottom if the former tenants were removed. *I will pass the suggestion along.*

(Weger) This business is going in where H&R block was? *Yes, right on the corner.*

(Lillich) The colors are in keeping with signs on the other businesses.

(Schryer) I like the backing. It makes it stand out and it balances out the AT&T sign on the other end.

**MOTION:** John Lillich moved to approve the sign at 2824 Bishop Rd. as submitted.  
Seconded by Mayor Weger  
Roll call: Ayes Unanimous  
**Motion Passes**

**PLANNING COMMISSION**

**Public Portion opened at 7:09 P.M.**

None

**Public portion closed at 7:09 P.M.**

No Pending Business

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**MAYOR'S REPORT**

First steel went up on the Maple Valley bridge. New signs went up about a week ago.

**COUNCIL REPRESENTATIVE'S REPORT**

None

**BUILDING COMMISSIONER'S REPORT**

None

**CHAIRMAN'S REPORT**

None

**MEMBER'S REPORT:**

None

**MOTION:** John Lillich moved to adjourn.  
Seconded by Madeleine Smith  
**Voice Vote: Ayes Unanimous**  
**Motion Passes**

**Adjourned at 7:11 pm.**

Katherine Lloyd  
Clerk

Charlotte Schuyler  
Chairman  
8-16-2012  
Date