SIGN REVIEW BOARD
CITY OF WILLOUGHBY
NOVEMBER 9, 2026
REGULAR MEETING
MINUTES

PRESENT: Kate Minton; Josephine Begin; Tara Ward; Joseph Koskovics, Chairman
ABSENT: Nick Brown
OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:56 p.m.

OLD BUSINESS

None

NEW BUSINESS

All Lift Service Co.
4607 Hamann Pkwy.
(Rep.- Michael Cave, Ruff Neon & Lighting)

(1) Illuminated freestanding ground sign

Mr. Cave of Ruff Neon & Lighting is representing (1) illuminated ground sign for All Lift Service Co. Mr. Cave said there was an error on the application and the sign is an internally lit cabinet and this is just a face replacement.

Chairman Koskovics reiterated that this sign is illuminated inside the existing frame and is a face replacement only. He then complemented the applicant on the submittal. He noted for the motion that this sign will require year-round ground cover to be installed and maintained at the base of the sign.

There were no questions from the board members.

Ms. Ward moved to approve (1) illuminated ground sign for All Lift Service Co., 4607 Hamann Pkwy., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover be installed and maintained around the base of the ground sign and Ms. Minton seconded.

ROLL CALL: Yeas: J. Begin; K. Minton; T. Ward; J. Koskovics, Chairman
Nays: None
Absent: N. Brown

Motion Carried: Approved

Mr. Cave noted the applicant does have a bush at the base of the sign but it looks like it is deteriorating and will let them know that year-round ground cover is a requirement.

MINUTES

Regular Meeting Minutes **October 26, 2026**

Ms. Begin moved to accept the Sign Review Board meeting minutes of October 26, 2026 as submitted and Ms. Minton seconded.

ROLL CALL: Yeas: K. Minton; J. Begin; J. Koskovics, Chairman
Nays: None
Absent: N. Brown
Abstain: T. Ward

Motion Carried: Approved

There being no further business the regular meeting closed at 6:00 p.m.

Joe Koskovics, Chairman

Vicki Grinstead, Secretary