

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
DECEMBER 8, 2025  
REGULAR MEETING  
MINUTES**

**PRESENT:** Tara Ward; Josephine Begin; Joseph Koskovics, Chairman

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:58 p.m.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Meadowlands Veterinary Center**

34601 Ridge Rd.

(Rep.- Kathy Clarke, Ace Lighting)

**(1) Illuminated wall sign**

Ms. Clarke of Ace Lighting is representing the signage for Meadowlands Veterinary Center.

Chairman Koskovics noted all items for this application. He inquired whether any prior signage or related damage was present on the building. Ms. Clarke stated she was unaware of any issues, noting that a site survey has not yet been conducted. She noted that the surface is typically painted prior to sign installation. The sign will be mounted on a raceway, which will conceal any existing damage.

Chairman Koskovics emphasized that any motion brought forward should require the building be repaired, cleaned, and painted prior to the installation of the new signage.

Ms. Begin requested clarification on the LED lighting. Ms. Clarke explained that the sign consists of LED-illuminated channel letters with black perforated vinyl; the letters appear black during the day and glow white at night, including the paw prints.

Ms. Begin moved to accept (1) illuminated wall sign for Meadowlands Veterinary Center, 34601 Ridge Rd., Willoughby, OH 44094 as submitted with the stipulation that the building be repaired, cleaned, and painted prior to the installation of the new signage and Ms. Ward seconded.

**ROLL CALL:**      Yeas: J. Begin; T. Ward; J. Koskovics, Chairman  
                         Nays: None  
                         Absent: None

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
December 8, 2025**

**Motion Carried: Approved**

**MINUTES**

**Regular Meeting Minutes**

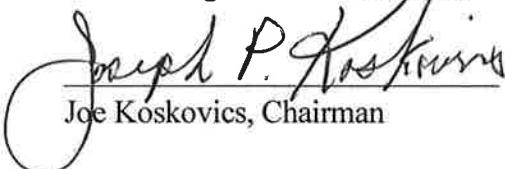
**November 24, 2025**

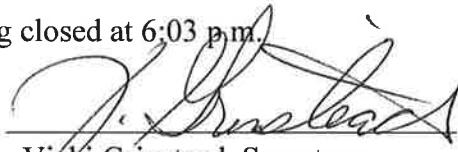
Ms. Begin moved to accept the Sign Review Board meeting minutes of November 24, 2025 as submitted and Ms. Ward seconded.

**ROLL CALL:**      Yeas: T. Ward; J. Begin; J. Koskovics, Chairman  
                         Nays: None  
                         Absent: None

**Motion Carried: Approved**

There being no further business the regular meeting closed at 6:03 p.m.

  
Joe Koskovics, Chairman

  
Vicki Grinstead, Secretary