

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
FEBRUARY 10, 2025  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** William Palmer

**OTHERS:** Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 6:00 p.m.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Chagrin River Walk III**

38501 Mentor Ave.

(Rep.- Emily Herendeen, Marous Development Group)

**(1) Illuminated wall sign**

Ms. Herendeen said Ms. Kazandziev could not be present this evening. Chairman Koskovics said this is for (1) illuminated wall sign. He said this is a new building and he has no comments on this sign. Ms. Herendeen said the job address is incorrect on the application. It should be 38501 Mentor Avenue instead of 38601. Mrs. Grinstead said she would make the correction. The board members did not have any comments on this application.

Ms. Ward moved to accept (1) illuminated wall sign for Chagrin River Walk III, 38501 Mentor Ave., Willoughby, OH 44094 as submitted and Ms. Begin seconded.

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

Nays: None

Absent: W. Palmer

**Motion Carried: Approved**

**Chianj Mai**

1066 Lost Nation Rd.

(Rep.- Kanyarat Shirko, Owner)

**(2) Illuminated wall signs**

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Chairman Koskovics suggested the board vote on these signs as a package. The first wall sign is for a face replacement only, using the existing cabinet. The board has no questions on sign one of two.

Chairman Koskovics said the other wall sign, two of two, is the same format but will be installed over the entry door. Chairman Koskovics asked if the existing awning is still on the building because the illustration is not clear and Ms. Shirko said yes. After some discussion it was determined that the existing awning will be removed and the sign will be mounted directly on the wall. Since the canopy/awning is being removed from the building any holes, residue, discoloration etc. needs to be repaired and cleaned prior to the new signage being installed. Ms. Ward asked if the person installing the sign is the same person handling the awning removal, and Ms. Shirko said yes, Mr. Merriman is doing it all.

Ms. Ward moved to accept (2) illuminated wall signs (wall sign one of two, face replacement only) for Chianj Mai, 1066 Lost Nation Rd., Willoughby, OH 44094 but with the stipulation that the sign being installed above the door, and with the awing being removed, that the contractor is also aware that the facia of the building will need to be repaired, cleaned and no shadowing is left behind before the new sign is installed and Ms. Begin seconded.

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

**Motion Carried:    Approved**

**Evolve**  
37111 Euclid Ave./Unit #B  
(Rep.- Cassandra Zhang, Owner)

**(1) Illuminated wall sign  
w/face replacement**

Chairman Koskovics said this is an illuminated wall sign with face replacement which is being installed in the previous Metro Cellular location. There were no questions from the board. Ms. Begin told the applicant she liked the symmetry of the logo.

Ms. Begin moved to accept (1) illuminated wall sign with face replacement for Evolve, 37111 Euclid Ave./Unit #B, Willoughby, OH 44094 as submitted and Ms. Ward seconded.

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

**Motion Carried:    Approved**

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**MINUTES**

**Regular Meeting Minutes**

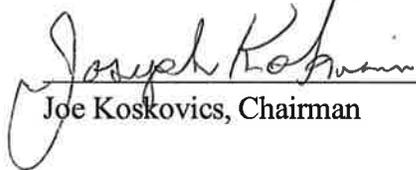
**January 27, 2024**

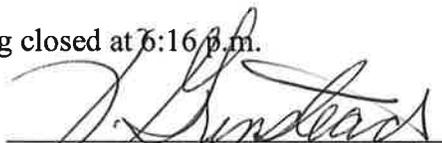
Ms. Begin moved to accept the Sign Review Board meeting minutes of January 27, 2024 as submitted and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:16 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary