

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

**PRESENT:** Josephine Begin; Nick Brown; Kate Minton; Joseph Koskovics, Chairman

**ABSENT:** Tara Ward

**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**American Red Cross**

4927 Robinhood Dr.

(Rep.- John Benedict, Brilliant Sign)

**(1) Illuminated wall sign**

Mr. Benedict stated that two companies are coordinating the installation of the wall sign, which consists of a simple logo and lettering mounted on a raceway attached to the sign band above the main entrance.

The chairman inquired about any residue from previous signage. Mr. Benedict indicated he was unsure, though it appeared that some work had been done on the sign band façade. The chairman recommended that the motion include a requirement for stain removal, necessary repairs, and repainting prior to installation of the new signage.

Ms. Begin moved to approve (1) illuminated wall sign for American Red Cross, 4927 Robinhood Dr., Willoughby, OH 44094 as submitted but with the stipulation that any shadowing or residue left from the previous wall signage be repaired and painted as necessary and Mr. Brown seconded.

**ROLL CALL:** Yeas: J. Begin; K. Minton; N. Brown; J. Koskovics, Chairman

Nays: None

Absent: T. Ward

**Motion Carried: Approved**

**Jeff's Candy Shop LLC**

1238 Lost Nation Rd.

(Rep.- Jeff Morsfield, Owner)

**(1) Non-illuminated ground sign,  
face replacement, (1) Non-illuminated  
wall sign**

**Sign Review Board  
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Chairman Koskovics noted that the application includes one non-illuminated ground sign with face replacement and one non-illuminated wall sign. He asked whether the existing box on the front façade would be reused. Mr. Morsfield confirmed that it would, stating that only the faces would be replaced. He also clarified that the sign will be pink with hunter green accents rather than the red shown in the renderings. Chairman Koskovics added that his approval will include a stipulation requiring year-round ground cover at the base of the ground sign. Mrs. Grinstead provided a brief explanation of this requirement.

Ms. Begin inquired about the condition of the wood frame for the ground sign, noting it may need maintenance. Mr. Morsfield stated that the sign company will install the face replacements first, after which he will repair and repaint the wood frame in the same green color. The final appearance will match the top illustration shown in the rendering.

Ms. Begin moved to approve (1) non-illuminated ground sign with face replacement and (1) non-illuminated wall sign for Jeff's Candy Shop LLC, 1238 Lost Nation Rd., Willoughby, OH 44094 as submitted with the stipulation that year-round ground cover is installed at the base of the ground sign and that the wood framing around the ground sign be repaired and repainted following the installation of the new signage and Ms. Minton seconded.

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

**Motion Carried:    Approved**

**Sign Review Board**

**Election – 2026  
Chairman  
Vice Chairman  
Secretary**

Chairman Koskovics moved to table the election of officers for the Sign Review Board for the year 2026 until a full representation of the board is available and Mr. Brown seconded.

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

**Motion Carried:    TABLED**

**Sign Review Board  
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**Sign Review Board**

**Summer hours, Cancel first meeting  
each month of June, July, & August 2026**

Chairman Koskovics moved to cancel the first meeting of the Sign Review Board each month of June, July and August of 2026 and Ms. Begin seconded.

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

**Motion Carried:    Approved**

**MINUTES**

**Regular Meeting Minutes**

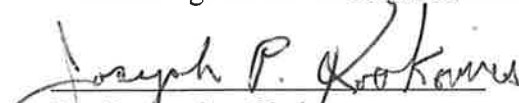
**December 22, 2025**

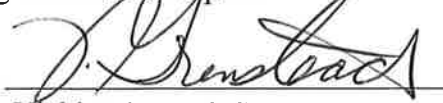
Chairman Koskovics moved to table the Sign Review Board meeting minutes of December 22, 2025 until a full representation of the board is available and Ms. Begin seconded.

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

**Motion Carried:    TABLED**

There being no further business the regular meeting closed at 6:10 p.m.

  
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Joe Koskovics, Chairman

  
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Vicki Grinstead, Secretary