

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
SEPTEMBER 14, 2026
REGULAR MEETING
MINUTES**

PRESENT: Kate Minton; Nick Brown; Tara Ward; Joseph Koskovics, Chairman

ABSENT: Josephine Begin

OTHERS: Vicki Grinstead, Secretary

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

OLD BUSINESS

None

NEW BUSINESS

Altraset

(1) Non-illuminated wall sign

4803 E. 345th St.

(Rep.- Jessica Ruff, Ruff Neon & Lighting)

Ms. Ruff is representing (1) non-illuminated flat wall sign for Altraset.

Chairman Koskovics stated that the packet for (1) non-illuminated flat wall sign was complete and within specifications. Ms. Ruff agreed and stated they were previously approved for another sign on the building identical to this one, but this sign is in the rear of the building (sign #2). Chairman Koskovics noted that the building has some staining from the ventilation system and should be cleaned, as necessary, before the installation of the signage.

There were no questions from the board members.

Ms. Minton moved to approve (1) non-illuminated flat wall sign for Altraset, 4803 E. 345th St., Willoughby, OH 44094 as submitted but with the stipulation that the building be cleaned where necessary before the installation of the signage and Mr. Brown seconded.

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

Motion Carried: Approved

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BJ's Wholesale Club
36595 Euclid Ave.
(Rep.- Linda Nichols, Laad Sign & Lighting Inc.)

**(3) Illuminated wall signs (CL 1&2, CB 1),
(2) Illuminated ground signs
w/face replacements (RF 1&2)**

Ms. Nichols of Laad Sign & Lighting Inc. is representing the sign package for BJ's Wholesale Club.

Chairman Koskovics stated that the sign packet for BJ's Wholesale Club was complete, met specifications, and included a copy of the electrical permit. He recommended that the board vote on the signs as one package. Ms. Nichols explained that sign CB.1 is a cabinet replacement with a new face and is smaller than the previous cabinet. Chairman Koskovics stated that the motion should include a stipulation requiring any staining from the prior cabinet to be cleaned and repaired as necessary. He reviewed each sign, and the board members had no questions.

Ms. Ward moved to approve (3) Illuminated wall signs (CL 1&2, CB 1), (2) Illuminated ground signs w/face replacements (RF 1&2) as submitted for BJ's Wholesale Club, 36595 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that any staining from the previous cabinet (CB.1) should be cleaned and repaired as necessary and Mr. Brown seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

August 24, 2026

Mr. Brown moved to accept the Sign Review Board meeting minutes of August 24, 2026 as submitted and Ms. Ward seconded.

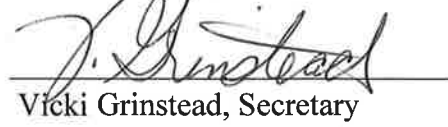
ROLL CALL: Yeas: T. Ward; K. Minton; N. Brown; J. Koskovics, Chairman
 Nays: None
 Absent: J. Begin

Motion Carried: Approved

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There being no further business the regular meeting closed at 6:12 p.m.


Joe Koskovics, Chairman


Vicki Grinstead, Secretary