

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
JANUARY 27, 2025  
REGULAR MEETING  
MINUTES**

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

**ABSENT:** None

**OTHERS:** Vicki Grinstead, Secretary

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**Dave's Hot Chicken**

36099 Euclid Ave.

(Rep.- Megan Saucier-Archer Signs)

**(2) Illuminated wall signs &**

**(1) Illuminated freestanding pole**

**sign, face replacement (double-sided)**

Chairman Koskovics said they would vote on these signs as a package. The chairman reviewed the signs. He said the wall signs will have a stipulation in the motion that any shadowing or repairs needed from the previous signage be done prior to the installation of the new signage. Ms. Saucier said there was previous signage on this building but there are no remnants of the previous signage. The building façade is already redone on both sides of the building and the electrical has been stubbed in. The building was renovated and can now accommodate two businesses so the pole sign face was split into two to accommodate the sign faces. The board members had no questions on any of the signs.

Ms. Ward moved to accept (2) illuminated wall signs and (1) illuminated freestanding pole sign w/face replacement (double-sided) for Dave's Hot Chicken, 36099 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that any shadowing left from previous signage would be repaired and painted as needed and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
January 27, 2025**

**Sign Review Board**

**Election – 2025  
Chairman  
Vice Chairman  
Secretary**

Mr. Palmer moved to nominate Joe Koskovics for Chairman of the Sign Review Board for the year 2025 and Mrs. Jones seconded. There were no other nominations.

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

**Motion Carried:    APPROVED**

Ms. Begin moved to elect Joe Koskovics for Chairman of the Sign Review Board for the year 2025 and Mr. Palmer seconded.

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

**Motion Carried:    APPROVED**

Ms. Ward moved to nominate Will Palmer for Vice Chairperson of the Sign Review Board for the year 2025 Mrs. Jones and seconded. There were no other nominations.

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

**Motion Carried:    APPROVED**

Ms. Ward moved to elect Will Palmer for Vice Chairperson of the Sign Review Board for the year 2025 and Ms. Begin seconded.

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

**Motion Carried:    APPROVED**

**Sign Review Board  
City of Willoughby  
Regular Meeting Minutes  
January 27, 2025**

Ms. Ward moved to nominate Vicki Grinstead for Secretary of the Sign Review Board for the year 2025 and Mr. Palmer seconded. There were no other nominations.

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

**Motion Carried:    APPROVED**

Ms. Ward moved to elect Vicki Grinstead for Secretary of the Sign Review Board for the year 2025 and Mr. Palmer seconded.

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

**Motion Carried:    APPROVED**

**MINUTES**

**Regular Meeting Minutes**

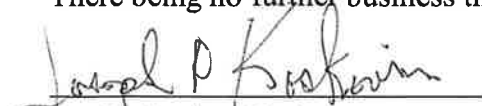
**December 9, 2024**

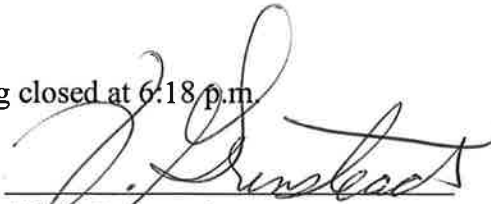
Mr. Palmer moved to accept the Sign Review Board meeting minutes of December 9, 2024 as submitted and Mrs. Jones seconded.

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

**Motion Carried:    Approved**

There being no further business the regular meeting closed at 6:18 p.m.

  
\_\_\_\_\_  
Joe Koskovics, Chairman

  
\_\_\_\_\_  
Vicki Grinstead, Secretary