SIGN REVIEW BOARD
CITY OF WILLOUGHBY
OCTOBER 26, 2026
REGULAR MEETING
MINUTES

PRESENT: Kate Minton; Nick Brown; Josephine Begin; Joseph Koskovics, Chairman
ABSENT: Tara Ward
OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 5:59 p.m.

OLD BUSINESS

None

NEW BUSINESS

Hudepohl Kozan Dentistry
34465 Euclid Ave.
(Rep.- Tim Ruff, Heritage Sign & Lighting LLC/YESCO)

(1) Illuminated ground sign w/face replacement

Mr. Ruff of Heritage Sign & Lighting LLC/YESCO Sign is representing (1) illuminated ground with face replacement for Hudepohl Kozan Dentistry.

Chairman Koskovics stated this sign is at the entry way and is a multi-tenant sign with the buildings address. This is a face replacement for an existing sign which is mounted on the existing pole and footer. He noted for the motion that this sign will require year-round ground cover to be installed at the base of the sign. Mr. Ruff said they did let their client know that this will be a requirement.

There were no other questions from the board members.

Mr. Brown moved to approve (1) illuminated ground sign with face replacement for Hudepohl Kozan Dentistry , 34465 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover be installed around the base of the ground sign and Ms. Minton seconded.

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

Motion Carried: Approved

Goodwill ADC
34465 Euclid Ave.
(Rep.- Megan Saucier, Archer Sign Corp.)

(1) Illuminated wall sign & (1) Illuminated ground sign w/face replacement

Ms. Saucier, Archer Sign Corp. is representing (1) illuminated wall sign and (1) illuminated ground with face replacement for Goodwill ADC.

Chairman Koskovics noted that the proposed ground sign consists of a replacement panel for the existing sign cabinet and is located at the same address as the previously approved sign. He requested that Ms. Saucier advise the landlord of the requirement to install year-round ground cover at the base of the sign.

The chairman also addressed the illuminated wall sign mounted on the building's façade and inquired whether signage had previously been installed at that location. Ms. Saucier confirmed that no previous sign had been installed and clarified that the new sign is located at the rear of the dental office. She further stated that a recent site visit confirmed no residue on the building's façade.

There were no other questions from the board members.

Ms. Minton moved to approve (1) illuminated wall sign and (1) illuminated ground sign with face replacement for Goodwill ADC, 34465 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover be installed around the base of the ground sign and to ensure the façade is clean at the time of installation of the wall sign and Ms. Begin seconded.

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

Motion Carried: Approved

Budzar Industries LLC
38241 Willoughby Pkwy.
(Rep.- John McDonnell, Owner)

(1) Illuminated freestanding ground sign w/face replacement

Mr. McDonnell is representing (1) illuminated ground with face replacement for Budzar Industries LLC.

Here is a polished version for the meeting minutes:

Mr. McDonnell stated that a replacement panel featuring a new logo will be installed in front of the brick. They would like to take the new sign with them if they decide to construct a larger building in the future. The address was

removed from the sign and relocated to the building for greater visibility. At the fire department's request, the address numbers were increased to 10 inches, larger than those originally displayed on the sign.

The chairman noted that the application identifies the sign as non-illuminated, although a solar-powered light illuminates it. The application will be amended to identify the sign as illuminated. Mr. McDonnell confirmed that a freestanding, solar-powered light illuminates both the sign and their American flag in the evening. The board expressed no objections to the solar-powered illumination.

There were no other questions from the board members.

Ms. Begin moved to approve (1) illuminated ground sign with face replacement for Budzar Industries LLC, 38241 Willoughby Pkwy. Willoughby, OH 44094 as submitted but with the amendment to the application that the sign is illuminated and with the stipulation that year-round ground cover be maintained around the base of the ground sign and Ms. Minton seconded.

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

Motion Carried: Approved

Lock Ness Trading **(1) Illuminated flat wall sign**
36200 Euclid Ave./Unit #11
(Rep.- Tim Ruff, Heritage Sign & Lighting LLC/YESCO)

Mr. Ruff of Heritage Sign & Lighting LLC/YESCO Sign is representing (1) illuminated ground with face replacement for Lock Ness Trading.

Chairman Koskovics stated that the proposed sign complies with applicable requirements and noted that the application packet includes a letter from the landlord authorizing its installation. The sign will consist of an aluminum cabinet with a translucent panel. He initially recommended that approval be conditioned on the removal of any staining from previous signage and completion of any necessary building repairs prior to installation. Mr. Ruff confirmed that the façade had already been repaired and freshly painted. Accordingly, Chairman Koskovics indicated that no conditions would be required for approval.

There were no other questions from the board members.

Mr. Brown moved to approve (1) illuminated flat wall sign for Lock Ness Trading, 36200 Euclid Ave./Unit #11, Willoughby, OH 44094 as submitted and Ms. Begin seconded.

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

Motion Carried: Approved

Shankland Reserve **(1) Non-illuminated ground sign**
Shankland Rd.
(Rep.- Greg Sommers, Sommers Development Group)

Mr. Sommers of Sommers Development Group is representing (1) non-illuminated ground for Shankland Reserve.

Chairman Koskovics noted that the non-illuminated ground sign meets the applicable specifications. Mr. Sommers explained that the sign had already been installed due to an oversight by the sign contractor and clarified that the installation before approval was unintentional.

Chairman Koskovics commended Mr. Sommers on the sign's design.

There were no other questions from the board members.

Mr. Brown moved to approve (1) non-illuminated ground sign for Shankland Reserve, Shankland Rd., Willoughby, OH 44094 as submitted but with the stipulation that year-round ground cover be maintained around the base of the ground sign and Ms. Minton seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes **September 28, 2026**

Mr. Brown moved to accept the Sign Review Board meeting minutes of September 28, 2026 as submitted and Ms. Minton seconded.

Sign Review Board
City of Willoughby
Regular Meeting Minutes
October 26, 2026

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

Motion Carried: **Approved**

There being no further business the regular meeting closed at 6:17 p.m.

Joe Koskovics, Chairman

Vicki Grinstead, Secretary