

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
NOVEMBER 24, 2025  
REGULAR MEETING  
MINUTES**

**PRESENT:** Tara Ward; Josephine Begin; 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**

**Cardinal Credit Union**

**(1) Illuminated ground sign**

37203 Euclid Ave.

(Rep.- Beverly Barich, Cicogna Electric & Sign dba Cesco Imaging)

Ms. Barich of Cicogna Electric & Sign dba Cesco Imaging is representing the signage for Cardinal Credit Union.

Chairman Koskovics noted all items for this application. The ground cover at the base of the sign is shown on the renderings and will be included as part of the motion. There were no questions from the board members.

Ms. Begin moved to accept (1) illuminated ground sign for Cardinal Credit Union, 37203 Euclid Ave., Willoughby, OH 44094 as submitted with the stipulation that year-round ground cover is installed at the base of the ground sign and Ms. Ward seconded.

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

Nays: None

Absent: None

**Motion Carried: Approved**

**Chiang Mai**

**(1) Non-illuminated wall sign**

1066 Lost Nation Rd.

(Rep.-Kanyarat Shirko, Owner)

Ms. Shirko, Owner is representing the signage for Chiang Mai.

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Chairman Koskovics reviewed the application and noted it was incomplete. He clarified that the sign is installed on a window with full coverage, which is not permitted, and advised the owner that all signage must be approved by the board prior to installation.

Chairman Koskovics suggested to the board that the sign be removed from the glass and properly mounted on the exterior wall above the window, otherwise it must be removed. Mrs. Grinstead confirmed with Mrs. Brooks of the Building Department that the sign would be permitted at this location if mounted to the wall.

Ms. Ward moved to accept (1) non-illuminated wall sign for Chiang Mai, 1066 Lost Nation Rd., Willoughby, OH 44094 with the stipulation the artwork is relocated from the window and properly framed and mounted on the exterior wall above the window and Ms. Begin seconded.

Chairman Koskovics requested implementing the changes within a reasonable timeframe.

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

**Motion Carried:    Approved**

**MINUTES**

**Regular Meeting Minutes**

**October 28, 2025**

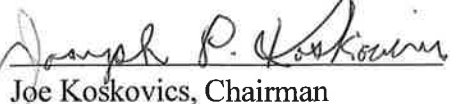
Ms. Ward moved to accept the Sign Review Board meeting minutes of September 22, 2025 as submitted and Ms. Begin seconded.


Ms. Begin was absent but has subsequently endorsed these minutes.

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

**Motion Carried:    Approved**

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