

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
DECEMBER 22, 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

Vine Street Tattoo

37936 Vine St.

(Rep.- Nicholas Beebe, Owner)

(3) Window signs

Mr. Nicholas Beebe, owner is representing the signage for Vine Street Tattoo.

Chairman Koskovics noted all items for this application. He commended the applicant for the thorough submission. He confirmed that the signs will be installed on the building's interior with adequate mounting to support their weight. The illuminated signage will be placed in the door header and securely anchored to the existing joists by Mr. Ross Beebe. The sign where the window stops is 2'x12' and is wood all the way across.

Chairman Koskovics inquired about continuous or 24 hour illumination of the signs. Mr. Beebe indicated they would operate only during business hours. The board agreed to restrict illumination to business hours and prohibit operation from midnight to 6:00 a.m., with a timer recommended.

Ms. Ward inquired about the sign colors and whether they consisted of individual letters or a single piece. Mr. Beebe confirmed that each word is separate, mounted on a clear acrylic board, and illuminated in purple.

Ms. Begin moved to accept (3) illuminated window signs for Vine Street Tattoo, 37936 Vine St., Willoughby, OH 44094 as submitted but with the stipulation that the signs be illuminated during business hours only and not operational from midnight until 6:00 a.m., 7 days a week and Ms. Ward seconded.

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
December 22, 2025**

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

Motion Carried: Approved

Mez's Barber Shop

(1) Illuminated wall sign

36187 Euclid Ave.

(Rep.- Mike Phillips, FTC Maintenance LLC)

Mr. Phillips of FTC Maintenance LLC is representing the signage for Mez's Barber Shop.

Chairman Koskovics noted all items for this application and stated the sign appears black when unlit and white with standard LED lettering when illuminated. He asked if any previous tenant signage remained and Mr. Phillips said he believes the previous tenant removed their signage. The Chairman inquired about the condition of the building façade, and Mr. Phillips confirmed cleaning etc. was included in their contract but was unsure if completed. The Chairman indicated this requirement would be added as a stipulation to the motion.

Ms. Ward observed that the sign appears centered over the door rather than the awning. Mr. Phillips clarified that there is another tenant space to the right and this sign is centered over their space.

Ms. Ward moved to accept (1) illuminated wall sign for Mez's Barber Shop, 36187 Euclid Ave., Willoughby, OH 44094 as submitted but with the stipulation that the building be repaired, cleaned, and painted prior to the installation of the new signage and Ms. Begin seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes

December 8, 2025


Ms. Begin moved to accept the Sign Review Board meeting minutes of December 8, 2025 as submitted and Ms. Ward seconded.

**Sign Review Board
City of Willoughby
Regular Meeting Minutes
December 22, 2025**

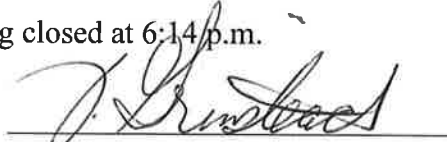
ROLL CALL: Yeas: T. Ward; J. Begin; J. Koskovics, Chairman
 Nays: None
 Absent: None

Motion Carried: Approved

There being no further business the regular meeting closed at 6:14 p.m.



Joe Koskovics, Chairman



Vicki Grinstead, Secretary