

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
MARCH 23, 2026
REGULAR MEETING
MINUTES**

PRESENT: Josephine Begin; Kate Minton; Tara Ward; Joseph Koskovics, Chairman

ABSENT: Nick Brown

OTHERS: Vicki Grinstead, Secretary

Chairman Koskovics called the regular in-person meeting to order at 6:01 p.m.

OLD BUSINESS

Sign Review Board

Election – 2026

Chairman

Vice Chairperson

Secretary

Ms. Ward moved to untable the Election of Officers for 2026 for the City of Willoughby and Ms. Begin seconded.

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

Motion Carried: UNTABLED

Ms. Ward moved to nominate Joe Koskovics for Chairman of the Sign Review Board for the year 2026 and Ms. Begin seconded. There were no other nominations.

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

Motion Carried: APPROVED

Ms. Begin moved to elect Joe Koskovics for Chairman of the Sign Review Board for the year 2026 and Ms. Ward seconded.

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

Motion Carried: APPROVED

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Chairman Koskovics moved to nominate Tara Ward for Vice Chairperson of the Sign Review Board for the year 2026 and Ms. Begin seconded. There were no other nominations.

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

Motion Carried: APPROVED

Ms. Begin moved to elect Tara Ward for Vice Chairperson of the Sign Review Board for the year 2026 and Ms. Minton seconded.

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

Motion Carried: APPROVED

Chairman Koskovics moved to nominate Vicki Grinstead for Secretary of the Sign Review Board for the year 2026 and Ms. Begin seconded. There were no other nominations.

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

Motion Carried: APPROVED

Chairman Koskovics moved to elect Vicki Grinstead for Secretary of the Sign Review Board for the year 2026 Ms. Ward and seconded.

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

Motion Carried: APPROVED

Regular Meeting Minutes

December 22, 2025

Ms. Ward moved to untable the Sign Review Board meeting minutes of December 22, 2025 and Ms. Begin seconded.

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

Motion Carried: UNTABLED

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

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

Motion Carried: Approved

NEW BUSINESS

Pet Hospital of Willoughby (1) **Non-illuminated wall sign**
4131 Kirtland Rd.
(Rep.- Iliana Kazandziev, Agile Sign & Lighting)

Ms. Kazandziev of Agile Sign & Lighting is representing (1) non-illuminated wall sign for the Pet Hospital of Willoughby, 4131 Kirtland Rd., Willoughby, OH 44094.

Chairman Koskovics noted that this is a non-illuminated wall sign that will be installed on the front façade of the building.

Ms. Begin asked whether the proposed sign matches the size and shape of the previous sign and if any blemishes or staining remain from prior signage. Ms. Kazandziev stated that no sign had previously been installed on the building.

Ms. Ward moved to approve (1) non-illuminated wall sign for Pet Hospital of Willoughby, 4131 Kirtland Rd., Willoughby, OH 44094 and Ms. Begin seconded.

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

Motion Carried: Approved

**Sign Review Board
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MINUTES

Regular Meeting Minutes

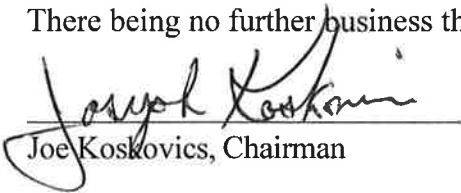
March 9, 2026

Ms. Begin moved to accept the Sign Review Board meeting minutes of March 9, 2026 as submitted and Ms. Minton seconded.

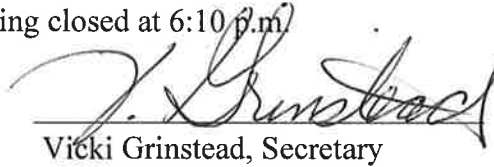
ROLL CALL: Yeas: K. Minton; J. Begin; J. Koskovics, Chairman
 Nays: None
 Absent: N. Brown
 Abstain: T. Ward

Motion Carried: Approved

There being no further business the regular meeting closed at 6:10 p.m.



Joe Koskovics, Chairman



Vicki Grinstead, Secretary