

**SIGN REVIEW BOARD
CITY OF WILLOUGHBY
AUGUST 24, 2026
REGULAR MEETING
MINUTES**

PRESENT: Kate Minton; Nick Brown; Tara Ward; Joseph Koskovics, Chairman

ABSENT: Josephine Begin

OTHERS: Vicki Grinstead, Secretary

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

OLD BUSINESS

None

NEW BUSINESS

Prince Tires

(1) Illuminated flat wall sign

38802 Mentor Ave.

(Rep.- Shannon Harris, 216 Signs LLC)

Mr. Harris of 216 Signs LLC is representing (1) illuminated flat wall sign for Prince Tires.

Chairman Koskovics stated that the packet for (1) illuminated flat wall sign was complete and within specifications. Mr. Harris said there was no previous sign in this location and building has no staining etc.

There were no questions from the board members.

Ms. Ward moved to approve (1) illuminated flat wall sign for Prince Tires, 38802 Mentor Ave., Willoughby, OH 44094 as submitted and Mr. Brown seconded.

ROLL CALL: Yeas: K. Minton; N. Brown; T. Ward; J. Koskovics, Chairman

Nays: None

Absent: J. Begin

Motion Carried: **Approved**

Altraset

(1) Non-illuminated flat wall sign

4803 E. 345th St.

(Rep.- Jessica Ruff, Ruff Neon & Lighting)

Ms. Ruff of Ruff Neon & Lighting is representing (1) non-illuminated flat wall sign for Altraset.

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Chairman Koskovics stated the packet for (1) non-illuminated flat wall sign (front façade) is complete and within specifications. He asked if there was any previous signage in this location and Ms. Ruff said there was none.

Ms. Ward asked if the color of the rails will match the building and Ms. Ruff said they will.

There were no other questions from the board.

Mr. Brown moved to approve (1) non-illuminated flat wall sign for the front facade for Altraset, 4803 E. 345th St., Willoughby, OH 44094 as submitted and Ms. Minton seconded.

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

Motion Carried: Approved

Horizon Dental
36173 Euclid Ave.
(Rep.- Kathy Clarke, Ace Lighting Services)

**(2) Illuminated wall signs
front and rear elevations**

Ms. Clarke of Ace Lighting Services is representing (2) illuminated flat walls signs for Horizon Dental.

Chairman Koskovics stated the packet for (1) illuminated flat wall sign is complete and within specifications. Ms. Clarke said there are two wall signs, but the agenda says one. She said they are the same size but one is in the front and one is in the rear. The board chose to approve both signs but with the stipulation that the rear sign is within specifications of the zoning codes per the Building Dept. review. Ms. Clarke handed Mrs. Grinstead the rear sign application and she will have Mrs. Rentz review it tomorrow for compliance. Mrs. Grinstead will amend the agenda to reflect this change.

Ms. Ward asked if there was any prior signage on either elevation and Ms. Clarke said not to her knowledge.

There were no other questions from the board.

Mr. Brown moved to approve (1) illuminated flat wall sign (front elevation) as submitted and (1) illuminated wall sign (rear elevation) with the stipulation that both signs are within specifications of the zoning codes for Horizon Dental, 36173 Euclid Ave., Willoughby, OH 44094 as submitted and Ms. Ward seconded.

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

Motion Carried: Approved

**Note: The sign for the rear elevation is in compliance per Mrs. Rentz on August 25, 2026.*

MINUTES

Regular Meeting Minutes

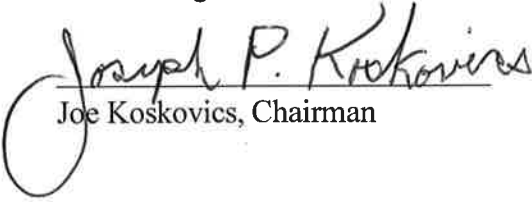
July 27, 2026

Mr. Brown moved to accept the Sign Review Board meeting minutes of July 27, 2026 as submitted and Ms. Minton seconded.

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

Motion Carried: Approved

There being no further business the regular meeting closed at 6:11 p.m.


Joe Koskovics, Chairman


Vicki Grinstead, Secretary