SIGN REVIEW BOARD
CITY OF WILLOUGHBY
SEPTEMBER 28, 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 5:58 p.m.

OLD BUSINESS

None

NEW BUSINESS

Courtyard by Marriott
35103 Maplegrove Rd.
(Rep.- John Benedict, Brilliant Electric Sign

(1) Illuminated ground sign (B),
(3) Illuminated wall signs (C, D & E)
**Note Sign A, pole sign is being removed*

Mr. Benedict of Brilliant Electric Sign is representing (1) illuminated ground sign and (3) illuminated wall signs for Courtyard by Marriott.

Mr. Benedict stated that Brilliant Electric Sign is the installer for the project. His client is updating the existing signage and will remove the pole sign without replacing it. The existing ground sign and the wall signs displaying the logo on three elevations will be replaced. The existing foundation will be reused, and the sign cabinet will be replaced.

Chairman Koskovics stated that the packet for one illuminated ground sign and three illuminated wall signs was complete and met all applicable specifications. He recommended that the Board vote on the application as a single package and include stipulations requiring year-round ground cover to be maintained at the base of the ground sign and the building surface to be cleaned or repaired, as necessary, before installation of the wall signs. Ms. Ward noted that the existing ground cover is seasonal rather than year-round. Chairman Koskovics indicated that the applicant would be given reasonable latitude in meeting this requirement. In response to Ms. Ward's question regarding removal of the existing signs, Mr. Benedict clarified that only the pole sign would be removed by his company. He further confirmed that the building would be repaired and/or painted as needed. Chairman Koskovics then reviewed each sign included in the packet.

There were no other questions from the board members.

Mr. Brown moved to approve (1) illuminated ground sign and (3) illuminated wall signs for Courtyard by Marriott, 35103 Maplegrove Rd., Willoughby, OH 44094 as submitted but with the stipulation that the building be cleaned/repaired where necessary before the installation of the wall signage so there is no visible shadowing from the previous signage and that year-round ground cover be maintained around the base of the ground sign and Ms. Ward seconded.

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

Motion Carried: Approved

MINUTES

Regular Meeting Minutes **September 14, 2026**

Ms. Ward moved to accept the Sign Review Board meeting minutes of September 14, 2026 as submitted and Mr. Brown seconded.

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

Motion Carried: Approved

There being no further business the regular meeting closed at 6:07 p.m.

Joe Koskovics, Chairman

Vicki Grinstead, Secretary