

**SIGN REVIEW BOARD  
CITY OF WILLOUGHBY  
OCTOBER 28, 2025  
REGULAR MEETING  
MINUTES**

**PRESENT:** William Palmer; 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**

**Chase Bank**

36212 Euclid Ave.

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

**(1) Ill. ground sign, (3) Ill. wall signs,  
(5) Directional/instr. signs (D01, D02, D03  
D04, S01, S03 & S04)**

Ms. Ruff of Ruff Neon & Lighting is representing the signage for Chase Bank.

Mr. Ruff said this is new construction so there is no need for any repairs to the building. There will be a total of three internally lit channel letter signs that will be remote mounted on the building; the one front sign is 2'7" tall and the other two are 2'2" in height. The colors will be as shown in the renderings. The directional signs will be all post and panel and will be 3' tall by 1'4". These signs will direct patrons to the ATM and drive thru. There are also two handicapped signs, a stop sign and a "do not enter" sign.

Chairman Koskovics noted that there was documentation that the Board of Zoning Appeals at their meeting on September 24, 2025 approved zoning changes for some of this signage (the sign on the north elevation has been removed.) Ms. Ruff said she forgot to mention the ground sign and there will be year-round ground cover at the base of this sign. The board had no questions on this sign package.

Ms. Ward moved to accept (1) illuminated ground sign, (3) illuminated wall signs and (5) directional/instructional signs for Chase Bank, 36212 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 Mr. Palmer seconded.

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

**Motion Carried: Approved**

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**Neothink – Rehmann**  
4950-5000 E. 345<sup>th</sup> St.  
(Rep.- Jim Taylor, Team Core)

**(1) Non-illuminated ground sign,  
double-sided**

Mr. Taylor of Team Core is representing the signage for Neothink – Rehmann. He said they are the property management team for all the Rehmann facilities.

Chairman Koskovics noted all items for this application. Mr. Taylor said this is a brand new sign. Chairman Koskovics said year-round ground cover will be required to be installed at the base of this sign.

Mr. Palmer moved to accept (1) non-illuminated ground sign (double-sided) for Neothink – Rehmann, 4950-5000 E. 345<sup>th</sup> St., 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:    T. Ward; W. Palmer; J. Koskovics, Chairman  
                      Nays:    None  
                      Absent: J. Begin

**Motion Carried:    Approved**

**Crunch Fitness**  
35101 Euclid Ave.  
(Rep.- Gabriella Morris, Agile Sign & Lighting)

**(1) Illuminated wall sign,  
(1) Illuminated pole sign, face replacement**

Ms. Morris of Agile Sign & Lighting is representing the signage for Crunch Fitness.

Chairman Koskovics noted all items for this application and said this is the former Big Lots location. He asked if there is any damage or residue left from the previous wall signage. Ms. Morris said they are painting the background black and the sign will be installed over it, as shown in the renderings. Chairman Koskovics said if there is any damage such as holes or staining they need to be cleaned and/or repaired before the sign is installed. Ms. Ward said the General Contractor is installing the sign so she suggested this information gets passed along to them.

Chairman Koskovics said there are two options for the face replacement (black or orange) and asked which one have they chosen. Ms. Morris said she was unsure. Ms. Ward said she preferred Option 2 with the black background to match the wall sign for aesthetic purposes and the board agreed.

Ms. Ward moved to accept (1) illuminated wall sign and (1) illuminated pole sign with face replacement with the stipulation of Option 2 with the black background for the pole sign face replacement for Crunch Fitness, 35101 Euclid Ave., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**Oak Liquidators**

4475 Hamann Pkwy.

(Rep.- Gabriella Morris, Agile Sign & Lighting)

**(1) Non-illuminated ground sign  
w/face replacement (double-sided)**

Ms. Morris of Agile Sign & Lighting is representing the signage for Oak Liquidators.

Chairman Koskovics noted all items for this application. Ms. Ward asked if the Cutting Edge Auto Center sign is already there and Ms. Morris said yes. The Oak Liquidators will be the bottom portion of the sign. Chairman Koskovics said if there is any type of damage to the existing sign it will need to be repaired. Ms. Ward noted it does not appear that there is any year-round ground cover at the base of this sign.

Ms. Ward moved to accept (1) non-illuminated ground sign with face replacement (double-sided) as submitted with the stipulation that year-round ground cover is installed at the base of the ground sign for Oak Liquidators, 4475 Hamann Pkwy., Willoughby, OH 44094 and Mr. Palmer seconded.

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

**Motion Carried:    Approved**

**American Red Cross**

4927 Robinhood Dr.

(Rep.- Tim O'Toole, American Red Cross)

**(2) Window signs**

Mr. O'Toole of American Red Cross is representing his signage. Mr. O'Toole said the building is still under construction. He said the brick is being cut for the windows and the doors are being expanded. These signs are a 26" diameter cling on signs.

Chairman Koskovics noted all items for this application. There were no questions from the board.

Mr. Palmer moved to accept (2) window signs for the American Red Cross, 4927 Robinhood Dr., Willoughby, OH 44094 as submitted and Ms. Ward seconded.

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

**Motion Carried: Approved**

**Lakehouse Tavern dba The Willoughby Tavern**

**(1) Illuminated projecting sign**

38464 Lakeshore Blvd.

(Rep.- Judy Pintar, Lakehouse Tavern)

Ms. Pintar is representing the signage for Lakehouse Tavern dba The Willoughby Tavern.

Chairman Koskovics noted all items for this application. The new sign will be installed into the existing framework. There is currently a temporary banner over the previous business's sign. He said if there is any issues with the existing cabinetry it needs to be repaired before the new sign is installed. Ms. Ward asked if the white piece of polycarbonate will be brand new and Ms. Pintar said yes.

Ms. Ward moved to accept (1) illuminated projecting sign for Lakehouse Tavern dba The Willoughby Tavern, 38464 Lakeshore Blvd., Willoughby, OH 44094 as submitted and Mr. Palmer seconded.

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

**Motion Carried: Approved**

**Clean Wright Laundry**

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

1135 Lost Nation Rd.

**(1) Door sign, (6) Window signs**

(Rep.- Leonard Wright, Clean Wright Laundry)

Mr. Wright, Owner is representing the signage for Clean Wright Laundry.

Chairman Koskovics noted all items for this application and suggested voting on these signs as a package.

Ms. Ward asked if the door sign was contour cut and not one big sticker and Mr. Wright said yes. There were no other questions from the board.

Mr. Palmer moved to accept (1) non-illuminated flat wall sign, (1) door sign and (6) window signs for Clean Wright Laundry, 1135 Lost Nation Rd., Willoughby, OH 44094 as submitted and Ms. Ward seconded.

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

**Motion Carried: Approved**

**MINUTES**

**Regular Meeting Minutes**

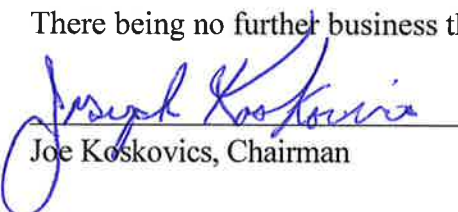
**September 22, 2025**


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

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

**Motion Carried: Approved**

There being no further business the regular meeting closed at 6:25 p.m.

  
Joe Koskovics, Chairman

  
Vicki Grinstead, Secretary