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MINUTES OF JUNE 9, 2026 Regular LANDMARKS PRESERVATION COMMITTEE MEETING

Meeting was called to order at 5:00 p.m. by Tom Aden

MEMBERS PRESENT: Tom Aden, Matthew Swabb, William Bird, Eric Greenly, William Bulick, Sheila Massimiani and Celeste Brlas

MEMBERS ABSENT:

EX OFFICIO'S PRESENT:

OTHERS PRESENT: **323 Middle Ave.-**Representative for Dicken, Dovin and Reber Jones Funeral Home- Steven Baluh

409 West Ave- Theresa Taylor

Mark Craig, Chris Schoenig and Alisa Edwards

323 Middle Ave.- Steven Baluh

Mr. Baluh stated that he is the contractor hired to complete the repair at 323 Middle Ave. He states they will be repairing the roof and a small portion of the trim that is missing.

Mr. Baluh shares the work will be a complete tear off while building the roof back to code using the GAF Slateline shingle and avoiding the color black.

Mr. Baluh also stated the project is estimated to start in the next couple of weeks.

Sheila Massimiani motioned to approve the replacement of the roof using GAF Slateline or Highland Slate Certainteed shingles in any color but black.

William Bird 2nd the motion

All were in favor, motion carried.

Discussion was had amongst the committee and Mr. Baluh about a new imitation slate called DaVinci RoofScapes.

Matthew Swabb motioned to add and approve the repair of missing wood trim of like product and matching profile.

Sheila Massimiani 2nd the motion

All were in favor, motion carried

409 Middle Ave- Theresa Taylor

Ms. Taylor stated to the committee that she completed the Landmark Application because she has applied for the CHIP Program and was told she would need the commission approval on most of the work.

Ms. Taylor says there is a lot of work that needs to be done to the house. She would like to have the rear porch repaired because it is leaning causing the room above it to slant. She thinks it may also be the result of cracks in the walls and issues with some windows. She would also like to repair/replace and paint the siding at the rear of the house.

Ms. Taylor goes on to say the electrical in the home is also a major problem. She states that 4 bedrooms, the kitchen and the dining room are all on the same circuit. She shares that the pillars on the front porch appears to sit on the edge and would like to widen the porch and use the original rails she located in the garage when she purchased the home.

Ms. Taylor also stated that she would like to have the cement pad that remains after the garage tear down, repaired and add railing in order to add an extra setting area.

Ms. Taylor says at the top of the dormer on the side of the home above her bathroom is leaking and allowing water to enter the home.

Discussion was had between the committee and Ms. Taylor.

Matthew Swabb motioned to approve the replacement of exterior wood with like product. Replace sealed rim joist with pressure treated wood with cover and paint to match on the trim. Front porch repair, replacing slab while using existing railings. Painting only currently painted items to match existing paint and color scheme. Repair both bump outs in like fashion to match existing colors. All wood is to be of similar profile and primed prior to installation.

Sheila Massimiani 2nd the motion

All were in favor, motion carried

All others were in favor, motion carried.

Old Business

a. Design Guidelines

Chris Schoenig discussed the design guidelines of Cleveland Heights which he provided to the committee; in order to assist them in creating and adopting their own design guidelines for the sake of transparency to the community regarding standard processes for repairs within the Landmark District.

Chris Schoenig extending an invitation to the board to meet with him to go over the design guidelines during business hours and during scheduled meetings.

b. Training

Alisa Edwards informed the committee that Ashley Scott is still working to provide training for the committee and following up on the webinars held by the U.S. Department of the Interior.

c. West by the River Booklet

Discussion was had with the committee stating that the current copy is missing a portion of it. They will try to locate the original document and at a later date discuss correcting and updating the document.

Mark Craig explained to the committee that they should be able to submit a referral to council in order to get assistance creating a new booklet.

William Bird shared that the document was implemented while Holly Brinda was in office serving as Mayor and it was paid for by the City. However, he wanted to know if the information detailed in the booklet was ever adopted into the committees Rules and Regulations, Ordinances and/or policies or procedures.

William Bird also says that his observation is that the West by the River booklet represents what is being asked of the committee now.

Tom Aden explained that locating the original booklet could be helpful especially for some of the newer members on the board. The idea is that all members could review it and decided what corrections and updates are to be made.

New Business

a. Time limits for applicants to complete projects

The board discussed the time frame in which a project is to be completed, ultimately determining that the timeframe of a project must be giving at the time of approval and not later. In the case of 409 Middle Ave., a deadline was not given at the time of approval and therefore, the applicant does have 18 months to complete the project.

Discussion was had about #16 Preservation Briefs- The Use of Substitute Materials on Historic Building Exteriors. The committee will review the document individually and be prepared to discuss it at a later date.

Discussion was also had about who shall make formal complaints to the Building Department. Mark Craig suggested that complaints be added to the agenda for committee review and the move to old business so that an invitation can be sent to the Building Inspector who is an ex-officio to hear said complaints. This way all complaints can be documented.

More discussion was had about and email sent regarding scheduled meetings and the cancellation of such meetings. William Bird shared his views and the fact that there was an addition meeting scheduled in the fall and only one meeting was3 cancelled in the winter. In the future, meetings will be scheduled bases on content/discussion and applications.

Approval of Meeting May 12, 2026 Minutes

Eric Greenly motioned to approve May 12, 2026 meeting minutes

Matthew Swabb 2nd the motion

William Bird abstained

All others were in favor and the motion carried

Adjournment

Matthew Swabb motioned to adjourn

Bill Bulick 2nd the motion

All were in favor, motion carried.

Meeting adjourned at 6:07 P.M.

Respectfully Submitted

Alisa Edwards