

7/28/2026 Approved

MINUTES OF JULY 14, 2026 REGULAR LANDMARKS PRESERVATION COMMITTEE MEETING

Meeting was called to order at 5:09 p.m. by Tom Aden

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

MEMBERS ABSENT: William Bulick

EX OFFICIO'S PRESENT: Ashley Scott

OTHERS PRESENT: Mark Craig

Approval of Meeting June 9, 2026 Minutes

Matthew Swabb motioned to approve June 9, 2026 meeting minutes

William Bird 2nd the motion

All others were in favor and the motion carried

Old Business

a. Training

Ashley Scott informed the committee, that she has signed up for a membership through the National Alliance of Preservation Commissions where there will be access to webinars for training purposes. She shared there are some issues with the system currently that she is working to have resolved.

Ashley Scott also explained to the committee that at least one training will need to be completed by end of August 2026.

Discussion was had amongst the committee about training needs.

b. Welcome Packet add-on booklet/Design Review Guidelines/National Registry and Intern

Discussion was had with the committee discussing the booklet printed by Cleveland Restoration Society and if the guidelines should be added to the welcome packet.

Ashley Scott informed the committee of a possible grant to hire a consultant to create Design Review Guideline or update the National Registry. She will be speaking with a consultant July 16, 2026 to discuss the possibilities. One of the eligible activities would be to update the design guidelines.

Tom Aden asked the board member to review the booklet from Cleveland Restoration Society to determine what is still relevant and what needs to be updated.

Bill Bird asked Attorney Mark Craig if the documents that were prepared by the Cleveland Restoration Society should have already been added to Ordinances and stipulation by Council.

Attorney Craig stated that if Council has received a recommendation from the board during that time, then it would have been added.

Bill Bird continued to discuss the current demands that are being placed upon the Landmark Commission. He feels if there is a CLG grant it should be used for updating the inventory of properties.

Discussion was had with more details about how to best use the grant and what the Historical Registry would include. (The West by the River District or the entire city.) Discussion continued with the type of student and what type of results the board would hope to see.

District criteria would include West by The River District and Downtown to begin but Ashley Scott is asking the board for more specifics on what they would like the Registry to include. Ashley Scott shared that the grant would need to be submitted by September 2026. Once Mrs. Scott speaks with the consultant, she will send an email to the committee about her findings. At the next meeting the board will submit their recommendations for the scope of work.

William Bird made a point of recognition that the Registry should follow the Ohio Historic Inventory and updating the existing Ohio Historic Inventory Forms would be a good starting point for creating a new register.

Discussion was had with the board discussing more information about the National Registry.

New Business

Sheila Massimiani presented a list of properties she would like to file complaints for with the Building Department. The committee agreed to conduct a site visit to 337 4th St., 317 5th St., 411 West Ave. and 417 West Ave. Once the committee has viewed the properties, they will determine if a complaint needs to be filed with the Building Department.

Attorney Mark Craig mentioned that the YWCA would like to place a swing set in the yard, but it is visible from the street at the side, and they were wondering if they needed to take any action with the Landmark Commission. Sheila Massimiani, Matthew Swabb and Tom Aden stated it would not be something for the board to review.

Discussion continued about the number of properties with violations.

Matthew Swabb motioned to complete site visits on the properties and decide in 2 weeks if a complaint should be filed with the Building Department.

This motion was not 2nd or carried by the committee.

Adjournment

Eric Greenly motioned to adjourn

Celeste Brlas 2nd the motion

All were in favor, motion carried.

Meeting adjourned at 6:19 P.M.

Respectfully Submitted

Alisa Edwards