

8.25.2026 Approved

MINUTES OF JULY 28, 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, and Celeste Brlas

MEMBERS ABSENT: William Bulick, Sheila Massimiani and Eric Greenly

EX OFFICIO'S PRESENT: Ashley Scott

OTHERS PRESENT: Mark Craig

Approval of Meeting July 14, 2026 Minutes

William Bird mentioned that he had stated in the previous meeting 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.

Matthew Swabb motioned to approve July 14, 2026 meeting minutes with Corrections made and adding William Bird's statement to the minutes

William Bird 2nd the motion

All others were in favor and the motion carried

New Business

a. Training

Ashley Scott stated that she will follow up with the committee by the end of the week concerning the training website with The National Alliance of Preservation Commissions. The group should be able to watch the video at the August 11th meeting or view it at their leisure.

Old Business

a. Properties of Investigation

Celeste Brlas stated she and Sheila Massimiani did complete a site visit of all 4 properties and she says she was disturbed by what she saw. Ms. Brlas stated that there are a lot of properties in need of repair.

William Bird says he has stated this before but it stating again, "This commission should not be the property Police." He also stated that it was his understanding that the committee would focus on homeowners who have made repairs but did not follow the appropriate protocol for approvals and placing focus on things that cause irreparable harm to the property.

Discussion was had amongst the committee about the lack of support and information from the Building Department. They would like consistent notifications on citations and follow up for complaints that have been submitted.

Matthew Swabb motioned to table 411 West Ave pending an application be submitted, if no application is submitted the committee will then take action by filing a formal complaint with the Building Department.

William Bird 2nd the motion

All were in favor and the motion is carried.

417 West Ave - antenna displaced

Discussion was had concerning the antenna, decking and shingles.

Ashley Scott informed the Committee that she has spoken with the Building Official about the properties in question and the Building Official informed her that he will have a staff member look into these issues.

317 5th Street – Overgrown vegetation/broken window/wood damage

Discussion was had.

William Bird motioned to table both 417 West Ave and 317 5th St. until discovery is found on any prior complaints that have been filed.

Matthew Swabb 2nd the motion

All were in favor and the motion carried.

b. CLG Grant Guidelines

Ashley Scott states the deadline for the grant is the end of August 2026. She states a referral will be submitted. If it is determined to be a priority item it will cover 100% of the cost if it is not a priority item it will be a 60/40 match.

Ashley Scott will confirm with the State if both of the items are considered priority items and try to obtain some cost estimates.

Ashley Scott also shared the guidelines of 2018 that were located with the board.

Discussion was had.

Mark Craig stated that the Design Guidelines are the standard for reviewing applications. Mr. Craig informed the committee if the guidelines were adopted previously, the committee should have been using it to review applications and if not, what guidelines were they following.

Tom Aden stated the board was following the National Registry Guidelines.

Mark Craig recommended that as the guidelines are being updated that the board consider updating

Its Rules and Regulations to incorporate the guidelines for clarity. He also suggested the guidelines be posted on the website of West by the River.

Discussion was had on whether to hire a consultant or intern and which would be able to meet state requirements.

William Bird motions for Community Development to request a grant to assist the Committee in updating the Registry for the Historic properties in Elyria as a priority project

Matthew Swabb 2nd the motion

All were in favor, motion carried.

Discussion was had again about 401 West Ave not completing an application to gain approval for the steps and handrails. There is also a question of whether the steps and rail require a permit from the Building Department and does the new construction meet City Code.

William Bird suggested the board request the applicant to complete an application for the work that has been complete, the same as what was done with 411 West Ave.

Tom Aden stated that he will personally take the application to the applicant to have it completed.

More discussion was had in reference to replacement materials at 339 5th St.

William Bird shared that it is not his preference to replace wood with PVC and more information is needed on what the National Historic Inventory would suggest.

Matthew Swabb shared the status of 425 West Ave. The applicant has changed several plans and materials on the project. In conclusion the board would like a more detailed drawing of an applicant's plan for future projects.

Adjournment

Matthew Swabb motioned to adjourn

William Bird 2nd the motion

All were in favor, motion carried.

Meeting adjourned at 6:07 P.M.

Respectfully Submitted

Alisa Edwards