

9/22/26 Approved

MINUTES OF August 25, 2026 REGULAR LANDMARKS PRESERVATION COMMITTEE MEETING

Meeting was called to order at 5:01 p.m. by Tom Aden

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

MEMBERS ABSENT: Sheila Massimiani, Bill Bulick

EX OFFICIO'S PRESENT:

OTHERS PRESENT: Mark Craig, Christopher Schoenig and Alisa Edwards

Roll call was completed by Alisa Edwards

Tom Aden motioned to suspend the regular order of business to address the applicant
Matthew Swabb 2nd the motion
All were in favor, motion carries

Public Hearing of 417 West Ave

Mr. Scott Seiler spoke to the board explaining that he and his son David would like to make repairs to the front porch roof and some wood replacement along with replacing the rotting fascia.

Discussion was had.

Matthew Swabb motioned to approve the repair of the front porch roof and the replacement of any wood that can be seen including the fascia, will using paint to match.

Celeste Brlas 2nd the motion

All were in favor, motion carries

Matthew Swabb motioned to approve the continuation of the existing siding at the back of the home

Celeste Brlas 2nd the motion

All were in favor, motion carries

Applicant was reminded that he will need a permit to complete the work and that he will need to call for a final inspection once the work is completed.

William Bird gave a point of order, explaining that while he was in office the board approved a set of Rules and Regulations of which included the agenda. The agenda listed the application portion

prior to the minutes and old business should be followed by new business.

Mr. Bird is asking that the order of the agenda be followed or create another agenda, as much time was spent creating the Rules and Regulations.

Discussion was had with Mark Craig confirming the order of business for the agenda.

Approval of July 28, 2026 Meeting Minutes

William Bird submitted 2 typographical errors to be corrected

Matthew Swabb motioned to approved the minutes of July 28, 2026 with corrections

Celeste Brlas 2nd the motion

1 abstention, 3 in favor, motion carries

Approval of August 11, 2026 Meeting Minutes

Eric Greenly submitted 1 typographical error to be corrected

Matthew Swabb motioned to approved the minutes of August 11, 2026 with corrections

Eric Greenly 2nd the motion

1 abstention, 3 in favor, motion carries

Old Business

a. Training

Discussion was had, the members stated that neither of them have received a link to review and access the materials of the National Alliance of Historical Preservations.

Alisa Edward informed the board that although Ashley Scott was unable to attend tonight's meeting she did what to know if all members had or had not received the link. This will be followed up with by Ashley Scott.

New Business

a. Application for Local/National Landmark Designation

Christopher Schoenig shared that he has emailed the secretary, Chair and Co-Chair a draft of an application for Local Landmark Designation. Due to a request from Isaiah Ray who has a desire to designate the old Hungarian Reformed Church at 1619 West River Rd., S. as a local landmark and listing it on the National Registry he has created a form to reference.

Mr. Schoenig explained that he has reached out to council to see if this has been done in the past, but was not able to find any reference to such.

Discussion was had and members present also received a copy of said document. Mr. Schoenig stated he would follow up with an email to all members asking for input and suggestions about the document.

William Bird asked Mr. Craig, If the board wanted to recommend designation for local landmark, does the owner of the building need to do it, or can anyone do it?

Mr. Craig stated the Elyria Landmarks Commission or any interested party may nominate the designation of historic sites or districts.

Mr. Bird followed by asking, "In your opinion, is council likely to seek the owner to see if they are on board with it?"

Mr. Craig states he thinks that council would contact the owner to be a part of any meeting that would take place.

Discussion continued about the application. Tom Aden encourage the board to support local buildings that may want to become a part of the National Registry, but did not want to become a part of the Local registry.

Christopher Schoenig gave a breakdown for eligibility of the Ohio Historic Preservation Tax Credit Program as:

- *Be individually listed on the National Register of Historic Places.*
- *Contribute to a National Register Historic District, a National Park Service Certified Historic District, or a Certified Local Government historic district.*
- *Be listed as a local landmark by a Certified Local Government.*

Mr. Schoenig expressed that only one of these criteria needs to be met.

The board was asked to submit suggestions directly to Mr. Schoenig by August 28, 2026. Once approved the form will be converted into a fillable form.

Mr. Craig alerted the board that under the current zoning listed property is defined as :

any property which has special historical, aesthetic or architectural character, as part of the heritage, development or cultural characteristics of the City, State or United States, and which has been designated as a listed property pursuant to this chapter.

This would mean the board could have a building designated federally that landmarks supported, yet the City did not designate as a listed property.

More discussion was had.

Tom Aden disclosed that he had conversation with Mr. Farkas of the Building Department about whether a Landmark application goes with the inspector when the property is part of the historical district. Mr. Farkas confirmed that the application does go out with the inspector; however, the issue is that the department rarely receives calls for final inspection.

The board will now provide this information to applicants.

Tom Aden states he did have a brief conversation with Mr. Farkas about step replacement and he and Matthew Swabb will follow up for more clarity.

Discussion was also had concerning 355 5th St. The small roof over the side door is missing. Tom Aden shared that the roof may have been blown off due to the storm. A member of the board will reach out to the owner.

William Bird shared that he noticed an add in the paper stating that 317 5th Street has been listed for Sheriff Sale.

Christopher Schoenig confirmed the property is in foreclosure and that he was recently out there for a site visit and was able to speak with the owner informing her that she would receive a Notice of Code Violation.

This Notice of Code Violation stays with the property and will follow to the new owner should the property be purchased. More discussion was had on how the new owner will be notified of said notice. Mr. Schoenig is to research this matter and submit findings to the board at a later date.

Adjournment

Matthew Swabb motioned to adjourn

Eric Greenly 2nd the motion

All were in favor, motion carried.

Meeting adjourned at 5:44 P.M.

Respectfully Submitted

A handwritten signature in cursive script that reads "Alisa Edwards". The signature is written in dark ink and is positioned below the typed name.

Alisa Edwards