



Village of South Russell
5205 Chillicothe Road
South Russell, Ohio 44022
440-338-6700

**ARCHITECTURAL REVIEW BOARD
MINUTES
June 7, 2022, 5:30pm**

Members Present: Gary Neola, Chairman, Ryan Parsons, Denis Marino

Other Officials: Mayor William Koons, Ruth Griswold, Board Secretary

Visitors: Ann Dunning, 129 Burlington Oval, Chardon 44024; Jane Easley, 41 Cascades Drive, Melissa O'Dwyer, Lake Louise

Chairman Gary Neola called the meeting to order at 5:33 p.m.

Board Secretary Ruth Griswold conducted roll call.

Mr. Neola motioned to approve the minutes of May 17, 2022. Mr. Marino seconded. With unanimous vote, motion carried.

AGENDA ITEM 1: ARB CASE #22-13: 41 Cascades Drive- Construct 22' x 26' Sunroom Addition with Basement and Porch. Presented by Ann Dunning, Architect and Applicant for Property Owned by Jane Easley

Ms. Dunning began her presentation by saying this house has a nice backyard with an existing basement. The grade drops down in the rear so they felt it would be a good place to create a sunroom, as well as an area for exercise. She said the siding and window materials will match the existing house, along with the roof slope. They will also add a walk-out door at the lower level, and the addition will be 26' into the rear yard.

Mr. Neola asked if they had considered adding windows to the basement. Ms. Dunning said the grade and the trees would make it difficult, but they could put some glass block if required. Mr. Neola said nothing would be required, he just thought windows in an exercise room would be nice, but he understands what she is saying.

Ms. Dunning said the porch on the addition will have a nice door, similar to the one on the existing house, a full box bay window, and two skylights will be on both sides of the house. She said the walkway from the existing house will be extended.

With no further comments or questions from the board, Mr. Neola made a motion to approve as submitted. Mr. Parsons seconded. With unanimous vote, motion carried.

Old Business: None

New Business: Mr. Neola and the board began to discuss updating the current standards regarding submissions to the Architectural Review Board. He referred to the document that he obtained from the website, and said he is okay with not charging for a resubmittal, but it would be important to determine that plans are sufficient prior to placing them on the agenda. He said if applicants submit decent plans for review, it should be just one appearance before the board, and he is happy to screen any submissions that are questionable.

Discussion followed and various submissions were recalled as examples.

Mr. Parsons said the requirements, as they are now, are basically asking for construction documents, but that the ARB doesn't need to see construction documents, just the design intent. He felt that should be spelled out on the submittal requirements and be made clear that an applicant can appear before the board, and later submit the construction documents for review. Mr. Neola recalled the new house at 609 Bell Road, and that the ARB never saw construction documents, only the design drawings, and that applicant had understood the process.

Discussion followed regarding the best way to communicate the required information to the public. Mr. Neola said it makes sense to keep the requirements that would help to mitigate submission of drawings that are not complete sets.

Mr. Neola said the requirement to submit photographs with the minimum size of 3x5 is reasonable, and photos of the neighbors must be provided for context.

Mr. Parsons referred to #5 on the list of requirements, which reads, "Residential single-family drawings *may* require an architect's stamp" and asked what would define what does and what doesn't require a stamp. He said the Village can require whatever they want, but when you put "may" it kind of leaves it open-ended. Mr. Neola agreed that the statement is very ambiguous. He said if it would help to get better drawings submitted, they could change it to say it would be up to the discretion of the building department. Mr. Parsons said unless the Village has it somewhere in writing that they can require

certain submittals to have an architect's stamp, the applicant could file a lawsuit, since the Ohio Residential Code does not require that for residential plans. Mr. Neola said it may be as simple as changing it to say that residential drawings must comply with the Ohio Residential Building Code, which are readily available online.

During the discussion, it was discovered that there are discrepancies in the numbered list under "Procedure."

Mr. Parsons referred to the list with his preliminary mark-ups, noting the inconsistent number of days required for cutoff. Discussion followed regarding the number of days required prior to the meeting date, and it was determined that 8 days would be reasonable, with judgement calls allowing for flexibility in certain instances. The website was referred to and more discrepancies were discovered. Mr. Parsons also had the suggestion of changing the words such as "structural & site plans/drawings" to **documents**, which covers everything. He also suggested requiring that everything be submitted in PDF format.

Mr. Parsons explained how he moved the list of requirements around to make more sense. Mr. Neola referred to #7 which refers to **multi-family** and it was determined that there would be no such instances of that in South Russell. Members discussed the possibility of providing sample generic drawings to applicants on the website.

Mr. Neola said he appreciates the review efforts and suggestions thus far and would like to revisit the discussion and move forward with the changes at the next meeting that all board members are able to attend.

There being no further business, Mr. Neola adjourned the meeting a 6:30pm.




Ryan Parsons, Acting Chairman



Date



Ruth Griswold, Board Secretary



Date