



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
July 5, 2022, 5:30pm**

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

**Other Officials:** Ruth Griswold, Board Secretary

**Visitors:** Jim Zaffiro, 30 West Belmeadow Lane; Jonathan Stoll of Fluent Solar; Martin Hilbers, 27 Garden Park Drive

Gary Neola called the meeting to order at 5:34 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Parsons motioned to approve the minutes of June 21, 2022. Mr. Marino seconded. Mr. Neola abstained. Ryan Parsons-Aye, Denis Marino-Aye. Motion carried.**

**AGENDA ITEM 1: ARB CASE #22-16: 30 West Belmeadow Lane: New Shed. Presented by James Zaffiro, Homeowner.**

Mr. Neola went over the information that had been submitted for the shed. He confirmed with the applicant that the shed would match the color of the house, which is Inviting Ivory, and the shed would have the red metal roof that matches the existing covered patio. Mr. Neola asked if the shed was purchased as a kit. Mr. Zaffiro said that is correct, it is prefabricated and will be delivered and put on to the foundation.

Mr. Neola said as far as the design and so forth, it is what it is, he understands it is a kit and that is what it looks like. Mr. Marino asked if the trim would be white, Mr. Zaffiro said yes, that is correct.

**Mr. Neola made a motion to approve. Mr. Parsons seconded. With unanimous vote, motion carried.**

**AGENDA ITEM 1: ARB CASE #22-17: 506 Laurelbrook Drive-Roof Mounted Solar Panels.** Presented by Jonathan Stoll of Fluent Solar LLC.

Mr. Neola said the applicant was contacted earlier and advised that they need to submit elevations and a roof plan in order to have the board review the submittal. He said what was presented were the drawings from Fluent Solar, and there is a lot of information that is relevant to the Building Department, but it is not sufficient for the Architectural Review Board. **He said the board would table the submittal** until they submit an elevation of the house showing where the roof panels are, and a roof plan drawn to scale. He said the roof plan that was submitted indicates the panels are not centered on the roof. In addition to that, he asked if the homeowner had advised their neighbor across the street that they will be seeing the solar panels on the house, and if not, that issue should be addressed as well.

Mr. Stoll said he understood the need to submit more detailed roof plans and elevations. Mr. Neola said he should also review the requirements of submission to the ARB that is on the Village website.

Mr. Marino said it would also be helpful if they submitted photographs of similar installations they have done. Mr. Parsons agreed and said they would like to know what the panels looks like on a house.

**Old Business:** Discuss needed changes to the requirements for submittal to the Architectural Review Board

Mr. Neola said he has reviewed the documents, one of which has the edits made thus far incorporated into it and would like to comment. He said under G(c) it indicates photos of samples should be submitted, and he agrees with that, but believes that it should be listed as its own line item, separate from the requirement of other photographs.

Ms. Griswold suggested incorporating the requirements into the application for the ARB and creating a checklist type of format. Mr. Neola said in other communities, the requirements are incorporated into the application, and he agrees that it should be one document. Mr. Parsons said it could be required to have the applicant check off the items and then sign it. Mr. Marino said the list of requirements should be first, followed by the application. Board members agreed.

Mr. Neola said if it is found that the changes do not work in any way they can always be revisited.

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting a 5:49pm.

  
\_\_\_\_\_  
Gary Neola, Chairman

8.2.2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ruth Griswold, Board Secretary

8.2.2022  
\_\_\_\_\_  
Date