



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
May 7, 2024, at 5:30pm**

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

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

**Visitors:** Matthew Wolf, 1814 E 40<sup>th</sup> Street, Suite 3B, Cleveland 44103

Gary Neola called the meeting to order at 5:35p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Parsons motioned to approve the minutes of April 16, 2024. Mr. Neola seconded. With unanimous vote, the motion carried.**

**Agenda Item 1: ARB Case # 24-13:** 23 W Bel Meadow Lane-New Addition to Rear of Existing House. Presented by Applicant Matthew Wolf of Matt Wolf Architecture LLC, Behalf of Property Owner John Schutte.

Mr. Neola asked the applicant to begin his presentation. Mr. Wolf said his proposal is a simple addition in the center of the rear of the house. All finish materials will match the house. The current house roof, which is not in good shape, will be replaced with the same asphalt shingles as the addition.

Mr. Neola asked board members for questions or comments. There were none.

**Mr. Neola made a motion to approve the plans as submitted. Mr. Marino seconded. With unanimous vote, the motion carried.**

**Old Business: None**

**New Business:** Mr. Neola said he has given some thought to a number of recent submissions that have been lacking in what the board requires for a review. He said Chagrin Falls requires residential plans to be submitted by a registered architect. He asked if South Russell could consider doing that, and if so, does the proposed change have to go through Council.

Mayor Koons said he would bring the idea up to the Building Committee at their meeting on May 9. Mr. Marino said he thinks it might be okay to require such drawings under certain circumstances, but he feels that there is a reason that most municipalities do not require it, and that it may be contested in Chagrin Falls. He said even if is an instance when a technical issue involved would require it, that would mostly fall into the building code and inspection side of it.

Discussion followed regarding the past submissions where the applicants had numerous attempts that were inadequate for review by the board. Ms. Griswold suggested revisiting the idea of providing generic examples to applicants to assist in the process. Mr. Parsons said the checklist of requirements is clear, and examples could easily be found on the internet. He isn't sure how many municipalities require residential submissions to be prepared by an architect, but it is not required by the State for the design review or for the construction and permits.

Mr. Neola said he would like to figure out a way to assist applicants who don't want to hire an architect, but are having difficulty understanding the requirements. This creates frustration for the residents.


Discussion followed regarding the variety of challenges in obtaining a successful submission. Mr. Marino said a small project requiring architectural drawings would add an undue burden on the homeowner, but plans for an addition from an architect would be much easier for everyone. Mr. Parsons agreed that the requirement for architectural drawings would result in better submittals, but he is also concerned about the cost involved for simpler projects. Mr. Neola agreed, and said they wouldn't expect a shed to be drawn by an architect. Mr. Parsons said that is a perfect example. Mayor Koons suggested maybe requiring architectural drawings for projects over a certain amount.

Discussion followed regarding the different certifications required for an architectural designer or a draftsman. Mr. Neola said homeowners sometimes don't understand the value of having professionally prepared plans for the overall success of their project. He said he is also concerned with the amount of time involved for the building department staff, whose time could be better utilized, when there are multiple attempts to get a submission.


Discussion followed regarding the possibility of charging the applicants for resubmissions to help insure a complete submission the first time. This matter which had been brought up before, but per Mayor Koons, Council did not want to do that.

There being no further business, Mr. Neola adjourned the meeting at 5:59 p.m.

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date