



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES**  
**January 21, 2025 at 5:30 pm**

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

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

**Visitors:** Rob Myers, 9 Deerfield Drive

Gary Neola called the meeting to order at 5:32 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from January 7, 2024. There were none. Mr. Parsons motioned to approve the minutes. Mr. Marino seconded. With unanimous vote, the motion carried and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-03: 120 Ashleigh Drive-Pool House. Approved at BZA on 1-15-2025 for Height Variance. Presented by Robert H. Myers of RHM Homes Corp., Applicant on Behalf of Property Owners Scott and Kelly Noble.**

Mr. Neola asked the applicant to begin his presentation. Mr. Myers said the new pool house will have a small kitchenette, changing area and bathroom, as well as storage areas at either end. One of the storage rooms will be for the pool equipment, and the other one will be used for storing seasonal furniture. He said one side opens up fairly wide with a folding door, to allow the pool house to be fully open relative to the pool during the summer.

Mr. Myers said the exterior shake will be in keeping with the main house, and the roof shingles will also match the existing house. He said the color of the pool house will be a contrasting shade

of green, and the windows will be bronze. Mr. Neola asked if the existing house windows were also bronze. Mr. Myers said no, the windows on the existing house are off-white. The pool house will be a bit of a contrast.

Mr. Parsons referred to the gables on the rear elevation with windows in the center of them. He said it looks like there's one in the bathroom, but it is not shown on the rear elevation. Mr. Myers said yes, there is a window in that bathroom. Mr. Myers said the pool house will back onto multiple wooded acres, so there is nothing behind the pool house. The owner didn't want any windows there and that may be why it didn't make it to the drawings. Mr. Marino asked for clarification: will there be a window or not in the bathroom. Myers said they will install a window.

Mr. Neola said on the main house, there are gables on the ends, and asked why there are hip roofs on the pool house. Mr. Myers said his client didn't want the structure to get too overpowering as far as the height and length of the roof, so they clipped the ends to sort of shorten that element, and added the cupola. Mr. Neola noted the roof pitch on the main house is 7:12, then there's a 4:12 by the cupola. Mr. Myers said again that was done to try and keep the height less imposing. Mr. Neola said he is not seeing it as a problem, he was just noticing that they were different. Mr. Neola asked board members if they had any comments on the roof pitches. Mr. Parsons said he doesn't know if it would even be noticeable, and the main house does have some hips on it. He appreciates them trying to keep them low, although the 4:12 on the cupola does make it seem a little squat. He understands they had to request a variance for the height and tried to keep it low.

Discussion followed regarding the variance, and height restrictions in South Russell.

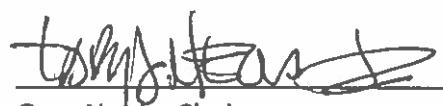
**Mr. Neola said overall, the proportions work. He asked board members for any further comments Hearing none, he made a motion to approve the plans as submitted. Mr. Parsons seconded. With unanimous vote, the motion carried.**

Mr. Myers thanked the board for their time.

#### **Old Business: None**

**New Business:** Mayor Koons noted that Gary Neola and Denis Marino would both be unavailable for the regularly scheduled meeting on March 4, 2025. He asked if the meeting should be moved to March 11. Mr. Neola said he might be back by then, but they could discuss it further in February, noting that the change would have to be Sunshined.

There being no further business, Mr. Neola adjourned the meeting at 5:47p.m.



Gary Nebbia, Chairman

1-4-2025

Date



Ruth Griswold, Board Secretary

2-4-2025

Date



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

## ARCHITECTURAL REVIEW BOARD

### MINUTES

February 4, 2025 at 5:30 pm

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

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

**Visitors:** Christy Troyer, Administrative Assistant

Gary Neola called the meeting to order at 5:30 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from January 21, 2025. There were none. Mr. Parsons motioned to approve the minutes. Mr. Marino seconded. With unanimous vote, the motion carried, and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-04:** 402 Reserve Trail-First Floor Addition on East Side of House. Approved at BZA on 1-15-2025 for a 17' Side Yard Setback. Presented by Heather Davies of Davies Architecture, Applicant on Behalf of Property Owners Bina Mehta and David Leone.

Mr. Neola asked the applicant to begin her presentation. Ms. Davies said she is here tonight representing the homeowners, who were unable to attend. They want to provide additional space on their first floor for their family and entertaining. The addition would eventually be converted to a first-floor primary suite. Ms. Davies said the proposed first floor addition is pushed back behind the garage, and in a way, it is hidden from the street. She said all new materials such as siding and trim will match the existing house, as will the roof pitch.

Ms. Davies went on to say that behind the garage is their laundry room and mudroom. Because they use that door often, they want to add a covered entryway. There will be a small patio in that area. At the front of the house, they plan to take down the existing railing that creates a fake porch and add a metal roof, which will match the metal roof on the side entry porch. The existing

columns at the front entry are pretty thin, so they will be removed and replaced with wider columns. She said all new windows will match existing, and the shutters on the front will match as well. Ms. Davies referred to the rear elevation, which showed a reverse gable. She referred to the west elevation and said the new doors will match the current family room doors.

Mr. Neola thanked her for the good explanation. He asked board members if they had any comments. Mr. Parsons said the scale and proportions are very well done, and he appreciates how it is kind of pushed towards the back. Mr. Neola agreed and said it was very well planned out. The one question he had was regarding the front entrance columns. They are tapered, which is kind of a Doric style. He asked board members their thoughts on keeping the straight columns as opposed to the tapered Doric style. Ms. Davies said she didn't think the homeowners would have a problem with that change. Mr. Parsons asked if the side column was round. Ms. Davies said yes, it's a round tapered column. Mr. Neola said the one on the side entrance is square. Mr. Marino said they could use the square perma-cast columns. Mr. Neola said he likes how it engages with the roof, but he just doesn't think that the tapered columns fit this style. Ms. Davies said that's fine, they will make those changes work.

Mr. Parsons said if the front ones aren't tapered, but they wanted to keep them round, then he would leave the side one smaller but make it round, or else make them all square. He thinks either choice would be good. He would recommend making all three of them the same and eliminating the taper on the front. He said he doesn't have a preference to them being round or square, just that they all match. Mr. Neola agreed that they should all match and not be tapered.

**Mr. Parsons made a motion to approve as noted. Mr. Marino seconded. With unanimous vote, the motion carried.**

Ms. Davies thanked the board.

**Old Business: None**

**New Business:**

There being no further business, Mr. Neola adjourned the meeting at 5:40p.m.

  
Gary Neola, Chairman

  
Ruth Griswold, Board Secretary

  
Date

  
Date



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
February 18, 2025, at 5:30 p.m.**

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

**Other Officials:** Leslie Galicki, Administrative Assistant

**Visitors:** Michelle Bissler, 1194 Bell Road; Iliana Kazandjieff, Agile Sign & Lighting Maintenance; Bill and Katie Stone, 137 Fairview Road; Andrew Reynolds, Pantuso Architecture; Heather Davies, Davies Architecture

Gary Neola called the meeting to order at 5:31 p.m.

Administrative Assistant Leslie Galicki conducted roll call.

**Mr. Parsons made a motion to approve the February 4, 2025, meeting minutes, seconded by Mr. Marino. With unanimous vote, the motion carried.**

**Agenda Item 1: ARB Case # 25-05:** New sign for Tavern 6, located at **540 East Washington Street**, owned by 540 Property Group LLC. Presented by Iliana Kazandjieff of Agile Sign & Lighting Maintenance.

Mr. Neola stated that it appeared the Panini's sign was being taken out and the Tavern 6 sign installed in its place. It is the same size, etc. Ms. Kazandjieff stated that it is two flat faces. Mr. Parsons asked if the sign was internally lit, and Ms. Kazandjieff confirmed that it is.

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

**Agenda Item 2: ARB Case #25-06:** New window on east bay, removal of shutters, whitewashing all exterior brick for the property located at **1194 Bell Road**, owned by Michelle Bissler, CPA. Presented by Heather Davies of Davies Architecture.

Ms. Bissler informed the Board that Davies Architecture was not present. Mr. Neola verified she was the owner of the building and advised that the Board could still look at the plans. He noted that most of the work was in the interior of the building with creating offices and so on. Ms. Bissler concurred. Mr. Marino observed that Bissler would be turning the location of the former automatic teller machine (ATM) on the building into a bay window. Mr. Parsons addressed the exterior brick and Ms. Bissler explained that when the interior renovations are complete, the exterior will be painted to bring uniformity to the bricks which are all currently different ages and colors.

Mr. Neola had no comments on the submission and Mr. Marino said that the plans were very straightforward.

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

Mr. Neola informed Ms. Bissler that she could obtain the permits through the Building Department once the plans were reviewed by the department. Ms. Bissler questioned whether this was for the exterior or interior, and Mr. Neola explained it would be for the whole project. Ms. Bissler thought the builder, Hoar Construction, was doing the permitting for the interior. Mr. Neola further explained that since the ARB has completed its review and approval, the contractor should be able to come and get the permits. Mr. Marino noted that the next case involved the same property and Mr. Parsons advised that it involved the signage for the same project.

**Agenda Item 3: ARB Case #25-07:** Sign on front of building for the property located at 1194 Bell Road, presented by owner Michelle Bissler, CPA.

Mr. Marino asked if the sign would be on two faces over the entry. Ms. Bissler responded that initially no, that it would just be on the front.

(Heather Davies, Davies Architecture, arrived at 5:41 p.m.)

Mr. Neola asked if the signage was backlit, and Ms. Bissler confirmed it was.

**Mr. Neola made a motion to approve the submission, seconded by Mr. Marino. With unanimous vote, the motion carried.**

**Agenda Item 4: ARB Case #25-08:** Rear addition, new dormer on front, window modifications and a new detached garage for the property located at 137 Fairview Road, presented by Andrew Reynolds of Pantuso Architecture, on behalf of owners William and Kate Stone. Garage was approved at BZA on 1-15-25 for size and setback variances.

Andrew Reynolds advised that he was an architect for Pantuso Architecture and introduced owners, Bill and Katie Stone. Mr. Reynolds explained that the project involved renovations and additions to the house, adding a front dormer and side porch. In the back, on the rear dormer, modifications are being made to extend the rear dormer. On the detached garage, the existing garage is being taken down. A new detached garage is being proposed that will tie in better with the existing house by matching the roof slope and Tudor style. The setback, height requirements, and square footage for the garage were approved by the Board of Zoning Appeals (BZA). The materials on the house will match. A rough sawn lumber was discussed for the side porch with a little brick half wall. On the garage, Hardie siding was discussed as well as vinyl windows and asphalt shingles to match the house.

Mr. Reynolds added that Mr. and Mrs. Stone found some repurposed leaded glass windows for the dormers to serve as accent pieces on the house and garage. Mr. Neola clarified that the windows were found in the house, and Mr. Stone clarified that he purchased them in Detroit and noted that it is difficult to find small cross hatch leaded glass. Mr. Neola agreed. Mr. Parsons verified that Mr. Stone obtained these for both the house and garage. Mr. Stone advised that he obtained a pair for the dormers on the house, which are more ornate casement windows that swing in the old fashioned 1920's way. There is a single one for the garage which they may make into a hopper window.

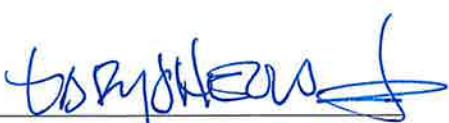
Mr. Neola added that he liked the way the third garage is set back, and thought it was a nice touch. Mr. Stone said that they thought about attaching the garage, but it just did not work.

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

**Old Business:** Mr. Neola advised that the Board previously discussed shifting the next meeting to the following week on March 11<sup>th</sup> because two members will be unavailable on March 4<sup>th</sup>. Mr. Neola suggested that if there are no submissions by the submission deadline of February 24<sup>th</sup>, the meeting can be cancelled. Parsons added that if there are submissions, the meeting will be rescheduled to the following week, which would be March 11<sup>th</sup>. Mr. Neola advised that in this case, there would be two meetings in a row with the next meeting scheduled for March 18<sup>th</sup>.

**New Business: None**

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



Gary Neola, Chairman



Ruth Griswold, Board Secretary



Date



Date



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
March 18, 2025, at 5:30 p.m.**

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

**Other Officials:** Leslie Galicki, Administrative Assistant

**Visitors:** Jeff Clark, Easy Sign Holdings LLC

Gary Neola called the meeting to order at 5:30 p.m.

Administrative Assistant Leslie Galicki conducted roll call.

**Mr. Parsons made a motion to approve the February 18, 2025, meeting minutes, seconded by Mr. Marino. With unanimous vote, the motion carried.**

**Agenda Item 1: ARB Case # 25-09:** Two street signs on decorative vinyl posts and one panel sign for Sugar Bush Club, located at Sugar Bush Lane, owned by Sugar Bush Club LLC. Presented by Jeff Clark, Easy Sign Holdings LLC.

Mr. Neola asked Mr. Clark if the existing pole would be used for the Sugar Bush Club sign. Mr. Clark advised that the same pole and bracket would be used, and he would encourage the Homeowners' Association (HOA) to put a coat of paint on it, but this would be their decision. Mr. Neola agreed that it would be a nice touch. Mr. Clark added that both sides of the sign are the same and it is a different more modern look.

Mr. Marino noted that everything provided seemed to show Sugarbush as one word, and he pointed out that there is a space on the sign between Sugar and Bush. Mr. Clark did not know and said that the HOA came up with the design, but he would bring it to their attention. Mr. Parsons added that it is one word on the existing sign.

Mr. Neola asked about the two additional signs being presented, and Mr. Clark explained that they were two traffic regulation signs. The HOA wanted to put some signs in to tell people to slow down. It will be a standard traffic control device (TCD) reflective pattern, like a stop sign, and then printed, laminated, and attached to a vinyl post with a cap. Mr. Neola verified that the HOA sign was also

reflective aluminum composite material (ACM). Mr. Clark said it would be a different kind of reflective material which would not be quite as bright and would be an even frosted kind of reflection. Mr. Parsons asked if it was like a single metal sandwich panel, and Mr. Clark replied that it was a single sided standard 040 aluminum panel. Mr. Neola clarified it was a metal sign, and Mr. Clark agreed and reiterated that it is aluminum panel, and not the ACM panels that are aluminum and plastic. This will be the same metal as speed limit signs.

Mr. Neola asked if there was a bracket at the bottom, and Mr. Clark responded that there will be bolts going through it into the vinyl post. Mr. Neola clarified that he was speaking of the development sign. Mr. Clark acknowledged confusion with discussion of the speed signs and explained that the HOA sign will be mounted with a couple of stainless-steel bolts and nuts at the top onto the existing bracket. Mr. Parsons verified that this sign is two sided and a thin aluminum sandwich panel. Mr. Clark said he thought it was a  $\frac{1}{4}$  -inch panel, with a sturdy black center. As an architect, Mr. Parsons offered that he understood what ACM is and uses it frequently on buildings but was more so wanting to make sure of the thickness and the edges. Mr. Clark further explained it would be 3 mm that will not get blown by the wind or bent if smacked by a teenager. He continued that the street signs would be aluminum and a standard sign.

Regarding his original question, Mr. Neola referred to the bottom of the sign and said it looked like it was attached to the post as well. Mr. Clark said something would be done to make it sturdier in the way of a bracket, but this was something they would worry about once the panel is installed. At that point, they will build something to keep it from blowing in the wind too much. He added that it would be attractive.

Other than the space between the "Sugar" and "Bush", there were no other concerns.

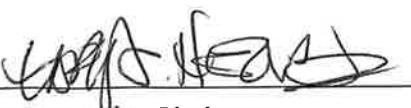
**Mr. Neola made a motion to approve the submission, seconded by Mr. Parsons. With unanimous vote, the motion carried.**

Mr. Clark verified this was for all the signs, and Mr. Neola verified it was.

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 5:39 p.m.

  
Gary Neola, Chairman

5-18-2025  
Date

  
Leslie Galicki, Administrative Assistant

5-22-2025  
Date



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
May 20, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitors:** Jerry Penick, 117 Countryside Dr; Tom Breitsch, 127 Countryside Dr

Gary Neola called the meeting to order at 5:30 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from March 18, 2025. There were none. Mr. Parsons motioned to approve the minutes. Mr. Marino seconded. With unanimous vote, the motion carried, and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-10: Country Estates Homeowner Association Community Pavilion. Presented by Jerry Penick of Country Estates HOA. Approved at the Planning Commission meeting on May 8, 2025.**

Mr. Neola referred to the plans for the community pavilion. He said it seems like a pretty basic gabled roof structure. He asked the applicant what type of roofing materials would be used. Mr. Penick said they will be installing a standing seam metal roof. Mr. Neola asked if they had chosen a color for the roof. Mr. Penick said it would be black. Mr. Neola asked if the structure would be constructed with treated wood. Mr. Penick said he apologizes, but he is not that familiar with that detail, since it was chosen by the team. He said he believes it will be either cedar or treated wood. Mr. Neola said from an appearance perspective, either one will work.

Mr. Neola asked board members if they had any comments. Mr. Parsons asked what the flooring would be. Mr. Penick said the floor will be bluestone. There would be a lot of complications getting cement trucks back to the site, which is why they decided on the bluestone.

Mr. Neola said although it's probably a little more expensive than concrete, it will be a nice finish. Mr. Penick said when taking in the cost of pumping the concrete, it turned out to be about the same.

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

Mr. Penick thanked the board.

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 5:38 p.m.

Gary Neola  
Gary Neola, Chairman

Date: 6-3-2025

Ruth Griswold  
Ruth Griswold, Board Secretary

Date: 6-3-2025



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
June 3, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitor:** Kyle Dingfelder, 49 Cascades Drive

Gary Neola called the meeting to order at 5:32 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from May 20, 2025. There were none. Mr. Marino motioned to approve the minutes. Mr. Neola seconded. With unanimous vote, the motion carried, and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-11: 32 x 24 Accessory Structure. Presented by Kyle Dingfelder, Applicant and Property Owner of 49 Cascades Drive. Approved at Board of Zoning Appeals Meeting on 5-21-2025 for an Area Variance of 63 Square Feet.**

Mr. Dingfelder referred to the photographs of the house and said the accessory building will go on the south side, to the right of the concrete pad, in between the pad and the tree line. He said it would extend 32', essentially parallel with the house, and be 24' deep. The close up of his house shows the vertical board and batten siding and will be matching around the whole perimeter of the building. He then referred to photos taken from the view of where the structure would be placed.

Mr. Neola asked if the batten spacing on the new structure would match the batten spacing on the house. Mr. Dingfelder said he doesn't have the exact spacing measurement, but it will be close. Discussion followed. It was determined that the spacing will not be too far off from what is on the house.

Mr. Neola noted the pitches on the house roof and on the accessory structure both to be 4:12, and said it seems pretty straightforward. He asked if the door and window trim on the new structure would be white, like the house. Mr. Dingfelder said there would be no white trim on the new building; it would be all black trim. Mr. Neola asked why he wouldn't want to match the trim on the house. Mr. Dingfelder said in the near future he has plans to re-side his entire house and change all the trim to black. Mr. Neola said he kind of likes the white trim. Mr. Dingfelder said he agrees that the white looks nice. Mr. Neola asked him why he wants to change it all to black. Mr. Dingfelder referred to the sample photos, and said he is using those for inspiration. He showed color samples of Cavern Steel siding, which was decided on between his wife and him.

Mr. Neola asked if the house roof shingles would also be changed to match the new roof on the accessory building. Mr. Dingfelder said yes, and the house roof will need to be replaced soon, at which time they will install a matching standing seam roof. Mr. Neola said he could also choose charcoal asphalt shingles, and it's really more of a preference, but standing seam tends to be a little noisy with rain and hail, although he has no issues with Mr. Dingfelder's choice. Mr. Dingfelder said he has also heard that metal roofs may cause cell phone signal problems, which he plans to mitigate. He said there will be a lot of insulation in the ceiling that should help with the noise as well.

Mr. Marino asked what he had in mind for the overhead door. Mr. Dingfelder said they plan to have an 8 x 8 glass door; it will look like a much smaller version of the one in the inspirational photos. All the windows will be Marvin Essential Windows, but the 8' x 3' man door will be a Marvin Elevate Series.

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

Mr. Brad Fink arrived at 5:43 pm.

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 5:49 p.m.

Gary Neola  
Gary Neola, Chairman

Date: 8-5-2025

Ruth Griswold  
Ruth Griswold, Board Secretary

Date: 8-5-2025



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
August 5, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitor:** Mike Garvin, 107 Southwyck Drive

Gary Neola called the meeting to order at 5:30 p.m.

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from June 3, 2025. There were none. Mr. Parsons motioned to approve the minutes. Mr. Neola seconded. With unanimous vote, the motion carried, and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-13:** Three window alterations to accommodate interior modifications. Presented by Denis Marino of Peerless Homes, applicant for property located at 107 Southwyck Dr., owned by Mike and Amy Garvin.

Architectural Review Board member Denis Marino recused himself from presenting or attending the meeting.

Mr. Neola welcomed property owner Mr. Mike Garvin to the meeting. He said they have viewed the plans for the removal of some existing windows, including the relocation of the bay window, and a new 3-unit window over the kitchen sink area.

Mr. Neola asked Mr. Parsons if he had any questions or comments. Mr. Parsons said he has no concerns about the modifications to the three windows.

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

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 5:32 p.m.



Gary Neola, Chairman

Date: 8-19-2025



Ruth Griswold

Ruth Griswold, Board Secretary

Date: 8-19-2025



**Village of South Russell  
5205 Chillicothe Road  
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440-338-6700**

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
October 7, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitors:** Joshua Foell, 29 Newell St, Painesville OH; David Lowe, 111 Arrow Wood Circle

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

Board Secretary Ruth Griswold conducted roll call.

**Mr. Neola asked if there were any comments on the meeting minutes from September 16, 2025. There were none. Mr. Neola motioned to approve the minutes. Mr. Parsons seconded. Mr. Marino abstained. The motion carried and the meeting minutes were approved.**

**Agenda Item 1: ARB Case # 25-19: 14 Kimberwick Court** Adding five windows and a front door overhang to house. Presented by Joshua Foell of MST Contracting LLC, on behalf of property owners Kaitlyn Newman and Justin Puccetti.

The board members reviewed the plans and discussion centered around the proposed front overhang. Mr. Neola said the posts look a little slim, and they would benefit from base trim and capital trim. Mr. Parsons and Mr. Marino agreed.

All board members had no issues with the new windows and their placement on the house.

**Mr. Neola made a motion to approve the submission as noted with the following condition: The front porch posts must be wrapped with 8 x 8 trim, with added base trim and capital trim. Mr. Parsons seconded. With unanimous vote, the motion carried.**

**Agenda Item 2: ARB Case # 25-12: 111 Arrow Wood Circle- Building new 275 sq. ft. sunroom to existing house.** Presented by Owen Schmucker of O.S. Construction, on behalf of property owner David Lowe.

Owen Schmucker was not at the meeting; David Lowe presented.

The board members had the incorrect plans in front of them but were able to view the most recent drawings on the media screen. Mr. Neola said it looks like the new sunroom is being aligned with the side of the house and asked Mr. Lowe if that was correct. Mr. Lowe said there will probably be a little gap there, but essentially the sunroom will have the same footprint as the former deck.

Mr. Marino referred to the screen and said his concern is the alignment, and Mr. Neola said it would be nice if it was shifted over enough so that the gutter dies into the rear of the house as opposed to the overhang. Mr. Neola said the side of the sunroom is shown to be on the same plane as the rest of the house, with only vinyl trim board separating it. This would make it look like it was not well integrated into the house. It would be better if it was shifted over just enough so that the gutter was dying into the house. He asked Mr. Lowe if there was something inside the house that was dictating this particular placement.

Mr. Lowe said they're pretty much just putting the sunroom where the old deck was. He said there is also an upstairs bathroom window, so they are making sure the cathedral ceiling on the sunroom doesn't impact that. Mr. Parsons said because full elevations were not submitted, it is not clear how close it would be to the bay window next to it. Mr. Lowe said they measured it, and it would not impede that window.

Mr. Parsons said on the site plan, they indicate a 15' dimension, and then they have 14'6" on the addition, which means there is only 6". Discussion followed regarding roof styles, pitch, height and distance. Board members referred to the photo of the rear of the house showing the bay window with a shed roof. Mr. Neola said there may be a potential conflict with the new gable roof integrating with the existing shed roof. He said it is difficult to review this without accurate elevations. Mr. Lowe said the builder measured everything and he said there would not be an issue. Mr. Neola said he understands that, but architecturally, it looks like there is some coordination needed.

Mr. Neola said the position the board is taking is that a resubmission is needed, showing accurate rear and side elevations, for a total of three elevations. Mr. Parsons said it's important that the plans accurately show what exists as well.

**Mr. Neola made a motion to have the plans revised and resubmitted to show accurate building plans and elevations. Mr. Marino seconded. With unanimous vote, the motion carried.**

Mr. Lowe was advised of the next Architectural Review Board meeting and the cutoff date. He thanked the board members.

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 6:12 p.m.

Gary J. Neola,  
Gary Neola, Chairman

Date: 10-21-2025

Ruth Griswold,  
Ruth Griswold, Board Secretary

Date: 10-21-2025



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES  
October 21, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitors:** Meredith K. Sonby, 1105 Sheerbrook Dr; Jerry Penick, 117 Countryside Dr; Ron Wolford, 1572 Bell Rd; Colleen Barrera, 1572 Bell Rd; Sarah Krivanka, 1432 E 40<sup>th</sup>, Cleveland; Ruth Cavanagh, 15 Paw Paw Lake Dr; Jason Piazza, 504 East Washington.

Gary Neola called the meeting to order at 5:31 p.m.

Board Secretary Ruth Griswold conducted roll call.

**The minutes of the previous meeting held on October 7, 2025, were approved following a motion by Ryan Parsons and a second by Dennis Marino. Motion carried unanimously.**

**Agenda Item 1: ARB Case # 25-21: 1572 Bell Road-New pool house. Presented by Ron Wolford of A. Layne Builders, on behalf of property owners Fred and Colleen Barrera.**

Discussion centered on the proposed pool house design, siding materials, and roofing materials. It was clarified that the proposed structure will have horizontal dark gray siding, black windows, cedar-look trim, and asphalt shingles to match the existing residence. Board members requested that updated drawings be submitted to reflect the proposed materials accurately. **Mr. Neola made a motion to revise and resubmit plans that accurately reflect the proposed materials for review at the next meeting on November 4, 2025. Mr. Marino seconded. Motion carried unanimously.**

**Agenda Item 2: ARB Case # 25-22: 504 East Washington Street**-New signage and exterior alterations for new restaurant, “Steak Chagrin Falls”. Presented by Sarah Krivanka of Studio Krivan, on behalf of restaurant owner Jason Piazza.

The proposal included new signage, exterior cladding changes, and updates to the building façade. Materials discussed included horizontal synthetic siding, charcoal tile base, and wood-tone accents. Discussion included lighting methods and compliance with signage code related to neon illumination. It was determined that neon lighting is not permitted under the signage code, but it does not apply to building lighting; LED backlit push-through lettering will be used on the sign, and the proposed linear lighting on the façade will be neon. **Mr. Neola made a motion to approve as submitted. Mr. Parsons seconded. Motion carried unanimously.**

**Agenda Item 3: ARB Case # 25-23: 117 Countryside Drive**-Screened porch and deck. Presented by applicant and property owner Jerry L. Penick.

The proposal included construction of a screened porch and adjacent deck. Board discussion focused on the proportion of screen panels, materials, and structure. Applicant agreed to add vertical divisions on two elevations to improve proportion. **Mr. Parsons made a motion to approve with the noted revisions. Mr. Marino seconded. Motion carried unanimously.**

**Agenda Item 4: ARB Case # 25-24: 5205 Chillicothe Road**-Salt storage building. Presented by Mayor William Koons, on behalf of the Village of South Russell.

Presented by Mayor William Koons and assisted by Ruth Kavanagh. The project involves a new salt storage facility to replace the existing dome structure. The proposed design includes concrete walls with vinyl siding above and asphalt shingle roofing. The design will match the surrounding structures with neutral tones. **Mr. Neola made a motion to approve as submitted. Mr. Parsons seconded. Motion carried unanimously.**

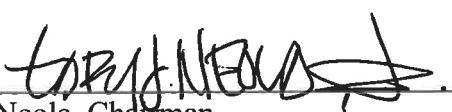
**Agenda Item 5: ARB Case # 25-25: 5221 Maple Springs Drive**-Addition to existing recreation pavilion, adding a free-standing fireplace. Presented by Meredith Sonby of Chagrin Lakes Club. Drawings by Gary Neola of Cornerstone Architecture LLC, on behalf of Chagrin Lakes HOA. Mr. Neola recused himself and left the room.

Proposal for expansion of an existing pavilion to a 40 x 40 ft structure with an added wood-burning fireplace. The design includes pre-engineered trusses, black standing seam metal roof, and stone veneer fireplace. **Mr. Parsons made a motion to approve as submitted. Mr. Marino seconded. Motion carried unanimously.**

**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 6:22 p.m.

  
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Gary Neola, Chairman

Date: 11-4-25

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

Date: 11-4-25



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES**

**November 4, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitors:** Ron Wolford, 1572 Bell Rd; Colleen Barrera, 1572 Bell Rd; Ramonde Smith, 123 Fairview Rd; Bob Battisti, 10611 Washington; Joe Franzese, 45 Wolfsen Dr.

Gary Neola called the meeting to order at 5:30 p.m.

Board Secretary Ruth Griswold conducted roll call.

**The minutes of the previous meeting held on October 21, 2025, were approved following a motion by Ryan Parsons and a second by Dennis Marino. Motion carried unanimously.**

**Agenda Item 1: ARB Case # 25-21: 1572 Bell Road-New pool house. Resubmission from October 21, 2025.** Presented by Ron Wolford of A. Layne Builders, on behalf of property owners Fred and Colleen Barrera.

Discussion centered around the required changes made to the plans. The siding is now presented correctly as horizontal, and the roof is depicted as having shingles. The required trim has been added.

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

**Agenda Item 2: ARB Case #25-27: 123 Fairview Road**-Detached single car garage. Presented by Joseph P. Franzese of JPF Architects, on behalf of property owner Ramonde Smith. This property was given a side yard setback variance of 9' at the BZA meeting on 10-15-2025.

Mr. Franzese provided an overview of the project while referring to the plans on the media screen.

Mr. Neola noted that the foundation of the garage is masonry, but the house is brick. He asked if there was a reason they didn't use brick on the foundation wall. Mr. Franzese said it is a detached garage in the backyard, and he felt no need to go to the expense of matching the brick to the house. There is no neighborhood association that requires matching materials. Mr. Neola said he understands that it's a fairly simple and basic project.

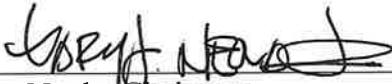
Mr. Parsons referred to the east elevation, which showed the front of the garage, and asked if everything was going to be white. Mr. Franzese said yes. Mr. Parsons asked if they had given any consideration to using Azek instead of the slivers of siding to the right of the overhead door. Mr. Neola said it would probably look better if there was a piece of recessed Azek to create a reveal there, as opposed to the siding which couldn't be more than 4" wide, if that. Discussion followed. Mr. Neola said there should be a piece of recessed trim to the right of the overhead door, eliminating the sliver of lap siding. Board members agreed.

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

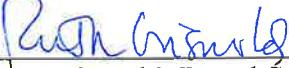
**Old Business: None**

**New Business: None**

There being no further business, Mr. Neola adjourned the meeting at 5:47 pm.

  
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Gary Neola, Chairman

Date: 11-18-2025

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

Date: 11-18-25



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

**ARCHITECTURAL REVIEW BOARD  
MINUTES**

**November 18, 2025 at 5:30 pm**

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

**Other Officials:** Mayor Bill Koons, Ruth Griswold, Board Secretary

**Visitors:** John Benedict, 4811 Van Epps Rd, Cleve 44131

Gary Neola called the meeting to order at 5:36 p.m.

Board Secretary Ruth Griswold conducted roll call.

**The minutes of the previous meeting held on November 4, 2025, were approved following a motion by Dennis Marino and a second by Ryan Parsons. Motion carried unanimously.**

**Agenda Item 1: ARB Case #25-28: 524 East Washington-New sign for Snap Fitness.**

Presented by John Benedict of Brilliant Electric Signs, on behalf of property owner Washington Center LTD, and tenant Hannah Dulac.

Mr. Benedict said the proposed replacement sign is basically the same size, only the configuration is somewhat different due to corporate branding.

Mr. Neola said it's a new look, and there's nothing about it that he has any concerns about. He asked board members for any comments. Mr. Marino said it looks better with the Chagrin Yoga sign in the same plaza.

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

Mr. Benedict thanked the board.

**Old Business: None**

**New Business:** Board secretary Ruth Griswold told the members of the Architectural Review Board that samples of their requirements were now available on the Village website.

There being no further business, Mr. Neola adjourned the meeting at 5:41 pm.



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Gary Neola, Chairman

Date: 12-2-2025



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Ruth Griswold, Board Secretary

Date: 12-3-25