



## Village of South Russell

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

### ARCHITECTURAL REVIEW BOARD MINUTES

February 3, 2026 at 5:30 pm

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

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

**Visitors:** Becky Pantuso, 30 S Franklin Street, Chagrin Falls 44022

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

Board Secretary Ruth Griswold conducted roll call.

**The minutes of the previous meeting held on December 16, 2025, were approved following a motion by Mr. Parsons and a second by Mr. Marino. Motion carried unanimously.**

#### **Agenda Item 1:**

**ARB Case #26-01: 116 Ashleigh Drive – Second Floor Addition and Renovation Over Existing Garage.** Presented by Becky Pantuso of Pantuso Architecture, on behalf of property owners Ryan and Andrea Ward.

#### **Project Overview:**

- Proposed second-floor addition constructed over the existing garage to create additional living space and bedrooms.
- Renovation intended to utilize existing building footprint and “free real estate” above the garage rather than expanding outward.
- Design intended to improve overall massing and balance of the front elevation by tying the new second floor into the garage below.
- Minor modifications proposed on the inside, including removal of select doors to gain additional interior volume.

- Rear roofline adjustments proposed to address existing quirky roof conditions and improve transitions, flashing, and overall visual continuity.
- Roofline accommodates a stairwell with a low knee wall at the rear; design adjustments move this condition away from door locations.
- Exterior windows and architectural elements to match the existing residence.

**Board Discussion:**

- Board members agreed the proposal successfully adds living space without the need for a full addition and that the massing is balanced and appropriate for the existing home.
- Discussion held regarding rooflines and how the proposed design cleans up complex roof and flashing conditions while maintaining a modest overall appearance.
- Board reviewed insulation details shown on Sheet A7, noting insulation at rafters rather than ceiling joists.
- Architect explained closed-cell spray foam insulation was specified due to dormer conditions, reduced joist depths, and mechanical considerations.
- Board members noted the insulation detail was not a formal review issue but appreciated the clarification.
- Confirmation provided that new roof shingles will match the existing roof; contractor will be required to ensure proper color matching or blend shingles to an inconspicuous seam if needed.
- Mechanical system discussed; existing attic HVAC unit will remain and be extended to serve the additional space, subject to capacity review.
- Board acknowledged the mechanical system is currently located within the building envelope and insulated accordingly.

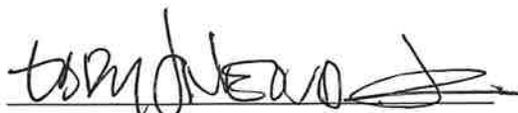
**Board Decision:**

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

Old Business: None

New Business: None

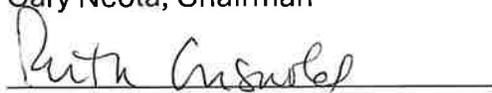
There being no further business, Mr. Neola adjourned the meeting at 5:44 p.m.



Gary Neola, Chairman

2-17-2026

Date



Ruth Griswold, Board Secretary

2-17-2026

Date