



**Architectural Review Board Meeting Minutes  
Thursday, April 16, 2020  
6:00 p.m.**

**NOTE: Meeting was held using Zoom due to COVID-19**

Board President, Jennifer Frazier, called to order the regularly scheduled meeting of the Architectural Review Board for the City of Twinsburg at 6:00 p.m.

**Roll Call**

Present: Jennifer Frazier, Marge Gantous, John Midlik, and Don Spice (Mr. Spice had some technical difficulties but was present listening)

Absent:

Others in attendance: Dan Cegelka, Building Department, Shannon Collins, Clerk of Council, Mark Gutowski, Senior Network Administrator

**Approval of Minutes: March 5, 2020**

**Motion: Approve minutes from March 5, 2020**

John Midlik moved and Marge Gantous seconded, upon roll call the motion passed unanimously

**Excuse Absent Members: None**

**Public Participation: None**

Jennifer Frazier asked what happens if there is a tie in the voting since there are only four members of the board currently. Shannon Collins stated that if there was a tie, it would be moved to the next agenda to be reconsidered. John Midlak stated that in the past if there was a tie the yes votes won. Shannon Collins stated that other board have followed the procedure she stated but she would verify and get back to the board shortly. Marge Gantous inquired if there is only two no votes and one yes it would fail since there was a quorum. Shannon Collins stated that was correct.

**Review:**

- **Case 20-03-28 – 8819 Merryvale Drive – New Single Family Dwelling – Ryan Homes – Tyler Metts**
  - Tyler Metts presented himself to the Board on behalf of Ryan Homes. Tyler Metts presented an Alleghany, four bedroom, two and a half bath 1,823 sq. ft. Mr. Metts advised the siding color would be Flint. The front door will be Grizzle Grey in color. The shutters will be grey in color. The stone to grade is Bucks County. The garage door and trim will be white in color.

- Marge Gantous asked about the garage door and garage man door. Tyler Metts stated it would be the two basement hopper windows one on each side, roughly four feet from the rear corners. Marge Gantous asked which elevation. Tyler Metts stated this home will be on the left and right. There will be steps to grade off of the rear slider door. There will be a garage service door will be 2'9" off the front, left of the garage and will have a garage floor drain.

**The Board is noting:**

**That two basement windows and steps and landing off the back.**

**Motion: Approve as noted**

Marge Gantous moved and John Midlik seconded, upon roll call the motion passed unanimously

Shannon Collins got back to the board regarding the event of a tie in voting. She stated that she confirmed with the Law Director that the case would be reviewed again at the next meeting.

- **Case 20-03-29 – 9781 Shepard Road- Accessory Structure- Homeowner- Frank Petitti**
  - Frank Petitti presented himself to the Board as the homeowner and on behalf of this project. Frank Petitti stated they are doing a 30' x 60' barn and a pool on the print. The colors will be the same as the house which is an almond color, shingles will match too which are a brownish color. Jennifer Frazier verified that shingles, siding and trim will all to match the house. Frank Pettii state that was correct. There will be some white trim also.
  - Dan Cegelka asked Frank Petitti if he needed a variance. Mr. Petitti stated he did not. Dan asked Frank Petitti to explain the need for the building. Mr. Petitti stated they needed more storage. He is currently renting a space now and this would help.
  - Marge Gantous asked if the neighbor also had a large shed. Frank Petitti stated yes but the neighbors is a lot larger, approximately 40'x100'. The neighbors is a steel building. Marge Gantous asked if the garage door will be white. Mr. Petitti stated yes, it will be on the back side. The garage man door will also be white and on the west side of the building. Marge Gantous asked about windows on the side. Frank Petitti stated that they might put a window on the west side by the man door. John Midlak stated the board should know if he is putting a window in. Mr. Petitti stated there is one on each side of the building on the plan. John stated he is ok with this.
  - Jennifer Frazier stated on the plan it shows a concrete pad. She asked if that is supposed to be outside the door. Frank Petitti stated there is a small pad outside the man door and a concrete pad on the garage side. Jennifer Frazier stated the window looks like it might not be drawn to scale. She stated this will be the elevation they will see from their pool and from windows of the house. She stated everything seems fine but advised they figure out something with the window so it looks nicer from their house. Frank Petitti stated they will.

**The board is noting:**

**That the door and window should align. They have the option to choose a larger window.**

**Motion: Approve as noted.**

John Midlik moved and Marge Gantous seconded, upon roll call the motion passed unanimously

- **Case 20-03-30 – 9614 Ravenna Road – Accessory Structure – Homeowner – Jan Carlton**
  - Jan Carlton presented herself to the Board as the homeowner and on behalf of this project Jan Carlton stated her project is already done. The homeowner is disabled. The structure was put in for storage and has a limestone base.
  - Jennifer Frazier stated there is no foundation to this. It is basically a large shed. Jan Carlton stated it has the 4x4 runners and a plywood base which is sitting on the 57 limestone base.
  - Marge Gantous asked if the shed is located behind the existing garage. Jan Carlton stated yes and it is not really visible from the road. Marge Gantous stated that according to the site plan it is protruding out. Jan Carlton stated it is about two feet bigger.
  - Marge Gantous stated that she would like to see the color of the shed match the house. Jan Carlton stated it can be changed. Jan Carlton stated the house color is a light grey. Jennifer Frazier stated the color can stay the color it is.

**Motion: Approve as submitted**

John Midlik moved and Jennifer Frazier seconded, upon roll call the motion passed unanimously

- **Case 20-03-31 – 8592 Darrow Road, Hine Funeral Home – Signs – Ellet Neon Sales and Services – Tom Yankovich**
  - Tom Yankovich presented himself to the Board on behalf of this project and Ellet Neon Sales and Services. Tom Yankovich stated they are looking for approval to reface all the signs that are on the parcel. The name change from Blessing-Hine Funeral Home will become Hine Funeral Home at Crown Hill.
    - **Monument Sign** – Tom Yankovich stated the monument sign is 5’2” tall by 7’ wide. The faces of the sign are heavy gauge aluminum. The Hine Funeral Home logo would be a push through plastic with the same green vinyl overlay. The part below would be a routed into the aluminum with a plastic backer. It will be illuminated from the inside and all the colors will be the same as the existing sign. Jennifer Frazier clarified that the only change being made is the removal of the name Blessing. Tom Yankovich stated that was correct and adding ‘at Crown Hill’. Marge Gantous stated that the address needs to be on sign if it is not already. She thinks it would be helpful if it was on each side of the sign. Jennifer Frazier stated since there is enough words already on the sign she would be ok if it was facing the street. John Midlak agreed.

**Motion: Approve as noted**

**The board is noting:**

**That a minimum of 4” numerals for the address on the brick. If they already exist they can remain.**

Jennifer Frazier moved and Marge Gantous seconded, upon roll call the motion passed unanimously

- **Directional Signs** – Tom Yankovich stated there are a total of four directional signs. There are three double-faced and one single-faced. The double-faced signs are all existing and the

faces are just being replaced. The sizes are 2 at 26.25” and one at 28.25” and are by the entrances. The single-faced is 26.25” and by the entrance to the funeral home. They are all non-illuminated. The name will be changed to Hine Funeral Home and they will say enter.

**Motion: Approve as submitted**

Jennifer Frazier moved and John Midlak seconded, upon roll call the motion passed unanimously

- **Case 20-04-32 – 2877 Haggett Drive – Addition – Borowske Builders – Donald Borowske**
  - Donald Borowske presented himself to the Board on behalf of this project and the contractor, Borowske Builders. Donald Borowske stated the homeowner wants to build a sunroom addition of 20’8” (to match existing family room) and 12’ out. The brick, siding, windows and shingles will match.
  - Marge Gantous asked if it will be heated. Mr. Borowske stated it will be. Marge Gantous asked if the deck will be removed. Mr. Borowske stated a small section will be cut out but the majority will stay.
  - Jennifer Frazier stated it looks good but questioned the right elevation (labeled left on drawings) of the house. She stated there are no windows. In the existing house there are two windows and the homeowner does not want windows on that wall in the addition.
  - Ms. McFearin asked if it has to be approved by the HOA. Dan Cegelka stated yes and they will not issue permit until they have the HOA letter.

**Motion: Approve as noted**

**The board is noting:**

**That it is approved but needs HOA approval.**

John Midlik moved and Marge Gantous seconded, upon roll call the motion passed unanimously

- **Case 20-04-33 – 1581 Bridget Lane – New Single Family Dwelling – Coblentz Homes – Chris Coblentz**
  - Chris Coblentz presented himself to the Board on behalf of Coblentz Homes. Chris Coblentz the stone is the Ecorich cobblefield (grey) siding and shake will be the iron stone (charcoal color), garage door, windows, trim, gutters and corners will be white, the shutters and shingles will be grey.
  - Jennifer Frazier asked if the two basement windows on the left elevation were egress. Chris Coblentz stated they will be.

**Motion: Approve as submitted**

Jennifer Frazier moved and John Midlik seconded, upon roll call the motion passed unanimously

- **Case 20-04-34 – 2947 Darlene Court – New Single Family Dwelling – Pulte Homes – Jamey Heinzman**
  - Jamey Heinzman presented herself to the Board on behalf of Pulte Homes. Jamey Heinzman presented a Continental PR2G. It is 3,860 sq. ft. with four bedrooms and two and a half baths.

The colors are: Siding – Harbor Blue; Stone – white oak; Trim – white; Front Door – Grey Harbor; Garage Door – Tony Truck; Shingles – Weathered Wood.

- John Midlik stated that the elevation does not allow for a walkout basement but it has good size windows. Jamey Heinzman stated that is correct it is a garden view. It looks like the window is under the door and asked if window can be moved. Jamey Heinzman stated she needs to check with the field manager but could probably move the window. Jennifer Frazier stated that it may not be a well-lite window but stated she is ok with it. Jamey Heinzman stated she can check with the homeowner. Jennifer Frazier recommended the board make this optional.

**Motion: Approve as noted.**

**The board is noting:**

**That the window on the rear elevation under the door has the option to move to the left elevation.**

Jennifer Frazier moved and John Midlik seconded, upon roll call the motion passed unanimously

- **Case 20-04-37 – 3030 Wyatts Way – New Single Family Dwelling – Pulte Homes – Jamey Heinzman (moved up from later on the agenda)**
  - Jamey Heinzman presented herself to the Board on behalf of Pulte Homes. Jamey Heinzman presented a Lynnwood NC2N. It is 2,551 sq. ft. with three bedrooms and two and a half baths. The colors are: Siding – Charcoal Smoke; Shake – Storm; Stone – Echo Ridge; Trim – Extra White; Front Door – Urbine Brown; Garage Door – Requisite Grey; Shingles – Weathered Wood.
  - Jennifer Frazier asked if a window was being added in the basement on the left side. Jamey Heinzman stated they were added on high exposed lots but not midlevel ones.
  - John Midlik asked what the side setbacks are. Jamey Heinzman stated there is about 13-14’.

**Motion: Approve as submitted**

John Midlik moved and Marge Gantous seconded, upon roll call the motion passed unanimously

- **Case 20-04-35 – 8811 Merryvale Drive – New Single Family Dwelling – Ryan Homes – Tyler Metts**
  - Tyler Metts presented himself to the Board on behalf of Ryan Homes. Tyler Metts presented a Genoa, Elevation A, three bedroom, two and a half bath 2,380 sq. ft. Mr. Metts advised the siding color would be Sandy Tan. The front door will be Roycroft Copper Red in color. The shutters will be red in color. The stone to grade is Bucks County. The garage door and trim will be beige in color. Shingles are Weathered Wood. The basement is unfinished with windows 4’ from the left and right on the back corners. Steps to grade. The garage man door will be 2’9” from the front corner on left elevation of the garage and garage will have a floor drain as well.
  - Jennifer Frazier would like a window added to bedroom 2, near the closet door. John Midlik stated he agrees it needs a window.

**Motion: Approve as noted**

**The Board is noting:**

**The plans will have man door left elevation for garage, two basement windows (one on each side), add a window for side elevation (Bedroom 2) and steps off back to grade.**

Marge Gantous moved and John Midlik seconded, upon roll call the motion passed unanimously

**Don Spice was able to get moved into the meeting as a chairperson.**

- **Case 20-04-36 – 8888 Merryvale Drive – New Single Family Dwelling – Ryan Homes – Tyler Metts**
  - Tyler Metts presented himself to the Board on behalf of Ryan Homes. Tyler Metts presented a Hudson elevation a, four bedroom, four bath 3,625 sq. ft. with a finished basement. Mr. Metts advised the siding color would be Natural Almond. The front door will be French Roast in color. The shutters will be brown in color. The stone to grade is Bucks County. The garage door and trim will be white in color. Shingles are Weathered Wood. The basement is finished with windows 4’ from the left and right on the back corners with egress on the rear wall towards the left. Steps to grade. The garage man door will be 2’9” from the front corner on left elevation of the garage and garage will have a floor drain as well. Two round decorative louvers on the gables.
  - Ms. McFearin asked for clarification if Don Spice was able to vote. Dan Cegelka called him into the roll. Shannon Collins stated since he was not excused as absent in the beginning of the meeting that it should be fine. Zoom also allows us to see how long someone was on the call so we can verify his attendance that way.

**Motion: Approve as submitted**

Don Spice moved and Marge Gantous seconded, upon roll call the motion passed unanimously

**WORK SESSION:**

- Shannon Collins stated that Don Spice should state any comments on the cases he heard at this point in the meeting. Jennifer Frazier asked Don to state anything he would like added. Don Spice stated that the color on the funeral home sign was yellow but that was cleared up already. The shed on case #20-03-30 doesn’t look like it should but is already done.
- Jennifer Frazier stated that for future meetings it would be nice to have hard copies of the plans even if they are on a smaller scale.
- Dan Cegelka thanked Lynn Muter, Mark Gutowski and Shannon Collins for helping to get this meeting set-up.

**Adjournment:** As there was no further business before the Board, Don Spice moved and Marge Gantous seconded and the meeting was unanimously adjourned at 7:45 p.m.

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Jennifer Frazier, Chairman

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Shannon Collins, Clerk of Council