



## **CITY OF LAKEWOOD HERITAGE ADVISORY BOARD**

**Thursday, September 26, 2024**  
**City Hall, East Conference Room**  
**6:00 P.M.**

**I. Call to Order/Roll Call**

**II. Approval of Minutes for August 22, 2024**

**III. Old Business**

Update on Status of Certificate of Appropriateness Application:  
Alterations to Curtis Block Building, 14501-09 Detroit Avenue

Update: Board of Education Buildings

Hillard Road Bridge Improvement Project – MOA Finalized – Design Revisions Pending

Franklin School – Potential Historic Designation

2024-2025 Preservation Awards

Review/Updates of LHAB Rules/Regulations

General Review/Discussion of City Preservation Ordinance

**IV. Communications and Petitions**

**V. Reports of Committees/Projects**

**VI. Consideration of Motions**

**VII. New Business**

Review/Discussion of Recently Adopted Residential Design Guidelines

**VIII. Adjournment**

**NEXT MEETING:**  
**October 24, 2024**

# **BYLAWS AND GENERAL RULES OF OPERATION OF THE LAKEWOOD HERITAGE ADVISORY BOARD**

(As restated on September 26, 2024)

Acting pursuant to the authority granted by Chapter 1337 of the Building Code of the Codified Ordinances of the City of Lakewood, the Lakewood Heritage Advisory Board is established to serve in an advisory capacity for the purpose of educating, informing and making recommendations to City officials, departments, boards and commissions and the community on matters relating to historic preservation, and hereby adopts the following Bylaws and General Rules of Operation:

## **Article I – Mission Statement**

The mission of the Lakewood Heritage Advisory Board is to preserve, protect and perpetuate areas, places, buildings, public interiors of buildings, structures, works of art and other objects having a special historical, community or aesthetic interest or value, through its advisory role and its supporting role under Chapter 1134 of the Building Code of the Codified Ordinances of the City of Lakewood “*Historic Preservation Districts (HPD) and Historic Properties (HP)*”.

## **Article II – Membership and Terms**

The Lakewood Heritage Advisory Board shall be composed of seven (7) electors of the City who have an interest in historic preservation, to be appointed in the manner hereinafter set forth:

- Two (2) appointments shall be made by the Mayor;
- Two (2) appointments shall be made by Council;
- Two (2) appointments shall be made by the Lakewood Historical Society; and
- One (1) appointment shall be made by the Lakewood Chamber of Commerce.

Each member shall serve a term of four (4) years and until their successor has been appointed. Appointment or reappointment shall be in accordance with Section 1337.02 of the Lakewood Codified Ordinances.

## **Article III – Officers**

### Section A – Designation

The Board shall elect a Chair and a vice Chair, who shall be members of the Board. It shall elect such other officers or advisors as it may from time to time deem necessary, who need not be members of the Board.

### Section B – Election and Terms

The officers shall be elected at the regular meeting of the Board held in January of each year and they shall take office immediately and hold such office until the next January meeting of the Board or until their successors are elected and qualified. The Board may remove any officer at any time with or without cause by a majority vote of the entire membership of the Board.

### Section C – Chair

The Chair shall preside at all meetings of the Board, appoint all committees and be an ex-officio member of such committees. The Chair shall perform all of the duties incident to the office and such other and further duties as from time to time shall be required or authorized by any ordinance of the City, these Bylaws and General Rules of Operation, or the Board.

### Section D – Vice Chair

The Vice Chair, in the absence or inability of the Chair to act, shall perform the duties of the Chair and possess the same power and authority as the Chair.

### Section E – Secretary

The Secretary shall produce minutes of all meetings of the Board by taking notes or transcribing the proceedings. The Secretary shall perform all of the duties incident to the office and such other and further duties as from time to time shall be required or authorized by any ordinance of the City, these Bylaws and General Rules of Operation, or the Board.

### Section F – Other Duties

Any other officers elected by the Board shall perform such duties and functions as may time to time be required or authorized by the Board.

## **Article IV – Meetings**

### Section A – Regular Meeting

The regular meeting of the Board shall be held monthly on the fourth (4<sup>th</sup>) Thursday of the month at City Hall, 12650 Detroit Avenue, at 6:00 p.m. unless otherwise indicated.

### Section B – Special Meeting

Special Meetings of the Board shall be held whenever called by the Chair, or Vice Chair in the absence or disability of the Chair, or by the Secretary when requested in writing by any four (4) members of the Board. Matters considered at a special meeting shall be limited to matters described in the notice of the meeting.

### Section C – Order of Business

The order of business at each regular meeting of the Board shall be as follows:

- (a) Roll Call
- (b) Reading and correction of minutes of previous meetings
- (c) Old Business
- (d) Communications and Petitions
- (e) New Business
- (f) Adjournment

#### Section D – Committee Reports

All matters referred to committees shall be reported upon by the respective committee not later than the second (2<sup>nd</sup>) regular meeting following the meeting the subject matter was received.

#### Section E – Executive Session

The Board may go into executive session on the roll call vote of a majority of the members present for any purpose permitted by Ohio law.

#### Section F – Meetings Held by Teleconference

Regular or special meetings can be held by teleconference due to an emergency or special circumstances.

### **Article V – Public Meetings**

#### Section 1 – Public Meetings

All meetings of the Board shall be open to the public, unless an executive session is expressly authorized under Ohio law. Notices of the meetings shall be provided pursuant to Chapter 109 of the Administrative Code of the City. Written notice of any special meeting of the Board called pursuant to Article IV, Section B, shall be given to all parties in interest at least twenty-four (24) hours in advance of the time set for such special meeting.

#### Section 2 – Copies of the Agenda

Copies of the Agenda for each meeting of the Board, which details the order of business pursuant to Article IV, Section C, shall be given to each member of the Board and the Board's advisors, members of Council, the Mayor, the Director of Planning and Development, the Building Commissioner and the Director of Law, at least twenty-four (24) hours prior to the meeting of the Board.

#### Section C – Waiver of Notice

Any member of the Board may waive any requirement for notices to members, established by these Bylaws and General Rules of Operation, in writing or by the member's attendance at any meeting.

## **Article VI – Quorum and Vote**

### Section A – Quorum

No business shall be conducted without a quorum present at the meeting. A majority of the members of the Board constitutes a quorum. All actions of the Board shall be represented by a vote of the members. A simple majority of the members present at the meeting at which a quorum is present shall be required for any action taken.

### Section B – Roll Call Vote

Except for procedural matters, all voting shall be by roll call when the vote is not unanimous.

## **Article VII – Conflict of Interest**

A member with a financial or personal interest in any matter to come before the Board shall be deemed to have a conflict of interest, shall so notify the Board and shall not participate in any way in the Board's consideration of the matter.

## **Article VIII – Amendments**

These Bylaws and General Rules of Operation may be amended at any regular or special meeting of the Board by the affirmative vote of two-thirds (2/3rds) of the members present, provided that written notice of the proposed amendments has been given to each member of the Board not less than five (5) days prior to the meeting.

## Proposed Amendments to Chapter 1134

Chapter 1134 of Lakewood’s Codified Ordinances provides for the establishment and regulation of Historic Preservation Districts (HPDs) and Historic Properties (HPs). Set forth below are proposed amendments to Chapter 1134.

1. Amend Section 1134.03 (b) (nomination procedure) to restate the third sentence, as follows [italics indicate added language]: *”In the case of an HPD, if the Heritage Advisory Board does not propose a nomination, the owners of a majority of the properties within the proposed HPD, as measured by the foot frontage of all properties within the HPD, may directly propose to the Commission such nomination, and the consent of the owners of a majority of the properties within the proposed HPD, as measured by the foot frontage of all properties within the HPD, shall constitute consent to designation.”*
2. Amend Section 1134.03 (procedures for designation of an Historic Preservation District or Historic Property) to add a provision stating that following the Planning Commission’s designation of an HPD or HP the Building Commissioner shall be notified of the designation information and shall file such designation information with the records of the affected properties and with the County Recorder.
3. Amend Section 1134.06 (procedures for review of proposed alterations, demolitions and new construction) to provide that any application to the Building Commissioner for a building permit (Section 1306.65) affecting a property in an Historic Preservation District or an Historic Property shall also be deemed an application for a Certificate of Appropriateness, and shall be forwarded to the Heritage Advisory Board, which may elect to prepare and submit comments on the application to the Architectural Board of Review for its consideration.
4. Add a provision with respect to plaques for designated properties; consider the following two alternatives:

Section 161.08 of the Cleveland Landmarks Ordinance: “The Secretary of the Landmarks Commission is hereby authorized to enter into a contract for the making of plaques which identify Cleveland landmarks and landmark districts and to sell such plaques to be used to mark individual landmarks and properties within landmark districts at a fee of two hundred dollars (\$200.00) per plaque.”

Section 143.11 (j) of the Cleveland Heights Landmark Commission Ordinance: “The Commission shall confer recognition upon the owners of Landmarks or structures within Historic Districts by means of certificates, plaques, signs or markers.”

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