

**Village of Mantua  
Historic Landmarks Commission  
Minutes of Meeting: April 17, 2013**

**1. Call to Order**

Chair Pollard called the meeting to order at 7 p.m.

**2. Roll Call**

Commissioners Present: Ms. Pollard, Ms. Hazlett, Ms. Henry, Mr. Ehlert, Mr. Hummel, Mr. Snopek.

Commissioner Absent: Mr. Stamm

Citizens Present: No citizens present.

Motion to excuse Mr. Stamm made by Ms. Henry. Motion seconded by Mr. Hummel. All ayes. Mr. Stamm excused.

**3. Approval of the Minutes of Meeting: March 27, 2013**

Motion to approve the minutes without amendment made by Mr. Hummel. Motion seconded by Ms. Hazlett. All ayes. Minutes of Meeting (March 27, 2013) approved without amendment.

**4. Review of Rules of Procedure**

The Commission engaged in a discussion of the Rules of Procedure. A new draft of proposed Rules of Procedure was further reviewed and discussed.

Motion to repeal current Rules of Procedure (adopted March 27, 2013) made by Mr. Snopek. Motion seconded by Mr. Hummel. All ayes. The Rules of Procedure previously adopted on March 27, 2013 are repealed.

Motion to approve new Rules of Procedure made by Mr. Hummel. Motion seconded by Mr. Ehlert. All ayes. New Rules of Procedure adopted (the new Rules of Procedure adopted April 17, 2013 are Exhibit "A" to these Minutes). The Secretary shall place the new Rules of Procedure in the binder maintained in the office of the Village Clerk-Treasurer pursuant to Section 159.07.

**5. Review of / Revision to 159.05 "MEETINGS"**

The Commission reviewed and discussed a proposed revision to Section 159.05 in order to permit the Commission to meet more than four times per year.

Motion to approve memorandum to Village Council requesting changes to Section 159.05 made by Mr. Ehlert. Motion seconded by Ms. Henry. All ayes. Motion approved and the memorandum (Exhibit "B," hereto) shall be submitted to Village Council.

**6. Continuing Education / Section 159.09 "DUTIES OF THE COMMISSION"**

The Commission engaged in a general discussion on the topic of the continuing education of the Commissioners.

Chair Pollard offered the members an opportunity to attend a meeting sponsored by the Mantua ~~Area~~ Restoration Society, Inc. at which a consultant in the area of historic preservation would provide a presentation on the National Register process.

Chair Pollard also informed the Commissioners that Heritage Ohio was an excellent resource for learning more about historic preservation, and mentioned that Heritage Ohio was holding a conference at the end of May, 2013. Chair Pollard is planning to attend the conference and invited the Commissioners to consider whether they might be able to take advantage of this opportunity.

Mr. Ehlert suggested the Commission consider looking into available programs with the Ohio Historical Society.

**7. Criteria and Resources / Methods**

The Commission continued with a broad, general discussion of what it might like to do, and how it might like to do it.

Mr. Snopek suggested a general goal of attempting to be in a position to apply for Certified Local Government status by the end of the year, and offered to do research into this issue.

Mr. Snopek suggested developing some simple brochures to be made available to direct people to where they might learn more about any tax-credit type of opportunities and offered to do research into this issue.

Mr. Snopek suggested that perhaps (if a Commissioner had the time and interest) each Commissioner might "adopt" a local potential landmark and start documenting its history and taking some photographs for eventual compilation into a larger survey.

**8. Set Schedule of Meetings**

After some discussion, Chair Pollard set the next meeting for June 26, 2013.

**9. Items for Next Meeting's Agenda**

Individual Commissioners suggested the following agenda items: (1) Continuing Survey; (2) CLG; (3) Photos, and; (4) Secretary of the Interior's Guidelines.

**10. Adjournment**

Motion to adjourn made by Mr. Hummel. Motion seconded by Mr. Snopek. All ayes.  
Meeting adjourned at 8:30 p.m.

**MINUTES APPROVED WITHOUT AMENDMENT:**

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Chair Pollard

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Secretary Snopek

**MINUTES APPROVED AS AMENDED:**

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Chair Pollard

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Secretary Snopek

To: Village Council, Mayor, Village Clerk-Treasurer, and Village Solicitor

From: Historic Landmarks Commission

Re: Ord. 159.05

Date: April 17, 2013

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The Historic Landmarks Commission met on April 17, 2013, and by a majority vote requested a change in Ord. 159.05. The proposed change to Ord. 159.05 is requested in order to permit the Landmarks Commission to meet more than four (4) times per year, if it determines that doing so is necessary or desirable.

Currently, Ord. 159.05 reads as follows (in pertinent part):

**“The Commission shall hold four (4) meetings on an annual basis [...].”**

The Landmarks Commission respectfully requests that Village Council amend Ord. 159.05 to read as follows (in pertinent part):

**“The Commission shall hold a minimum of four (4) meetings on an annual basis [...].”**

Respectfully,

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Carole Pollard, Chairperson, L.C.

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Hal Stamm, L.C.

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Helen Hazlett, L.C.

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Aaron Snopek, Secretary, L.C.

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Renee Henry, ~~Vice~~-Chairperson, L.C.

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Nicholas Ehler, L.C.

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Eric Hummel, L.C.