



DEPARTMENT OF PLANNING & DEVELOPMENT
BRYCE SYLVESTER, DIRECTOR

12650 Detroit Avenue • 44107 • (216) 529-6630 • FAX (216) 529-5936
www.onelakewood.com

**Delegated Historic Review Procedures
Programmatic Agreement for Administration of Programs Using HUD Allocated Funds
City of Lakewood, Department of Planning and Development**

As required by the Programmatic Agreement (PA) between the City of Lakewood and the Ohio Historic Preservation Office (OHPO) executed in/on DATE with delegated review beginning in/on DATE, the City submits the following outline of review procedures. The Department of Planning and Development (DPD) is responsible for administering activities covered by the PA. Roles and responsibilities are outline below.

A. Primary City of Lakewood Preservation Contacts

1. Bryce Sylvester, AICP, Director
Department of Planning and Development
216.529.6635
2. Mary Leigh, Programs Manager
Division of Community Development
Department of Planning and Development
216.529.7681

B. Exempt Activities

1. The following DPD staff members are authorized to make exempt activity determinations and are responsible for site-specific project review, oversight, and documentation:

Mary Leigh, Programs Manager
Division of Community Development
Department of Planning and Development
Mary.Leigh@lakewoodoh.net

Michelle Nochta, AICP, Secretary to Board of Zoning Appeals
Department of Planning and Development
Michelle.Nochta@lakewoodoh.net

Alex Harnocz, Secretary to Architectural Board of Review
Department of Planning and Development
Alex.Harnocz@lakewoodoh.net

Daniel Wyman, Development Officer
Department of Planning and Development
Daniel.Wyman@lakewoodoh.net

2. Required Documentation

- a. Completed Environmental Review Form
- b. Research regarding the site's historical significance including but not limited to current and historical photos; Sanborn Maps; parcel and area maps; and deed searches, as necessary and appropriate.
- c. Exempt project data including project location, building age, project description, and Programmatic Agreement exemption citation(s) is recorded for inclusion in the City's annual report to OHPO.

C. Non-Exempt Activities

1. City of Lakewood, Preservation Professional
Jeffery D. Foster, AIA, LEED AP
Project Manager / Architect
Payto Architects Inc.
405 Bradley Building
1220 West Sixth St.
Cleveland, OH 44113
P: 216-241-6800

2. Duties of the Preservation Professional

- a. City of Lakewood Preservation Professional is authorized to make determinations of eligibility to the National Register of Historic Places (NRHP). This includes determinations of eligibility for contributing and non-contributing buildings within the Lakewood Historic District which was determined eligible for the NRHP by the Keeper of the National Register in 1992 (see Appendix A for boundary map).
- b. The City's Preservation Professional reviews all non-exempt projects with particular attention to those potentially affecting the historic character of the structure and/or the surrounding neighborhood.
- c. The Preservation Professional must render written findings to the DPD within fourteen (14) days of receiving the following information regarding a non-exempt project.

- i. Cover letter including the project address and proposed scope of work;
- ii. Vicinity map identifying the location of the subject property;
- iii. Photographs of existing property conditions;
- iv. Project drawings, plans, and/or renderings;
- v. DPD staff research regarding the subject property including but not limited to prior use(s), alterations and/or improvements and City records regarding the property, including Architectural Board of Review findings.

3. Findings

- a. No Historic Properties Affected and No Adverse Effect Findings
 - i. Documentation and results are documented in the project file;
 - ii. Electronic case file is updated for inclusion in the City's OHPO annual report.
- b. Adverse Effect Findings
 - i. DPD staff consult with the City's Preservation Professional regarding the avoiding, minimizing, and/or mitigating potential adverse effects identified during the review process;
 - ii. Unresolved issues regarding potential adverse effects identified during the review process are brought to the attention of OHPO for further consideration and resolution through the standard Section 106 review process.

D. Additional Reviews

- 1. Lakewood's City Architect oversees the design review process for all construction projects; consults with DPD staff and Lakewood's Architectural Board of Review (ABR) during the design phase of non-exempt projects.
- 2. The Architectural Board of Review considers proposed commercial and residential development projects.
 - a. The ABR reviews all structural alterations visible from the street (front and sides). Construction materials and design elements are reviewed for compatibility with the both the structure and the surrounding neighborhood.
 - b. The ABR, to the extent practicable, is made aware if federal funds are being utilized to finance a project under review to ensure specific attention is paid to compliance with the Secretary of the Interior's Standards for historic buildings and places.

F. Public Notice

1. The City of Lakewood is deeply committed to broad-based citizen participation during the Section 106 review and decision-making processes. Public involvement is scaled to each project's scope, complexity, and potential impact on historic structures/neighborhoods.
 - a. Lakewood's Citizen Participation Plan requires resident notification and the solicitation of public input regarding federally funded projects including those subject to Section 106 Review.
 - b. ABR Public Notice
 - i. A Public Notice including the meeting date, time, and location as well as addresses of projects being considered is published in the local newspaper one week prior to the meeting;
 - ii. The Public Notice is also posted to the City's website one week prior to the meeting;
 - iii. Property owners in each project's area of impact receive written notification and information on how to submit input. (when are these letters sent?)
 - c. Exempt and Non-Exempt Project Reports
 - i. Non-Exempt projects are posted regularly on the City's website, www.onelakewood.com, to allow for public comment.
 - ii. Any public comment received within 15 days of posting is forwarded to the City's Preservation Professional for review.
 - iii. Exempt project reports will be posted to the City's website bi-annually

G. Records Retention

1. All project files are retained and organized according to the City's Records Retention Policy and available to the public upon request.

H. Archeological Concerns

1. In cases where a Phase 1 or Phase 2 Environmental Review identifies the potential for archeological resources at the proposed site, the City will request a review by OHPO per the Programmatic Agreement.
2. Previously undiscovered archeological resources revealed during demolition or construction will be brought to the attention of OHPO.

Process Map for Exempt and Non-Exempt Project Reviews

