



DEPARTMENT OF PLANNING & DEVELOPMENT  
BRYCE SYLVESTER, DIRECTOR

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TO: Diana Welling, Department Head  
Deputy State Historic Preservation Officer for Resource Protection & Review  
Ohio Historic Preservation Office

FROM: Bryce Sylvester, Director

DATE: January 28, 2020

SUBJECT: Delegated Historic Review Procedures – Lakewood, OH

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**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.

- A. The Department of Planning and Development (DPD) is responsible for administering activities covered by the PA.
- B. The Department's primary preservation contacts are:
  - 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

- C. DPD staff authorized to make exempt/non-exempt activity determinations:
1. Mary Leigh, Programs Manager  
Division of Community Development  
Department of Planning and Development
  2. Michelle Nochta, AICP, Secretary to Board of Zoning Appeals  
Department of Planning and Development
  3. Katelyn Milius, PE, Secretary to the Planning Commission  
Department of Planning and Development
  4. David Baas, Secretary to the Architectural Board of Review  
Department of Planning and Development
- D. Lakewood's City Architect also oversees the design review process for all construction projects; consults with DPD staff during the design phase of non-exempt projects; and consults with Lakewood's Architectural Board of Review (ABR).
- E. Contract Preservation Professionals:
1. Jeff Foster, AIA, Payto Architects Inc.
  2. Allison Hennie; AIA, NCARB, MA; City of Lakewood,
    - A. The Preservation Professional reviews all non-exempt projects with particular attention to projects potentially affecting the historic character of the structure and/or the surrounding neighborhood.
    - B. The Preservation Professional receives the following documentation regarding non-exempt activities and must communicate written findings to the Department within fourteen (14) days of receiving complete information.
      - i. Cover letter identifying the project address and the proposed scope of work;
      - ii. Vicinity map identifying the location of the subject property;
      - iii. Photographs of the existing property conditions;
      - iv. Drawings, plans, and renderings.
- F. The Architectural Board of Review considers architectural proposal for commercial and residential properties.
1. All structural alterations visible from the street (front and sides) are reviewed, provided with recommendations for
  2. The Architectural Board of Review is made aware if federal funds are funding the project to allow the Board to consider the project's potential impact.

- G. The City of Lakewood considers the views of the public essential to informed decision-making and is committed to broad-based citizen participation during the Section 106 review process. Public involvement is scaled to the nature and complexity of the undertaking and likely extent of effects on historic properties.
1. 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.
  2. ABR Public Notice/Participation
    - a. A Public Notice including the meeting date, time, and location as well as the addresses of projects being considered is published in the local newspaper a week prior to the meeting;
    - b. The Public Notice is also posted to the City's website; and
    - c. Property owners in each project's area of impact receive written notification and information on how to submit input.
  2. All project files, including those described in Section D, are retained and organized according to the City's Records Retention Policy and available to the public upon request.

