

**ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
Mayfield Village
September 24, 2026**

The Architectural Review Board met in regular session on Thurs., September 24, 2026, at 5:57 p.m. at the Mayfield Village Civic Center, Main Conference Room. Mr. Steve Varlemann, Chairman Pro Tem presided.

ROLL CALL

Present:

Mr. Steve Varelmann, Chairman Pro Tem	Mr. Daniel Russell, Building Commissioner
Mr. Bob LaRiche	Lisa Levine, Executive Secretary
Dr. Jim Triner	
Mr. Matt Phillips	

Absent:

Mr. Carmen Miozzi, Chairman
Mr. John Marquart, Economic Dev. Manager

CONSIDERATION OF MEETING MINUTES: September 10, 2026

Mr. Varelmann, seconded by Dr. Triner made a motion to approve the minutes of September 10, 2026

ROLL CALL

Ayes: All	Motion Carried
Nays: None	Minutes Approved

PROPOSAL

Signage	Premier Development
	6300 Wilson Mills
	A Sign Above

OPEN PORTION

Chairman Pro Tem Varelmann called the meeting to order. First order of business, Signage for Premier Development, 6300 Wilson Mills Rd., state your name and we will go through the project.

Gerald Keller
A Sign Above

Gerald Keller said, so, we're looking to put a temporary banner on the former Progressive Building. There is a V-shaped plywood sign out front, but they're having difficulty, you know, obviously, it's a unique property to find someone to lease. So, what they're asking is to temporarily put that banner up, so it's visible to 271. There were a few initial questions that we went through the variance process because the code doesn't necessarily address something of this nature. Is that something that they already have?

Mr. Russell replied, no, they don't know. They may not know about the variances, but they received three variances for the size of the sign. It's 400 square feet for having the sign in the rear of a building, code allows it on the front of the building. And for the time limit, it's 30 days as per code, and they want four months with an additional four months if the sign is in good condition. I can grant that without them going back to the Zoning Board. And they received all 3 variances. So, we're just here to take a look at the initial sign itself.

Chairman Pro Tem Varelmann said, and there's a sample of the material there, assuming it's a nylon or something.

Gerald Keller replied, instead of, it allows the wind to get through it, so it lasts longer. It's designed for this particular application rather than the canvas kind that can put undue stress on it, even at that height. And so, in this case, this is a better material to use for that. Also, with that, we plan on keeping, you know, an eye on it to make sure that it's properly maintained. It would fall under your purview if there's any issues with it for us to remove it.

Mr. LaRiche asked, so, what's the fastening system?

Gerald Keller replied, with ratchet straps because of where that is up on the building from behind it.

Chairman Pro Tem Varelmann asked, the four corners, or all around?

Gerald Keller replied, all around.

Chairman Pro Tem Varelmann asked, do you have any kind of contractual obligation to maintain it in good condition with the owner? Let's say you know the wind blows and it rips part of it off, or some of the attachments come off and it's flopping around in the breeze, or it fades from the sun. Do you have any kind of obligation to maintain it?

Gerald Keller replied, I do. They're my client. They've been our client for almost 20 years. So, we maintain all their signage when it comes to that.

Mr. LaRiche asked, with that particular system, you haven't had any issues with it in the past?

Gerald Keller replied, we have not, especially with the mesh. So, have we with other ones? Yeah, but not in the same sense as we usually cut wind pockets. If you're thinking of a banner that's spanning across a road or something like that, where you allow free access to the wind to

get behind it, that makes it more problematic. In this particular case, either material is more, it's tight up against the building itself, so there's not a lot of airflow behind it. This particular case had like hypothetical heavy storm or winds or something like that. That allows the wind to get through it without it providing additional resistance than like a canvas banner would.

Dr. Triner asked, so like it's a sail?

Gerald Keller replied, not like a wing.

Dr. Triner stated, like a wing. If wind's blowing.

Gerald Keller replied, yeah, less like a sail, like on a sailboat, right?

Dr. Triner said, I'm thinking more of a wing. If you get wind blowing over it, it lifts it.

Gerald Keller replied, correct. Yes.

Chairman Pro Tem Varelmann, if anybody else has any questions or comments, concerns?

There were none.

DECISION

Chairman Pro Tem Varelmann seconded by Dr. Triner made a motion to approve as noted:

ROLL CALL

Ayes: Mr. Varelmann, Mr. Phillips, Mr. LaRiche, Dr. Triner

Abstain:

Nays: None

Motion Carried

Drawings Approved as Noted:

Chairman Pro Tem Varelmann asked, is there any other business to discuss this evening?

There was none.

ADJOURNMENT

Chairman Pro Tem Varelmann, seconded by Mr. LaRiche made a motion to adjourn the meeting.

ROLL CALL

Ayes: All

Nays: None

Motion Carried

Meeting adjourned at 6:03 p.m.

Chairman

Secretary