

**ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
Mayfield Village
April 9, 2026**

The Architectural Review Board met in regular session on Thurs, April 9, 2026 at 6:00 p.m. at the Mayfield Village Civic Center, Main Conference Room. Mr. Steve Varelmann, Chairman Pro Tem presided.

ROLL CALL

Present:

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

Absent:

Mr. Carmen Miozzi, Chairman

CONSIDERATION OF MEETING MINUTES: **March 26, 2026**

Mr. Varelmann seconded by Dr. Triner made a motion to approve the minutes of March 26, 2026

ROLL CALL

Ayes: All Motion Carried
Nays: None Minutes Approved

PROPOSALS

1. Signage Mayfran International
6650 Beta Dr.
Ruff Neon Signs & Lighting
(BZA 4/21/26)

OPEN PORTION

Mr. Varelmann called the meeting to order. First order of business, Mayfran International, state your name and address for the record and now we will go through the project.

Mayfran International
6650 Beta Dr.
Ruff Neon Signs & Lighting

Jessica Ruff
Ruff Neon Signs & Lighting

Jessica Ruff stated, we are proposing two sets of signs, one will be on the south and one will be on the east elevation. Sign one will be on the south. This one represents Mayfran. This will be channel letters, internally illuminated. It will be mounted on a raceway. The overall size of this sign will be 5' by 11'4". This will go on that new elevation they are building over there on Beta. So again 16' overall. This represents the sign that will be going on the East elevation. This is the sign for the east elevation. This sign overall will be 3'5" by 16'8" and this will be internally illuminated channel letters that will be mounted on a raceway as well. And the color is as presented. Both of them are breathing for branded colors.

Mr. Varelmann asked, what is the material?

Jessica Ruff stated, the faces will be acrylic and the returns will be aluminum in which the raceway will also be aluminum.

Mr. Varelmann asked, will this raceway be colored to match the siding?

Jessica Ruff stated, yes, correct.

Mr. Varelmann asked, did you ask for any variances?

Mr. Russell stated, they are going to the next zoning for size.

Mr. Varelmann asked, for size?

Mr. Russell stated, for size, yes.

Mr. Varelmann stated, because I did a similar sign for a project next door on that building and we asked for a much larger size because of the distance from the street. I just would hate for you to put up the sign and not be very visible from the street.

Mr. Russell stated, they are scheduled for the next zoning board.

Jessica Ruff stated, that is what the architect called out so I didn't even have my hands in it, but I will make sure to make a note of that.

Mr. Varelmann stated, the building next door that says Canon, I think we asked for 5', but as you can see from the street it's not very visible. Even at a larger size.

Mr. Varelmann asked, does anyone have any questions? Comments?

Jessica Ruff asked, if we did decide to increase the size, if I go back to the client, I need to come back? Do you want me to do that?

Mr. Varelmann stated, yes you would go through the cycle again.

Jessica Ruff answered, okay. I want to make the client happy.

Mr. Russell asked, if you wanted to increase the size of the sign itself?

Jessica Ruff replied, yeah just in case-

Mr. Russell stated, well we already have it scheduled for the next zoning meeting.

Jessica Ruff replied, let's just keep it and I'll talk to them and if something changes, I will call you.

Mr. Russell stated, that's fine.

DECISION

Mr. Varelmann, seconded by Mr. LaRiche made a motion to approve:

ROLL CALL

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

Abstain:

Nays: None

Motion Carried

Drawings Approved

Mr. Varelmann asked, is there any other business to discuss this evening?

There was none.

ADJOURNMENT

Mr. Varelmann, seconded by Dr. Triner made a motion to adjourn the meeting.

ROLL CALL

Ayes: All

Nays: None

Motion Carried

Meeting adjourned at 6:04 p.m.

Chairman

Secretary