

**Historic Preservation Board (HPB) Minutes**  
Monday, June 18, 2012, Mt Lebanon Municipal Building

**Attendance:** Yvette Yescas, Chair; Joel Cluskey, Michelle Zmijanac, Pat Calvelo, Joe Dimperio, Bill Callahan. Absent: Bonnie VanKirk. Guest: Laura Ricketts

**Call to Order:** Chair Yvette Yescas called the meeting to order at 5:16 p.m.

**Citizen Comments:** There was no citizen comment.

**Consideration of Minutes:** The minutes of May Meeting were approved unanimously.

**Chair's Report:** No report

**Staff Liaison's Report:** No report

**Topic of the Month: National Register Nomination Process.** Consultant Laura Ricketts will conduct volunteer training in the municipal building, Saturday, June 30, from 8 to noon. We are hoping to have 10 teams of two people. Susan Morgans will do a LeboAlert for more volunteers. Laura Ricketts already has defined the boundaries of the proposed historic district, and volunteers will get maps with house numbers for the sections they are assigned to work in. Volunteers will determine which properties within the district are “contributing” or “noncontributing.” Contributing properties are houses/buildings at least 50 years old that have retained their structural integrity. Laura will train volunteers to recognize the characteristics that make a property historic: location, setting (surroundings), design, materials used, workmanship, feelings (sense of historical area), and association with any historic event. Laura will use photos to help volunteers distinguish between structures that meets the “contributing” criteria and those that are “noncontributing” because of extensive changes or updates to original architecture.

Bill Callahan suggested testing the data collection system to be used in the field before our training date. Yvette will contact Nick Schalles to check data collection program and make sure it will work on portable devices. Laura will contact Mike Meseck for maps with street and house numbers broken down into smaller districts for each team.

A few photos showing streetscape will be helpful. We will not be taking photos of individual homes.

**Ongoing Business:**

- **Plein Air Trolley Tour:** Pat Calvelo has had no response from David Csont. Pat will send another e-mail to David to see if Partnership is still sponsoring the trolley. Down payment is due now.
- **Magazine Series:** John Conti has a piece in October Mt. Lebanon Magazine about Shaker Heights. Yvette Yescas will do an article about the National Registry Nomination Process for December, and Michelle Zmijanac will write an article for April, topic to be determined.
- **Topic for Next Month:** Review of the five-year plan. Yvette Yescas will send a copy again to anyone who needs it.
- **Comprehensive Plan:** William Callahan suggests that board remind the Commission that it is important to have a person with historic preservation expertise involved in the comprehensive planning process.

**Next Meeting: Monday, July 16<sup>th</sup> at 5p.m.at the Municipal Building**

**Adjournment: 6:20 p.m.**