



SHAKER HEIGHTS

City Council Agenda City Hall Council Chambers Monday, January 6, 2020 at 7:00 pm

ORGANIZATIONAL MEETING

1. Welcome.
-Mayor David E. Weiss
2. Certification of Election Results.
-Jeri E. Chaikin, Clerk of Council
3. Administer Oath of Office to Mayor-elect by Hon. Judge K.J. Montgomery.
4. Administer Oath of Office to the Council-elect by Hon. Judge K.J. Montgomery.
5. Roll Call.
6. Election of Member of Council as Vice Mayor of City Council.
7. Election of Member of Council to serve as a member of the City Planning Commission and Board of Zoning Appeals.
8. Confirming the Mayor's re-appointment of Meghan Hays, and appointment of Crystal Montgomery to the Landmark Commission for a three-year term expiring on December 31, 2022.

Documents:

[LANDMARK.PDF](#)

9. Appointments of various standing Council Committees.
10. Affirming the Mayor's appointment of Jeri E. Chaikin as Clerk of Council for a two-year term, and designating the Director of Law and the Assistant Directors of Law as Clerks of Council Pro Tem in the absence of the Clerk of Council.

Documents:

[0102COUNCILCLERKPROTEM.PDF](#)

11. Closing Remarks.
-Mayor David E. Weiss

Reception to follow

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



SHAKER HEIGHTS

Memorandum

To: Members of Council
From: Joyce G. Braverman, Director, Planning
Cameron Roberts, Planner, Planning
cc: David E. Weiss, Mayor
Jeri E. Chaikin, Chief Administrative Officer
Date: January 6, 2020
Re: 2020 Landmark Commission Appointments

Landmark Commission members are appointed for three-year terms. The appointments are made by the Mayor and confirmed by Council. Currently, the Landmark Commission has two members with terms expiring.

The Mayor has appointed the following members to the Landmark Commission:

- Re-Appointment of member Meghan Hays for a three-year term, expiring December 31, 2022.
- Appointment of Crystal Montgomery as a new member for a three-year term, expiring on December 31, 2022.

Meghan Hays is the Local History Librarian for the Shaker Heights Public Library. Ms. Hays currently serves as a member. The Planning Department recommends Ms. Hays's re-appointment as a member for a 3-year term expiring December 31, 2022.

Crystal Montgomery is an architect and historic preservation specialist for NASA Glenn Research Center. Her experience growing up in Shaker inspired her to pursue a career in architecture. Ms. Montgomery's work has led to a strong understanding of the Secretary of Interior's Standards and guidelines, which will be valuable knowledge as a member of the Landmark Commission. The Planning Department recommends Ms. Montgomery's appointment as a new member to complete a term expiring on December 31, 2022. Her resume is attached.

The Planning Department and Mayor recommend the appointment of Crystal Montgomery and re-appointment of Meghan Hays to the Landmark Commission for three-year terms, expiring on December 31, 2022. Council confirmation is now required.

CRYSTAL MONTGOMERY

3589 Ludgate Road Shaker Heights, Ohio 44120
CELL 513- 503-1841 EMAIL cmontgomeryarchitect@gmail.com

January 30, 2019

City of Shaker Heights
Planning Department
3400 Lee Road
Shaker Heights, Ohio 44120

To Whom It May Concern:

I would like to indicate my interest in the open Landmarks Commission position available in the Planning Department within the City of Shaker Heights as a potential candidate. The Planning Department recommended I apply for this position. Enclosed is a copy of my resume outlining past work history.

I have a relative amount of historic preservation experience and can demonstrate different methods of handling historic preservation matters. My experience in historic preservation started before I knew what it was by growing up in Shaker Heights with beautiful houses all around. This experience was my inspiration to major in Architecture and historic buildings were going to be my specialty.

I have worked with an architectural firm in Cincinnati, Ohio on a few historic preservation projects as well as being a docent for yearly Upstairs-Downstairs tours the Cincinnati Preservation Association hosted. Now that I am back in Cleveland, I am a historic preservation specialist with a government agency, National Aeronautics and Space Administration – NASA Glenn Research Center. My experience with historic preservation has grown deeper knowing more about the National Historic Preservation Act of 1966 - NHPA, the National Register of Historic Places – NRHP, National Historic Landmarks – NHLs, The Secretary of Interiors Standards, Historic Districts and guidelines as well as talking with the public and Ohio Historic Preservation Office in Columbus, Ohio. Part of my free time is spent looking at historic property to view how it has been or could be rehabilitated with the Cleveland Restoration Society. I also help with the American Institute of Architects Historic Resources Committee from time to time. I know the history of 2834 Courtland Blvd. very well and have viewed it when it was in disrepair and just before it was sold to a new owner. The transformation was remarkable.

I bring a sense of commitment, dedication, and professionalism to every aspect of my work and believe my experiences and understanding of historic preservation, would greatly benefit the City of Shaker Heights' Landmark Commission. Thank you for your time and consideration.

Sincerely,

Crystal Montgomery AIA Assoc.

CRYSTAL MONTGOMERY

3589 Ludgate Road Shaker Heights, Ohio 44120
CELL 513- 503-1841 EMAIL cmontgomeryarchitect@gmail.com

CAREER OBJECTIVE

- 12 years + experience
- Excellent coordinator of construction documents
- Well organized and detailed oriented team member
- Historic Preservation Specialist
- Associate Member of AIA and NOMA
- Member of Cleveland Restoration Society
- Member of National Trust for Historic Preservation
- Microsoft Suite, AutoCAD 2016, Revit 2016, 20/20

PROFESSIONAL EXPERIENCE

Vantage Partners LLC – BROOK PARK, OHIO

06/12 – Present

Contract Employee for NASA Glenn Research Center, Cleveland, Ohio

Historic Preservation – Architecture - Facilities Planning

Responsible for continued implementation of NASA Glenn Research Center's Master Plan for Lewis Field (LF) and Plum Brook Station (PBS) in Cleveland and Sandusky, Ohio. Responsible for writing Memorandum of Agreements, Cooperative Agreements and Programmatic Agreement between NASA GRC and the Ohio Historic Preservation Office for moving a large development project of a new Campus Center forward. The Campus Center consists of new construction, demolition and rehabilitation. Have written numerous Section 106 review submittals supporting this project and others as well as meeting with selected design architect to ensure their designs are compatible with NASA GRC existing campus. Also responsible for ensuring rehabilitation projects follow the Secretary of Interior Standards for Rehabilitation. Major part of a team of three to establish a Historic District that is eligible for listing in the National Register for Historic Places for Lewis Field and writing Historic District Guidelines to manage the district. Managed consultants and summer students for historic survey, inventories, studies and reports. Survey and reports were for identifying historic property. Coordinated selection of curator for NASA PBS artifacts. Directed packaging /logging artifact inventory in proper archival medium for transport to curator location for storage. Attend historic preservation training and conferences every year.

Training: NPS Mid-Century Modern Conference 2015, NPI Section 106 Agreement 2014, Native American: Identification and Management of Traditional Cultural Places 2014, ACHP Section 106 Essential and Advanced Courses 2011& 2013, NASA, center wide, Native American Training 2013, Annual NASA, center wide, Cultural Resource Management Training 2011-2018, Traditional Building Conference 2005, National Trust for Historic Preservation Conference 2002

QinetiQ of North America – CLEVELAND, OHIO

01/11 – 6/12

Contract Employee for NASA Glenn Research Center, Cleveland, Ohio

Architecture - Facilities Planning – Historic Preservation

Responsible for continued implementation of NASA Glenn Research Center's Master Plan for Lewis Field by developing fit plans to show equipment and personnel temporary and permanent relocations, swing space, while new buildings are under construction or aged buildings are being demolished. Designed and participated in schematic design charrette for proposed new Operations Support Building. Developed a program for the building that included working with client/users, outside consultants, security and engineering disciplines as needed. Developed square footages, adjacency layouts, fit plans and core designs to determine amount of different operations that can occupy the building without increasing the footprint as well as ensuring the health and safety of employees at the center. As part of the Master Planning team, developed and determined future needs/improvements for NASA GRC campus. Began creating sequencing maps of NASA GRC at Plum Brook Station showing Master Plan progress in future years. Provided support in the development of CRD - Concept Requirement Documents to get projects started. Assisted in writing Statement of Work to start process of obtaining an updated Integrated Cultural Resource Management Plan - ICRMP for NASA GRC at Lewis Field and Plum Brook Station. Also took on small projects, as they surfaced, developing ideals, designs, material selection recommendations, especially for renovation of the NASA Glenn Research Center's Director's lobby. Completed schematic design for NASA Fitness Center Addition: floor and roof plans, elevations, sections and presented ideals to upper management for concurrence. Also completed a detailed parking study for Lewis Field and presented it to management as well.

Began writing Section 106 for Ohio Historic Preservation Office for review of Buildings 500, 501, 24, Hydrogen Sites, etc. Designed and drew maps indicating areas of demolition and new design work for OHPO concurrence. Attended meetings with NASA headquarters' Federal Preservation Officer in Washington D.C. to discuss all NASA center matters and also consult with GSA Regional Historic Preservation Officer.

BKJ & Associates, Inc. – CLEVELAND, OHIO

10/09 – 1/11

Land Surveyors – Civil Engineers**Contract Employee for NASA Glenn Research Center, Cleveland, Ohio**

Facilities Planning - Architecture / (GIS) Technician – Associate AIA

Responsible for programming tenant spaces for several organizations within NASA Glenn Research Center at Lewis Field. Met with clients, with upper management supervision, to determine building facility needs/wants, square footage, occupant building location, adjacencies etc. Prepared interior space planned conceptual designs, with multiple options, from field verification and offered recommendations of the best path toward a pre-determined goal. Developed a 3D model of the entire NASA campus at Lewis Field and provided 3D views used for master planning presentations to NASA headquarters in Washington DC. Was support staff assisting in the development of concept requirement documents. Developed fit plans to show equipment and personnel temporary relocations into swing space while buildings were built or demolished following NASA Master Plan. Also took on small projects as they surfaced. Developed ideals, designs and made material selection recommendations for renovation of the NASA Glenn Research Center's Director's lobby. Responsible for GIS in consolidation of multiple maps into one complete file of NASA Plum Brook Campus in Sandusky, Ohio. Updated underground utilities locations, building footprints, some field verification, and created new drawing layer structure.

KARLOVEC & CO. – SHAKER HEIGHTS, OHIO

04/09 - 08/09

Design/Build

Kitchen and Bath Designer – Associate AIA

Responsible for innovative high-end kitchen and bath designs of historical residences of Shaker Heights, Ohio. Combined multiple rooms and removed barriers to achieve more functionality in a contemporary open plan that fits current lifestyles. Green building ideas were implemented into most designs. Also responsible for designing additions to residences.

PEDCO E & A SERVICES – CINCINNATI, OHIO

02/06 - 6/08

Architecture

Project Designer – Associate AIA

Responsibilities were mostly in the development of a complete set of construction documents for Marathon Petroleum Co.'s Control Laboratory - St Paul Park, Minnesota location. Began with schematic design and design development of several iterations. Lead inter-discipline (architectural-structural-electrical-mechanical-plumbing) coordination for engineering needs, accuracy of drawings and consistency throughout the documents. Coordinated with client for more detailed programming needed for laboratory space plans. Completed specifications and cost estimates as well. Also developed designs and drawings for office, restrooms, ADA remodels for Procter and Gamble and General Electric.

BELCAN CORPORATION – CINCINNATI, OHIO

11/05 - 2/06

Contract Employee for FRCH Design Worldwide, Cincinnati, Ohio

Intern Architect – Associate AIA

Responsibilities were in the department store studio. Contributed to Federated Department Stores new initiative project. It consisted of surveying Hecht's Department stores, recently purchased by Federated Department Stores, to document existing condition of restrooms, fitting rooms, specialty shops and lighting for development of near future upgrades. Traveled to store locations in the eastern part of the United States.

BHDP ARCHITECTURE – CINCINNATI, OHIO

5/03 - 5/05

Architecture

Intern Architect – Associate AIA

Responsibilities were in the workplace studio: mid/low rise office buildings. Major team member of Reynolds and Reynolds Campus Office Facility Phase III for shell and interior packages. Complex totals over 1.0 million SF. Detailed exterior sections and plans, monumental stairs, interior and misc. Followed up with construction observation site visits. Set up and produced all drawings needed through construction issue for 1.1 million SF DHL Express Air Hub. Produced interior tenant fit out construction documents for Convergys World Headquarters Renovation in downtown and Norwood locations, and P&G Ivory Tower. Field measured/verified spaces as needed. Produced construction documents for P&G's Winton Hill Business Center Baby Care North. Analyzed current and future laboratory spaces for beginning stages of programming three existing buildings for Wright State University Science Laboratories Renovations and Scenarios. Also assisted with various other projects: Reynolds Airport Building, Southbrook Christian Church, Fidelity, Madeira Schools, Barr and Battelle Laboratories.

COLE + RUSSELL ARCHITECTS – CINCINNATI, OHIO

1/00 - 2/03

Architecture

Co-op / Intern Architect – Associate AIA

Responsibilities were in the multi-family market segment. Major team members of a historical structure; Motherhouse Renovation of Independent Living Units of Mt. St. Joseph. Developed schematic and design development drawings for new living and community space as well as gathered information from field work to obtain new design. Continued into construction document phase with detailing and coordination of MEP and structural drawings. Assisted in preparation of construction documents for Brisben Development Co.'s multi-family housing projects in several cities across the USA. Designed two new office spaces for same client and assisted in site planning for potential new projects. Designed new building types with greater variety of unit mix of Townhouse, Garden, Ranch, and Flats. Worked with project architect on several other housing projects: Rybolt Rd. Condo's, Indian Hill, and University Place. Made site visits of local projects under construction: Pebble Brook, Tyler's Creek, Robling Row Apts., and Alexandra Senior Housing. As a co-op, field measured historical Krippendorff Building to be reused for housing. Information gathered was used in conjunction with Al Neyer Co. in development of E. 7th St Lofts at Sycamore Place in St. Xavier Park. Also wrote newsletter about sound control in multi-family housing with emphasis in wood construction.

CITY OF CINCINNATI – CINCINNATI, OHIO

4/99 - 9/99

Office of Architecture and Urban Design

Architectural Co-op Student

Responsible for documentation of conditions of various inter-city and suburban areas: Pleasant Ridge, Reading Rd. and Seymour Ave. intersection, California, Evanston, Northside with emphasis in Riverside and blight studies for inter city areas. Designed streetscapes and city improvements with documented information. Developed hand sketches/perspectives and computer generated maps to convey design improvements. Attended Zoning hearings of property owner requesting approval for minor improvements and weekly meetings and construction visits to Dreman Ave. Bridge. Attended design reviews of National Underground Railroad Freedom Center.

HOME DEPOT – CINCINNATI, OHIO

6/98 - 9/05

Kitchen Department

Kitchen and Bath Specialist

Responsible for design and coordination of kitchen and bath projects from schematic design through installation. Field inspected projects to troubleshoot and resolve problems. Designs were done with 20/20 windows based computer program. In addition, ordered all accessories to ensure a complete project. Participated in Home Depot's first Kitchen and Bath Show at the Cincinnati Convention Center in 1998

BUILDERS SQUARE – OAKWOOD VILLAGE, OHIO

6/91 - 6/98

FLORENCE, KENTUCKY

CINCINNATI, OHIO Deco Center

Kitchen & Bath Designer

Idea Center Consultant

Responsible for designs for kitchen and bathrooms. Coordinated projects from conception through installation completion and ordered all materials needed for a complete project. Also a major part of Kitchen and Bath Show at the International Expositions Center in Cleveland, Ohio in 1992 and designed and coordinated installation of Kitchen and Bath Show at the Cincinnati Convention Center in Cincinnati, Ohio in 1994. Layout of kitchen and baths were done using Autographs computer program.

EDUCATION

UNIVERSITY OF CINCINNATI, College of Design, Art, Architecture and Planning (DAAP)

Cincinnati, Ohio

Bachelor of Architecture - 2001

Certificate in Historic Preservation - 2001

REFERENCES Available upon request

ORDINANCE NO.

BY:

Affirming the Mayor's appointment of JERI E. CHAIKIN as Clerk of Council for a two-year term, and designating the DIRECTOR OF LAW and the ASSISTANT DIRECTORS OF LAW as Clerks of Council Pro Tem in the absence of the Clerk of Council.

WHEREAS, Article II, Section 7 of the Charter of the City of Shaker Heights states that the Clerk of Council shall be appointed by the Mayor and affirmed by City Council, and that the Mayor shall choose the Clerk of Council from members of the administrative staff of the City; and

WHEREAS, the Mayor has appointed JERI E. CHAIKIN, Chief Administrative Officer and a member of the City's administrative staff, to serve as Clerk of Council and this Council has determined to affirm said appointment; and

WHEREAS, Section 113.03(b) of the Administrative Code of the City's Codified Ordinances states that Council shall designate a person to perform the Clerk's duties for such times as the Clerk of Council is unavailable and, therefore, this Council has determined to designate the DIRECTOR OF LAW and the ASSISTANT DIRECTORS OF LAW to serve as Clerks of Council Pro Tem with full authority to act on behalf of the Clerk of Council in her absence, in order to properly and timely take such actions as the Clerk of Council is authorized and directed by the Charter, the City's Codified Ordinances and this Council to perform.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. Council hereby affirms the Mayor's appointment of JERI E. CHAIKIN as Clerk of Council for the City of Shaker Heights for a term of two (2) years, beginning January 1, 2020.

Section 2. Council hereby designates the DIRECTOR OF LAW and the ASSISTANT DIRECTORS OF LAW to act as Clerks of Council Pro Tem with full authority to act on behalf of the Clerk of Council in her absence.

Section 3. This ordinance is hereby enacted pursuant to Article II, Section 7 of the City Charter and Section 113.03(b) of the Administrative Code of the City's Codified Ordinances as an administrative measure not subject to referendum, and therefore this ordinance shall take effect immediately upon its enactment and approval by the Mayor, or otherwise as set forth in Article IV, Section 3 of the City's Charter.

Enacted January ____, 2020.

Approved this ____ day of _____ 2020.

DAVID E. WEISS, Mayor

Attest:

JERI E. CHAIKIN
Clerk of Council

coun20/0102councilclerkprotem