



Cuyahoga Falls Planning Department
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**Design & Historic Review Board
Thursday, March 12, 2026**

On Thursday, March 12, 2026, a meeting of the Cuyahoga Falls Design and Historic Review Board was held at the Cuyahoga Falls Natatorium, at 2345 Fourth St., Cuyahoga Falls, Ohio, at 5:30 p.m. in accordance with Chapter 107 of the Codified Ordinances of the City of Cuyahoga Falls.

MEMBERS PRESENT: Janna Amole, Chair
Mark Gilles, Vice Chair
Fred Guerra
Paul Moledor
Amy Mothersbaugh
Marie Willis-Guarneri
Michael Brillhart

MEMBERS ABSENT: None

COMM. DEV. DEPT: Adam Paul, Asst. Planning Director
Lori Jones, Administrative Specialist
Mary Spaugy, CD Director
Carrie Snyder, CD Deputy Director

Ms. Janna Amole called the meeting to order at 5:40 p.m.

The Pledge of Allegiance was recited.

Mr. Fred Guerra read the Agenda into record.

Mr. Adam Paul explained how nominations for Officers can happen, and what the optional ways to do that are, and stated that Ms. Debbie Ziccardi and Ms. Meika Penta are no longer on the Board. He then welcomed our newest members, Ms. Amy Mothersbaugh and Ms. Marie Willis-Guarneri to the Board, who took their place. He asked them to introduce themselves.

Ms. Willis-Guarneri stated that she is newly elected to Ward 7 and replaced Mr. Jerry James.

Ms. Mothersbaugh stated that she is an artist, and has been for many years, and she is happy to be a part of this Board.

Ms. Amole welcomed them, and then requested that nominations for Officers be made.

Election of Officers

Mr. Fred Guerra made a **motion** to nominate Ms. Janna Amole as **Chair**, and it was **seconded** by Mr. Paul Moledor. **The Vote to APPROVE the MOTION was: Yes – 7, No – 0. The MOTION CARRIED with a vote of 7-0.**

Ms. Janna Amole made a **motion** to nominate Mr. Mark Gilles as **Vice Chair**, and it was **seconded** by Mr. Mike Brillhart. **The Vote to APPROVE the MOTION was: Yes – 7, No – 0. The MOTION CARRIED with a vote of 7-0.**

Ms. Janna Amole made a **motion** to nominate Ms. Amy Mothersbaugh as **Secretary**, and it was **seconded** by Mr. Mark Gilles. **The Vote to APPROVE the MOTION was: Yes – 7, No – 0. The MOTION CARRIED with a vote of 7-0.**

New Business

HIS-26-00002

Summary: New merchant The Haunted Closet is requesting a Certificate of Appropriateness for new tenant signage at 127 Portage Trail. The sign contractor is Central Graphics, 924 Home Ave. Akron, OH 44310.

Mr. Paul thanked everyone for their volunteerism, and he stated that there are many changes to the downtown area and that is why this Board is important. He then read the Staff Report into record.

Ms. Amole closed the item to the City and opened it to the applicant.

Ms. Merry McBride- Central Graphics – 924 Home Ave. – stated that she can answer any questions.

Ms. Amole questioned if the colors that are being used for the current temporary sign will be used on the new permanent sign.

Ms. McBride stated that they had not thought of doing that.

Ms. Amole questioned if they would consider doing so, as she feels that it would add flair to the location, and it is tasteful, since they do not appear to be adding lighting.

Ms. McBride stated that they are not adding lighting, but that she could take it back to her clients and see if they would consider doing that, and she agrees that the purple makes it pop. She then questioned what material, as their normal materials may not be permissible in the downtown.

Mr. Paul stated that whatever they use will need to fit into the framed area, but that the Board needs to be specific in what they are asking the applicant to do, and they need to know if what they asked for would be approved or not.

Ms. McBride stated that she would need to speak with her team about the request, but she stated that the applicants are also hoping to get this signage up as soon as possible.

Ms. Amole stated that she would just like to see some color, and she mentioned that the Board could table the item while they determine what they could do, or the Board could approve what is being presented with the possibility of amending it.

Mr. Paul spoke of the possibility of painting the existing surface and mounting the letters to that.

Mr. Guerra questioned if it is wood there now, and Ms. McBride confirmed that it is. He then stated that the applicant picked these colors, but should they decide to go with another color, such as the purple that Ms. Amole is suggesting, then he feels that the final approval should be allowed to come from the Planning Staff, and the applicant should not have to come back to this Board, as long as everything else remains the same.

Ms. Amole stated that she was okay with that.

Mr. Paul stated that they could possibly match the paint to the color of the banner with something low gloss, and that would be okay. He stated that the motion will need to be amended to say this.

Mr. Guerra questioned if the letters are plastic, and Ms. McBride stated no, they are metal.

A discussion ensued about their primary and secondary signage, and what is considered to be each. They discussed how the front window is being used as a showcase for their inventory, and the possibilities it has for use. It was determined that the building name is considered as part of the signage for the location, so no other signage is mandatory at this time. It was also stated that they have a coffin shaped A-frame sign that they use on the sidewalk as well.

Ms. Amole stated that she encourages all business to have blade signs, but Mr. Paul stated that he feels it is fine to approve this at this time without one.

Ms. McBride stated that she could speak to her client about obtaining one in the future.

Ms. Amole closed the item to the applicant, opened it to the public. With no comments or questions from the public, she then closed the item.

With no further comments or questions from the Board, Ms. Amole closed the item to the Board and requested a motion.

Mr. Moledor made the following **MOTION**:

The Cuyahoga Falls Design & Historic Review Board moves to APPROVE the Certificate of Appropriateness for new signs for The Haunted Closet at 127 Portage Tr. based on the facts and findings associated with File HIS-26-00002 and reported herein, subject to the following stipulations:

1. Fascia wall sign lettering have a matte / flat finish.
2. Vinyl door & window signs not exceed 25% of glazing area.
3. Consider background and lettering coloring options offered by the Board and any changes would require approval of Planning Staff.

The motion was **seconded** by Mr. Brillhart.

The Vote to APPROVE the MOTION was: Yes – 7, No – 0. The MOTION CARRIED with a vote of 7-0.

HIS-26-00004

Summary: The Cuyahoga Falls Chamber (Greater Akron Chamber) is requesting a Certificate of Appropriateness for new tenant signage at 111 Stow Ave. The sign contractor is Central Graphics, 924 Home Ave. Akron, OH 44310.

Mr. Paul read the staff report into record.

Ms. Amole closed the item to the City and opened it to the applicant.

Ms. Merry McBride – Central Graphics – 924 Home Ave. – stated that they will be using 1/8" flat aluminum white letters, mounted into the mortar with a 4" projection, and that there is no need for a raceway behind it. She then stated that she can answer any questions the Board may have.

Mr. Gilles questioned if each letter will be applied individually, and Ms. McBride stated yes, they would, with studs.

Ms. Amole stated that she feels the location of the sign seems to be too high and up too close to the address. She questioned if it can be moved down and be balanced out more.

Ms. McBride stated that the applicants are open to variations of the elevation.

Ms. Amole then questioned if there was a need to waive the requirement for a secondary sign, and Mr. Paul stated that he went over what could be considered as other signage, and he feels that they are good, and there is no need to do anything further.

Ms. Amole then closed the file to the applicant, opened it to the public, and with no comments or questions from the public, she closed it.

With no further comments or questions from the Board, Ms. Amole closed the item to the Board and requested a motion.

Mr. Guerra made the following **MOTION**:

The Cuyahoga Falls Design & Historic Review Board moves to APPROVE the Certificate of Appropriateness for new signs for Cuyahoga Falls Chamber at 111 Stow Ave. based on the facts and findings associated with File HIS-26-00004 and reported herein, subject to the following stipulations:

1. Fascia/wall lettering to have a matte white finish.
2. If additional secondary signage is proposed, i.e. window graphics, it will require approval from the City of Cuyahoga Falls.
3. Lower the location of the sign to distinguish it from the address, to be approved by City staff.

The motion was **seconded** by Mr. Gilles.

The Vote to APPROVE the MOTION was: Yes – 7, No – 0. The MOTION CARRIED with a vote of 7-0.

Minutes

November 13, 2025

With no comments or corrections, a **MOTION** was made by Mr. Brillhart to **APPROVE** the minutes from November 13, 2025, as submitted. The motion was **seconded** by Mr. Moledor. **The Vote to APPROVE: Yes-7, No-0. The MOTION CARRIED with a vote of 7-0.**

Additional Business

Mr. Paul stated that he would like to welcome our new Community Development Department leaders, and introduce them. He stated that Ms. Diana Colavecchio had retired in January, and Ms. Mary Spaugy took her place as Director, and Ms. Carrie Snyder then became the Deputy Director. He then stated that we have our IT department staff here this evening to help implement the transition from the old tablets to the new iPads that are being passed out after the meeting, so please stay and get that taken care of.

Adjournment

Ms. Amole requested a motion to **adjourn** the meeting. Mr. Moledor made a **MOTION** to adjourn, and the motion was **seconded** by Mr. Brillhart. **The motion carried 7-0.** The meeting adjourned at 6:20 p.m.

Minutes submitted by: Lori Jones