

Historic Preservation Consultants: History/Architecture

Online at ohiohistory.org/hpconsultants

The State Historic Preservation Office Consultants List is provided as an aid to those seeking the services of a historic preservation consultant, and is published with the understanding that neither the Ohio History Connection nor the State Historic Preservation Office in any manner recommends, endorses, or assumes responsibility for the quality of work of any individual or firm on this list, nor is there any guarantee, implicit or implied, that any work product produced by those on this list will necessarily meet federal and state requirements.

We strongly recommend that you contact at least three consultants when making your selection, and that you check references from previous clients. Inquiring about such factors as the acceptability and timeliness of work performed may provide an indication of how a consultant has performed his or her work for clients.

Consultants are listed individually; therefore, firms may be recorded more than once. Individuals on this list have submitted documentation to the State Historic Preservation Office indicating that they meet the federal professional qualification requirements as published by the United States *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716. For the disciplines of Historic Preservation Planning and Historic Landscape Architecture qualifications are reviewed using the *Secretary of the Interior's Proposed Historic Preservation Professional Qualification Standards* prepared by the National Park Service in 1992 in response to the 1992 amendments to the National Historic Preservation Act.

A code indicating the professional area(s) in which a consultant meets the qualifications is provided.

This information is included because certain projects, such as those conducted under Historic Preservation Fund grants, require that principal project personnel meet these qualification requirements.

Archaeologists on the archaeology section of the list that have been evaluated and certified by the Register of Professional Archaeologists (RPA) are so noted.

Individuals who have been designated by the U.S. Green Building Council as LEED accredited professionals are noted by the LEED designation.

Individuals that meet professional qualification requirements as published in the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716 are noted as follows:

1. **History**
 2. **Architectural History**
 3. **Architecture**
 4. **Historic Architecture**
 5. **Archaeology**
 6. **Geophysical Specialist**
 7. **Underwater Specialist**
 8. **Historic Preservation Planning**
 9. **Historic Landscape Architecture**
- RPA Register of Professional Archaeologists
LEED Leadership in Energy & Environmental Design

This list is updated monthly. It is available on the Ohio History Connection website at www.ohiohistory.org/hpconsultants. If you wish to be listed as a preservation

consultant complete the professional qualifications documentation form for the appropriate professional area and submit it and a resume to the State Historic Preservation Office. The forms are available at www.ohiohistory.org/hpconsultants. Please contact the State Historic Preservation Office at 614-298-2000 or by email at shpo@ohiohistory.org with any questions.

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State Historic Preservation Office
800 E. 17th Ave., Columbus, Ohio 43211-2474
p. 614.298.2000 f. 614.298.2037
www.ohiohistory.org

Monday-Friday 9 a.m.-5 p.m.
(Individual staff hours may vary)
To better serve you we recommend that you call ahead for an appointment

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Choosing a History or Architecture Consultant

Consultants can be very helpful to you in completing historic preservation projects. Their expertise can be invaluable, providing a rewarding experience for you or your community when planning historic preservation.

How Should I Begin to Select a Consultant?

Before you do anything else, define your project carefully in writing. Lists of consultants who work in Ohio are available at the State Historic Preservation Office, though the office does not endorse or recommend any consultant. Investigate consultants enough to enable you to identify several who appear to meet your needs. Invite them to submit proposals for your project based on the written description you provide.

How Do I Judge Consultants?

You should consider the specific needs of your project as well as the consultants' individual fields of expertise. The final decision will be based on the competence, qualifications and capability of undertaking your historic preservation project. Always keep in mind the qualifications necessary for your project, including demonstrated previous experience in similar endeavors. Each consultant's proposal should be evaluated to ensure that the firm is qualified for, understands and can complete your job. Compare acceptable proposals and select the consultant with the best proposal and best price.

How Do I Determine Whether a Consultant is Qualified?

- A prospective consultant should have a healthy mix of education and experience relevant to your project. Consideration should be given to consultants with a graduate degree in a closely related field; in some cases, significant work experience can substitute well for a graduate degree.

- A prospective consultant should have the necessary experience, staffing and availability of technical and support services to complete the project.
- For some projects, a consultant must meet specific professional qualifications. The State Historic Preservation Office can assist with questions about what qualifications to specify for your project.
- Especially for surveys and National Register of Historic Places nominations, a consultant should demonstrate familiarity with the specific kinds of historic property types in the project area and the various techniques of historical research needed to complete the project.
- Especially for compliance projects, in which the effect of undertakings on historic properties is determined in accordance with Section 106 of the National Historic Preservation Act, a consultant should be able to explain procedures and recommendations to you clearly so that you understand what is needed, why it is needed and how to evaluate and use the finished products and findings.

Performance

- Can the consultant demonstrate a record of satisfactorily completing projects? Have prospective consultants submit copies of relevant previous work. Contact several clients from the list of references and ask whether reports and other documents were thorough, neat, submitted on time and otherwise acceptable.
- Does the consultant have good communication skills and demonstrate an understanding of your project, needs and goals? The consultant should offer direct answers to all of your questions.
- Has the consultant provided evidence that he or she is staying current with trends in his or her area(s) of expertise (e.g. by attending or participating in courses, conferences and workshops

Cost

- History/architecture consultants, like consultants in any other field, charge a fee for their services. Generally speaking, you can expect the cost of a consultant to be equal to what you would pay other professionals working an equivalent amount of time.
- In the proposal, the consultant should clearly state the products that will be delivered for the cost proposed and present a time frame, with beginning and ending dates, including deadlines for any drafts you require. The following checklists provide basic outlines for preparing and reviewing requests for proposals and reviewing products submitted by consultants. Tailor these to the specific needs of your project. The Ohio Historic Preservation Office can provide sample requests for proposals.

Writing Requests for Proposals

- **Information Provided by Client**
 - background/issues
 - project description
 - area characteristics
 - goal of project
 - scope of work
 - task outline
 - specific requirements
 - level of community input
 - products to be generated
 - number and nature of products
 - format requirements
 - presentations expected before, during, after project
 - time requirements and deadlines
 - pre-proposal conference (if any) client responsibility/involvement
 - selection criteria
 - client contact address/phone
 - proposal deadline: date and time
- **Information Requested from Consultant**
 - qualifications required/requested
 - education (c.v. or resume)
 - meets professional qualifications
 - relevant previous work
 - sample(s)
 - list of previous clients
 - samples of relevant previous

- work
- methodology or approach
- statement of products
- schedule
- cost (may be separate if requesting qualifications first)
- references

Evaluating Proposals

- establish review committee
- use established selection criteria
- qualifications meet requirements
- previous experience relevant
- methodology satisfactory
- work samples satisfactory
- staffing adequate for job
- schedule reasonable
- references satisfactory
- cost competitive
 - use objective rating system
- notify all applicants of decision

Project Monitoring

- maintain regular contact with consultant
- enforce deadlines
- carefully review all submissions
- content meets expectations
- product neat, complete and organized
- conclusions/recommendations well stated
- graphics appropriate
- coordinate with State Historic Preservation Office
- comply with submission requirements (if any)
- consider future use of products/findings
- public education
- presentation of results to client/public
- dissemination of products/findings

Specific Product Considerations

- Historic Properties Survey/Inventor Report research design
 - methodology
 - meetings/public participation
 - individual inventory forms and area maps
 - computer coded (if required)
 - evaluations of properties/area
 - bibliography
 - data management
 - location of original notes, negatives, etc.

- state whether data
- computerized locally
- describe report dissemination

- Design Guidelines
 - history of area or district
 - illustrated review of architectural styles present in area or district
 - glossary of architectural terminology
 - description of local review process
 - role of commission/board
 - application forms/procedures
 - copy of local ordinance(s)
 - illustrated design guidance organized by interior and exterior architectural feature

National Register Nominations

- completed nomination form
- all sections completed
- United States Geological Survey Maps
- b&w photos/color slides as required

- Booklets, Tour Guides, Other
 - accuracy/quality of content
 - neatness and readability of narrative
 - appropriate graphics
 - well-designed product
 - includes sources of additional information

For additional information: "*Using Professional Consultants in Preservation*," Information series No. 26, 1994, available from the National Trust For Historic Preservation, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036, (202) 673-4296.

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State Historic Preservation Office
 800 E. 17th Ave., Columbus, Ohio 43211-2474
 p. 614.298.2000 f. 614.298.2037
 www.ohiohistory.org

Monday-Friday 9 a.m.-5 p.m.
 (Individual staff hours may vary)
 To better serve you we recommend that you call ahead for an appointment

Lynn Alpert

History, Architectural History,

Richard Grubb and Associates, Inc.
259 Prospect Plains Road
Building D
Cranbury, NJ 08512
(609) 655-0692

lalpert@richardgrubb.com
www.richardgrubb.com

Steven Avdakov, RA, NCARB

Architectural History, Architecture, Historic Architecture,

Heritage Architectural Associates
2307 Chapline Street
Wheeling, WV 26003
(681) 207-9975

savdakov@heritagearchitectural.com
www.heritagearchitectural.com

Kalpa Baghasingh

Architecture, Historic Architecture, HP Planning, LEED

Schooley Caldwell Associates
300 Marconi Blvd.
Suite 100
Columbus, OH 43215
(614) 628-0300
(217) 418-0199 - Mobile
kbaghsingh@schooleycaldwell.com
www.schooleycaldwell.com

David B. Bills

Historic Architecture,

Brown & Bills Architects, Inc.
88 East Franklin Street
Centerville, OH 45459
(937) 832-1150
(937) 371-8836 - Mobile
davebills@brownsandbills.com
www.brownsandbills.com

Brian Broadus, AIA

Architecture,

Perspectus Architecture
13212 Shaker Sq.
Cleveland, OH 44120
(216) 752-1800

www.perspectusarch.com

Lauren Pinney Burge, AIA

Architectural History, Architecture, Historic Architecture, HP Planning,

Perspectus
1300 E. 9th St.
Suite 910
Cleveland, OH 44114
(330) 434-9300

lburge@perspectusarch.com
www.cmb.perspectusarch.com

Brett Carmichael

Architectural History,

Lawhon & Associates, Inc.
1441 King Avenue
Columbus, OH 43212
(614) 481-8600

bcarmichael@lawhon-assoc.com
www.lawhon-assoc.com

Samiran Chanchani, Ph.D.

Architectural History,

HistoryWorks, LLC
PO Box 42586
Blue Ash, OH 45242
(513) 265-8493

historyw@historyworks.us
www.historyworks.us

Robert C. Chidester, Ph.D.

History,

The Mannik & Smith Group, Inc.
1800 Indian Wood Circle
Maumee, OH 43537
(419) 891-2222

Rchidester@mannaiksmithgroup.com
www.mannaiksmithgroup.com

Brianna Corcino

Architecture,

LDA Architects
5000 Euclid Avenue
Suite 104
Cleveland, OH 44103
(216) 932-1890
(440) 714-4307 - Mobile
brianna@ldaarchitecture.com
LDAarchitecture.com

Wes Cunningham

History,

Gray & Pape, Inc.
1318 Main Street
Cincinnati, OH 45202
(502) 807-0575

wcunningham@graypape.com
www.graypape.com

Heather Dewey

History,

SJCA, Inc.
9102 North Meridian Street
Suite 200
Indianapolis, IN 46227
(317) 473-9659

hdewey@sjcainc.com

Charissa W. Durst, AIA

Architectural History, Architecture, Historic Architecture, HP Planning,

Hardlines Design Company
4608 Indianola Avenue
Columbus, OH 43214
(614) 784-8733

cdurst@hardlinesdesign.com
www.hardlinesdesign.com

Michael Fleenor

History, Architectural History,

Historic Preservation Group, LLC
2425 W. 11th Street
Cleveland, OH 44113
(216) 426-3109

michael@hpgroup-llc.com
www.historicpreservationgroup.com

Jessica Flores

Architectural History,

Preservation Forward
PO Box 4490
East Lansing, MI 48826
(517) 220-5144
(517) 220-5144 - Mobile
jessica@preservationforward.com
www.preservationforward.com

Brent Foley

Architecture, Historic Architecture,

Triad Architects, Ltd.
172 E. State St.
Suite 600
Columbus, OH 43215
(614) 314-8463

bfoley@wearetriad.com
www.wearetriad.com

Elizabeth Gallow

Architectural History,

Cultural Resource Analysts, Inc.
151 Walton Avenue
Lexington, KY 40508
(859) 252-4737
(859) 421-8492 - Mobile
eagallow@crai-ky.com
www.crai-ky.com

Patrick A. Hansford

Architecture, Historic Architecture,

Patrick Hansford, Architect
37 Mace Avenue
Winthrop, ME 04364
(937) 344-0136

phansford.architect@gmail.com

Rick Hawksley, AIA

Architecture,

Rick Hawksley AIA Architect
120 Portage Street
Kent, OH 44240
(330) 715-2354 - Mobile
rick@hawksley.org
www.rickhawksley.com

Gabe Hays

Historic Landscape Architecture,

WallacePancher Group
P.O. Box 11
Morristown, OH 43759
(740) 310-1195

ghays@wallacepancher.com
www.wallacepanchergroup.com

Deanna Heil

Architecture, Historic Architecture,

City Studios Architecture
1148 Main Street
Floor 2
Cincinnati, OH 45202
(513) 621-0750

dheil@citystudiosarch.com
www.citystudioarch.com

James Heimlich

History,

Ecosystems Connections Institute
9130 North 600 East
Denver, IN 46926
(260) 901-0561
(574) 850-6003 - Mobile
jheimlich@ecosystemsconnection.com
ecosystemsconnections.com

Olivia Hopkins

Architectural History, Architecture, Historic Architecture,

Perspectus Architecture
1300 East Ninth Street
Suite 910
Cleveland, OH 44114
(216) 752-1800

ohopkins@perspectus.com

Candace Hudziak

History, Architectural History,

Metric Environmental
6971 Hillside Court
Indianapolis, IN 46250
(317) 400-1633

candaceh@metricenv.com
www.metricenv.com

Patrick Hyland, AIA

LEED

Perspectus
1300 E. 9th St.
Suite 910
Cleveland, OH 44114
(216) 752-1800

phyland@perspectus.com
www.perspectus.com

Graham Kalbli

Architecture,

New Republic Architecture
1936 Race Street
Cincinnati, OH 45202
(513) 800-1581

graham@newrepublicarchitecture.com
www.newrepublicarchitecture.com

Craig S. Keener

History,

Professional Archaeological Services Team
2152 Twin Creek Rd
West Alexandria, OH 45381
(614) 214-4478

c_keener@pasteam.com
www.pasteam.com

Michael Kenneally

History, Architectural History,

Environmental Design & Research
5 East Long Street
Suite 700
Columbus, OH 43215
(330) 978-2632

mkenneally@edrdpc.com
www.edrdpc.com

Peter Ketter

History, Architectural History, HP Planni

Sandvick Architects, Inc.
1265 W. Sixth St.
Suite 200
Cleveland, OH 44113
(216) 621-8055

pketter@sandvickarchitects.com
www.sandvickarchitects.com

Dave Kieser, Ph.D.

HP Planning,

Kieser Consulting Group, LLC
6801 Lake Plaza Drive
Suite D-401
Indianapolis, IN 46220
(317) 863-8030

davekieser@sbcglobal.net
kieserconsult.com

Peter Krajnak, AIA NCARB

Architecture,

Rogers Krajnak Architects, Inc.
264 South Third Street
Columbus, OH 43215

(614) 461-0243

(614) 668-2243 - Mobile

pkrajnak@rogerskrajnak.com

www.rogerskrajnak.com

Jeannine Kreinbrink

History,

K & V Cultural Resources Management, LLC
11283 Big Bone Rd.

Union, KY 41091

(859) 760-5271

kreinbrinkjmo@gmail.com

Rory Krupp

History, Architectural History,

Owen & Eastlake, Ltd.

PO Box 10774

Columbus, OH 43201

(614) 439-9068

(614) 439-9068 - Mobile

rkrupp@oweneastlake.com

www.oweneastlake.com

Gerald M. Kuncio

History, Architectural History,

Terracon Consultants, Inc.

3280 William Pitt Way

Pittsburgh, PA 15143

(412) 426-7027

(412) 965-8899 - Mobile

gmkuncio@terracon.com

www.terracon.com

Kathryn M. Kuranda

History, Architectural History,

R. Christopher Goodwin & Associates, Inc

241 East 4th Street

Suite 100

Frederick, MD 21701

(301) 694-0428

kkuranda@rcgoodwin.com

www.rcgoodwin.com

Joshua Lapp

HP Planning,

Designing Local

20 East Broad Street

Columbus, OH 43215

(614) 607-1557

josh@designinglocal.com

www.designinglocal.com

Emily Steiner Little, AIA

Architecture, Historic Architecture, LEED

929 Hidden Valley Drive

Wadsworth, OH 44281

(330) 322-9290

emilysteinerlittle@icloud.com

Jill McDevitt

Architectural History,

RESCOM Environmental Corp.

PO Box 5516

Fort Wayne, IN 46895

jill.mcdevitt@rescom.org

www.rescom.org

Scott McIntosh

History, Architectural History, Historic Architecture,

Weller & Associates, Inc.

1389 W. 5th Ave.

Columbus, OH 43212

(614) 615-3021

s.mcintosh@wellercrm.com

Marcia E. Moll

History, Architectural History,

PlaceMark Collaborative LLC

1519 W Clifton Blvd.

Lakewood, OH 44107

(216) 310-9304

PlaceMarkCollaborative@gmail.com

Jeffrey P. Nagle

History,

The Mannik & Smith Group, Inc.

1800 Indian Wood Circle

Maumee, OH 43537

(301) 412-6365

jnagle@manniksmithgroup.com

manniksmithgroup.com

Bethany Natali

History,

Weintraut & Associates, Inc.

4649 Northwestern Drive

PO Box 5034

Zionsville, IN 46077

(317) 733-9770

bethany@weintrautinc.com

www.weintrautinc.com

Wendy Naylor

History, Architectural History, HP Plannu

Naylor Wellman, LLC

92 East Washington Street

Chagrin Falls, OH 44022

(440) 247-8319

naylor@naylorwellman.com

www.naylorwellman.com

Chantelle Noble

Architecture, Historic Architecture, LEED

City Studios Architecture

1148 Main Street

Floor 2

Cincinnati, OH 45202

(513) 621-0750

cnoble@citystudiosarch.com

www.citystudiosarch.com

Christopher B. Owen

History, Architectural History, HP Plannu

The Mannik & Smith Group, Inc.

20600 Chagrin Boulevard

Suite 500

Shaker Heights, OH 44122

(419) 891-2222

cowen@manniksmithgroup.com

www.MannikSmithGroup.com

Richard T. Parker, AIA

Architecture, LEED

Brandstetter Carroll, Inc.
1220 West 6th Street, Suite 300
Cleveland, OH 44113
(216) 241-4480
(216) 570-4888 - Mobile
rparker@bciaep.com
www.bciaep.com

Rachel Pearce

History, Architectural History,

Sandvick Architects, Inc.
1265 W. Sixth Street
Suite 200
Cleveland, OH 44113
(216) 302-3599

rpearce@sandvickarchitects.com
www.sandvickarchitects.org

David A. Pigford, RA, NCARB

Architecture,

DPR Architects
907 W. Fifth St., Suite 140
Dayton, OH 45402
(937) 838-7008

dpigford@dprgroup.com
www.DPRgroup.com

Yolita E. Rausche, M.Arch.HP, AIA Assoc.

Architectural History, Architecture, Historic Architecture, HP Planning, LEED

Rausche Historic Preservation, LLC
169 Senlac Hills Drive
Chagrin Falls, OH 44022
(216) 469-0615

yrausche@sbcglobal.net
www.rauschehistoric.com

David C. Reiser

Architecture, Historic Architecture,

RVC Architects, Inc.
131 W. State St.
Athens, OH 45701
(740) 592-5615

reiser@rvcarchitects.com
www.rvcarchitects.com

Christopher Riley

Architectural History,

RESCOM Environmental Corp.
PO Box 5516
Fort Wayne, IN 46895
(614) 822-9347

christopher.riley@rescom.org

Benjamin L Ross

Historic Architecture, LEED

RATIO Architects LLC
101 South Pennsylvania Street
Indianapolis, IN 46204
(317) 275-6965
(317) 275-6965 - Mobile
bross@ratiodesign.com
www.ratiodesign.com

Heather Rudge

History, Architectural History,

Historic Preservation Group, LLC
2425 W. 11th Street
Suite 4
Cleveland, OH 44113
(216) 302-3510
(216) 536-3159 - Mobile
heather@hpgroup-llc.com
www.historicpreservationgroup.com

Michael R. Sanbury, Assoc. AIA

Architectural History, Architecture, Historic Architecture,

LDA Architects
5000 Euclid Ave.
Suite 104
Cleveland, OH 44103
(216) 932-1890

michael@ldaarchitecture.com
www.ldaarchitecture.com

Jonathan Sandvick

Architecture, Historic Architecture,

Sandvick Architects, Inc.
1265 West Sixth Street
Suite 200
Cleveland, OH 44113
(216) 621-8055

jsandvick@sandvickarchitects.com
www.sandvickarchitects.com

Charles L. Schreckenberger, FAIA

Architecture,

PRIME AE Group, Inc.
540 White Pond Dr
Suite E
Akron, OH 44320
(330) 962-7631

cschreckenberger@primeeng.com
www.primeeng.com

Rachael Schultz

Architecture,

Triad Architects, Ltd.
172 East State Street
Suite 600
Columbus, OH 43215
(614) 942-1050

rschultz@triadarchitects.com
www.wearetriad.com

Harvey Schwager, AIA

Architecture, Historic Architecture,

OHM Advisors
580 North Fourth Street
Suite 610
Columbus, OH 43215
(614) 474-5113
(614) 216-6909 - Mobile
Harvey.Schwager@ohm-advisors.com
www.ohm-advisors.com

Melinda Shah

Architecture, Historic Architecture, LEED

Schooley Caldwell Associates
300 Marconi Blvd.
Suite 100
Columbus, OH 43215
(614) 628-0300
(614) 313-7888 - Mobile
mshah@schooleycaldwell.com
www.schooleycaldwell.com

Richard J. Sicha

History, Architectural History,

PlaceMark Collaborative LLC
1519 W. Clifton Blvd.
Lakewood, OH 44107
(216) 310-9304

PlaceMarkCollaborative@gmail.com

Alice L. Sloan

History, Architectural History,

Perspectus Architecture
3100 E. 9th St.
Suite 910
Cleveland, OH 44114
(216) 377-6802

asloan@perspectusarch.com
www.cmb.perspectusarch.com

Sarah Terheide

Architectural History,

Civil & Environmental Consultants, Inc.
530 East Ohio Street
Suite G
Indianapolis, IN 46204
(317) 655-7777
(317) 450-9967 - Mobile
sterheide@cecinc.com
cecinc.com

Douglas Terpstra

Architectural History,

ASC Group, Inc.
800 Freeway Drive North
Suite 101
Columbus, OH 43229
(614) 396-7367

dterpstra@ascgroup.net
www.ascgroup.net

Linda Weintraut, Ph.D.

History,

Weintraut & Associates, Inc.
4649 Northwestern Drive
PO Box 5034
Zionsville, IN 46077
(317) 733-9770

linda@weintrautinc.com
www.weintrautinc.com

Diana Wellman

History, Architectural History,

Naylor Wellman, LLC
1325 Inglewood Drive
Cleveland Heights, OH 44121
(216) 482-1179

wellman@naylorwellman.com
www.naylorwellman.com

Michael Wellman

Architecture, LEED

Meld Architects, Inc.
2026 Murray Hill Road
Suite 06
Cleveland, OH 44106
(216) 373-2902

mike@meldarchitects.com
meldarchitects.com

Christopher R Widener

Architecture, Historic Architecture,

WDC Group, LLC
23 South Center Street
Springfield, OH 45502
(937) 325-9991
(937) 604-2180 - Mobile
widenerc@wdc-group.com
www.wdc-group.us

Madeline Williams

Architectural History,

MSA Design
316 W. Fourth St.
Cincinnati, OH 45202
(513) 241-5666
(513) 256-6331 - Mobile
mwilliams@msaarch.com
www.msaarch.com

Courtney Zimmerman

History, Architectural History,

Aurora Research Associates LLC
1436 Graham Road
Silver Lake, OH 44224
(304) 685-7410
(304) 685-7410 - Mobile
courtney@aurora-llc.com
www.aurora-llc.com