

To: Matt Cherry, President and Members of City Council

From: Wade Kapszukiewicz, Mayor

Subject: Appointment to the OWE Historic District Commission

4/9/2019

**I Recommend the Following re-appointment to the OWE Historic District Commission**

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special	Reserved Type	Slot /	Recommended by ( if applicable)	Attendance Record	Resume attached
Michelle Kirkbride	reappointment	2 years. Expiring 3/20/2021	no	AIA			NA	Yes

  
Wade Kapszukiewicz  
Mayor

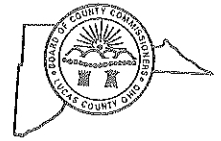


## **TOLEDO-LUCAS COUNTY PLAN COMMISSIONS**

ONE GOVERNMENT CENTER, SUITE 1620, TOLEDO, OHIO 43604

PHONE 419-245-1200 FAX 419-936-3730

THOMAS C. GIBBONS, DIRECTOR



March 13, 2019

TO: Karen Poore, Deputy Chief of Staff

FROM: Gyasi "JC" Pullum, City Planner

THROUGH: Thomas C. Gibbons, Director

SUBJECT: Old West End Historic District Commission Re-appointment

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The Old West End Historic District Commission has one member that requires re-appointment. Michelle Kirkbride has completed her first three-year term and has requested to stay on the Old West End Historic District Commission in the Central City's Historic District that includes the historic neighborhood of the Old West End. Michelle's resume is attached for review.

The Old West End Historic District Commission is requesting her confirmation as follows:

Michelle Kirkbride's, re-appointment as the delegate for the American Institute of Architects appointment to the Old West End Historic District Commission, for a two-year term to expire March 20, 2021.

Please let me know if you have any questions regarding this request or need any additional information. Thank you for your time and consideration on this matter.

M I C H E L L E

K I R K B R I D E

2 2 5 8 P a r k w o o d A v e .  
T o l e d o , O H 4 3 6 2 0  
(503) 593-2818  
[mackmichelle@hotmail.com](mailto:mackmichelle@hotmail.com)  
[mkirkbride@ssoe.com](mailto:mkirkbride@ssoe.com)

## O B J E C T I V E

Old West End homeowner with experience in the process of obtaining Certificates of Appropriateness, actively renovating 105 year old home, and local Architect: seeking position on the Historic District Commission.

## E X P E R I E N C E

**7/2004 – Present**

**Associate Architect, Automotive Manufacturing and Industrial Facilities Group  
SSOE Group, Toledo OH**

The experiences at SSOE have been numerous. I began my career at SSOE as a contract employee and entry level designer. I assisted others with construction document creation/execution, submittal review and permit response letters. After two years with the company I became a direct-hire and moved into lead architect position on small projects where I worked independently and remotely from Portland OR (2006-2009). In 2008 I began leading projects that range from a 100-thousand square feet to 1-million square feet. I have lead teams consisting of 1 to 13 members in the execution of such projects. I am experienced in the following areas myself, but I also enjoy the responsibility of teaching and leading the other team members as well as sharing information and encouraging charrettes in these areas:

Criteria/scope development and interpretation, outlining team goals and execution plan, team reviews of typical construction assemblies and details, budget and schedule management, design cost estimating, schematic design through construction document phases, multiple contract types, client and user design review meetings, code review: including building, accessibility, plumbing, NFPA and energy codes, insurer analysis and correspondence (FM), engaging consultants and code officials, permit applications, variance appeals, hazardous material evaluations, multi-discipline coordination, international and multi-office workshare coordination, field investigations, construction cost estimating, value engineering, product evaluation, specification writing including ASTM and UL research, development of client standard specifications, execution of construction documents, 3D modeling, drafting, document checking ISO 9001, construction administration including RFI's, submittal review and design change directives.

Types of facility design include automotive manufacturing plants and testing facility design, oil refinery and chemical plant design, pre-engineered building design, pre-fabricated design, fire resistant design, blast resistant and relief design, clean room design, prefabricated air showers, laboratories, administration/office building design, team rooms, and toilet/locker room design.

**6/2003 – 7/2004**

**Designer**

**Ehresman Associates, Inc Troy, Michigan**

Lead designer of small educational projects with the assistance of an architect. Oversaw project duties from schematic design to project closeout. Job responsibilities included: managing contracts, schedule, and budget through-out all phases of a project; cost estimates; facilitate communication among all participants during construction phase; final close-out documents; certificate of completion; verification for payment application; 2D rendering; construction documents specifications; drawings; and details.

M I C H E L L E K I R K B R I D E  
2258 Parkwood Ave.  
Toledo, OH 43620  
(503) 593-2818  
mackmichelle@hotmail.com

3/1996 – 6/2003

**Student Co-op and Supplemental Engineering Aide**

**City of Westland Engineering Division, Westland, Michigan**

Job responsibilities include: Lead AutoCAD, assisted GIS documentation and document imaging system, responsible for blue print duplication and managing updates for underground utility drawings using pen on mylar and Leroy lettering.

## E D U C A T I O N

9/2001 – 4/2003      Master of Architecture, University of Michigan, Ann Arbor.  
9/1999 – 4/2001      Bachelor of Science in Architecture, University of Michigan, Ann Arbor.  
8/1997 – 8/2000      Undergraduate Pre-Architecture Courses at Western Michigan University, Henry Ford Community College, Washtenaw Community College, Schoolcraft Community College  
8/1999      University of Oregon, Pacific Northwest Historic Preservation Field School at Fort Worden National Park, WA.  
6/1997      High School Diploma, Livonia Churchill  
3-years of high school drafting and 1-year in Architectural Drafting at Livonia Career Technical Center

## C O M P U T E R   P R O F I C I E N C I E S

AutoCAD, MicroStation, Revit, Adobe Photoshop, ComCheck, and Microsoft Suite.

## E X T R A S

2011-Present      Currently a DIY'er renovating in a century-old Queen Anne Style Home in a Neighborhood on the National Register of Historic Places  
2009-Present      Toledo AIA member  
2006-2009      After working at SSOE Group for only two years I worked remotely from Portland OR.