

CITY OF RICHMOND HEIGHTS



City of
**RICHMOND
HEIGHTS**

"The City With The Forward Look"

**DEPARTMENT OF BUILDING, ZONING
& HOUSING**

2013 ANNUAL REPORT

**DEPARTMENT OF BUILDING, ZONING AND HOUSING
EMPLOYEE ROSTER
01/01/13 - 12/31/13**

Philip Seyboldt	Building Commissioner Certified Building Official Residential Building Official Building Inspector Plumbing Inspector Mechanical Inspector Electrical Safety Inspector Fire Protection Systems Inspector International Code Council Master Code Official Past President – Building Officials Conference of Northeast Ohio (BOCONEO) Past President – Ohio Building Officials Association (OBOA)
Chuck Zelle	Building Inspector Back-up Residential Building Official Residential Building Inspector Fire Protection Systems Inspector Fire Safety Inspector
James Urankar	Building Inspector Residential Plumbing Inspector Residential Building Official
Patty Sycz	Secretary
Paul Kowalczyk	Master Plans Examiner
Douglas Nemeckay	Landscape Architect
Lee Courtney	City Engineer

NOTE: We are sorry to announce the retirement effective December 31st, 2013, of Inspector Chuck Zelle from the Richmond Heights Building Department. Chuck was a valued member of the department for many years, and we all wish him well in all of his endeavors during his well-earned retirement.

EXPERIENCE, TRAINING AND PERSONAL DEVELOPMENT

Under the terms of the Ohio Administrative Code, the Ohio Building Code, and the Residential Code of Ohio, all inspectors exercising inspection authority on work that is subject to the State Code are required to be certified by the State of Ohio, Board of Building Standards. State Building Department certifications include both Commercial and Residential Building Official (the building department manager), Plans Examiner, Building Inspector (structural items), Electrical Safety Inspector, Plumbing Inspector, Mechanical Inspector (heating, ventilating, air-conditioning and refrigeration) and Fire Protections Systems Inspector (fire alarm and fire sprinkler systems). Inspector Certification includes several separate requirements; An inspector is required to have verifiable experience, ranging from 5 to 7 years per certification, in construction that was subject to the terms of the code; an inspector must pass one or more professional development examinations administered by the International Code Council (ICC) in the discipline in question; and the inspector must obtain 30-hours of continuing education per certification for each and every 3-year period. All certifications must be renewed every three years with proof of the necessary continuing education.

To obtain the necessary continuing education, inspectors generally belong to one or more professional associations that provide education to designers and inspectors in this area. Those associations include but are not limited to the Building Officials Conference of Northeast Ohio (BOCONEO), The International Association of Electrical Inspectors (IAEI), the Ohio Plumbing Inspectors Association (OAPI), or the Ohio Building Officials Association (OBOA). These organizations meet monthly to discuss the code and to provide continuing education on a code-related topic. Many of these organizations also hold a yearly educational conference, generally two-days in length, to provide continuing education to their members. This year, the OBOA Conference will be held in Dublin Ohio during the month of February. The OAPI conference is generally held in the Columbus Area in March. During these annual conferences, inspectors have their choice of classes on numerous code-related topics from administration to structural integrity, to electrical and plumbing code. All classes must be pre-approved by the Ohio Department of Commerce, Board of Building Standards.

During 2013 inspectors in the Richmond Heights Building Department attended monthly meetings of the Building Officials Conference of Northeast Ohio as well as attending the annual OBOA conference which was held in Canton in early March of 2013.

PERMIT ISSUANCE BY PERMIT TYPE

TYPE	2011	2012	2013
Building	646	355	420
Electric	41	51	52
Fire Protection/Maintenance	106	107	105
Garage Sale	63	61	55
Heating, Ventilating and Air Conditioning	45	95	80
Plumbing	32	32	25
Septic Conversion	6	6	2
Sign	7	14	22
Occupancy			
New	0	16	46
Business Renewal	213	237	295
1 to 3-Family Renewals			190
Multi-family Renewal	1761		1635
Marcella Arms		63	61
Loganberry		397	397
Dorchester		473	475
Richmond Park		736	738
Waterford		141	141

BUILDING PERMITS CONSTRUCTION VALUE

TYPE	NUMBER	VALUE
RESIDENTIAL		
New Single Family Dwellings	26	inc.
Miscellaneous/Accessory	553	\$9,205,355
INDUSTRIAL/COMMERCIAL	182	\$3,155,168
TOTAL		\$12,339,825

RECEIPTS/EXPENDITURES

TOTAL RECEIPTS	\$430,189.56
(Less Bonds & Deposits)	<u>(\$ 64,500)</u>
TOTAL NET RECEIPTS	\$365,689.56
 TOTAL EXPENDITURES	 \$288,387.00

PLAN REVIEW

TYPE	NUMBER
One, Two and Three Family and Accessory	37
Other than One, Two and Three Family	12
Planning Commission	1
Zoning Board of Appeals	3
Architectural Review	49
Landscape Architect Review	2
TOTAL	103

**FIELD INSPECTIONS
AND
PROPERTY INVESTIGATIONS**

TYPE	NUMBER
Building, Electrical, Plumbing, HVAC, etc.	
Residential	2180
Non-Residential	445
Business Maintenance	160
Foster/Day Care	7
2013 Housing Program	290
Investigation Home Occ.	3
Investigation Complaint	78
Investigation Rental	93
Rental Renewal Fee	3
Rental Home Inspection	40
Tall Grass	248
TOTAL	3547

ARCHITECTURAL REVIEW BOARD

ROSTER

Vladimir Macek Chairman

Robert Dresser Secretary

Frank Koss

The Architectural Review Board reviewed forty nine (49) cases.

Single Family Dwellings 26

Residential Additions/Requests 13

Signs 9

Industrial/Commercial; New/Addition 1

Board of Building Code Appeals 0

TOTAL 49

PLANNING COMMISSION

ROSTER

Tom Brown	Chairman
Mark Edelman	Vice Chairman
Dr. Ray Loushin	Secretary
Dennis McAndrew Sr.	
Terry Butler	
Cassie Hunter	Recording Secretary

Dr. Loushin communicated at the final meeting that he and his family are moving out of Richmond Heights to relocate to the west side of Cleveland. He is therefore announced his resignation from the Commission.

Applicants that appeared for consideration before the Commission in 2013 include:

November 13th, 2013 – K Hovnanian Homes – Preliminary Site Plan Presentation for continuation of Highland Ridge Subdivision

On March 19th, 2014, the Planning Commission met in Council Chambers to discuss and set an agenda for the Update of the Master Plan, which will be undertaken in 2014. The following schedule of meetings was voted for the first half of the year to discuss and update the master Plan;

Meeting of May 14th, 2014 – Plans for Airport and the surrounding area;

Meeting of July 9th, 2014 – Issues dealing with Businesses at or near intersection of Chardon and Richmond Roads;

Meeting of September 10th, 2014 - Issues dealing with Plaza on Richmond Road west of the Richmond Town Square Mall;

ZONING BOARD OF APPEALS

ROSTER

Jerold Hoover	Chairman
Tim Musbach	Vice Chairman
Jai Kadambi	Secretary
Michael Gambatese	
John Mugnano	
Cassie Hunter	Recording Secretary

Cases before the Board for consideration in 2013 include:

CASE 803 – Myrle Weems for Construction of Greenhouse in Residential Zone

CASE 804 – MC Sign Co – Sign setback @ University Hospitals R.H.

**CASE 805 – Reggie Bryant, Richmond Heights Schools – For Approval of a
Electronic Message Display Sign**

PROGRAMS

HOUSING INSPECTION PROGRAM

The 2013 Housing Inspection Program began in April and consisted of a systematic street side inspection of approximately one-fourth of the City's residential properties. The systematic approach allowed each property to be evaluated based on a specific set of criteria contained within the Housing Code.

CERTIFICATE OF BUSINESS OCCUPANCY PROGRAM

Each of the businesses and other existing non-residential structures were inspected internally for the safety of the occupants as well as externally for appearance to insure compliance with the City's Business Maintenance Code and the Building Code. The Business Maintenance Code was amended to increase the inspection coverage by making each occupant responsible for his or her space.

CERTIFICATE OF AUTHORIZED OCCUPANCY PROGRAM

Through diligent investigation more than 200 single-family dwellings have now been discovered to be non owner-occupied and used for rental purposes. This program will continue to be a work in progress.

Inspections were conducted on the exterior premises, the exterior structure and interior structure.

COMPLAINT-DRIVEN PROPERTY INSPECTION PROGRAM

The Building Department maintained its complaint-driven property inspection program in conjunction with the Housing Inspection Program. Complaints were filed and handled on residential properties as well as business properties.

BUILDING AND HOUSING CERTIFIED INSPECTIONS

The Building Department continues to carry out State-mandated building, electrical, heating/ventilating/air conditioning, plumbing and fire protection systems inspections on all new construction and building alterations throughout the City to insure compliance with the Ohio Building Code and the Residential Code of Ohio.

