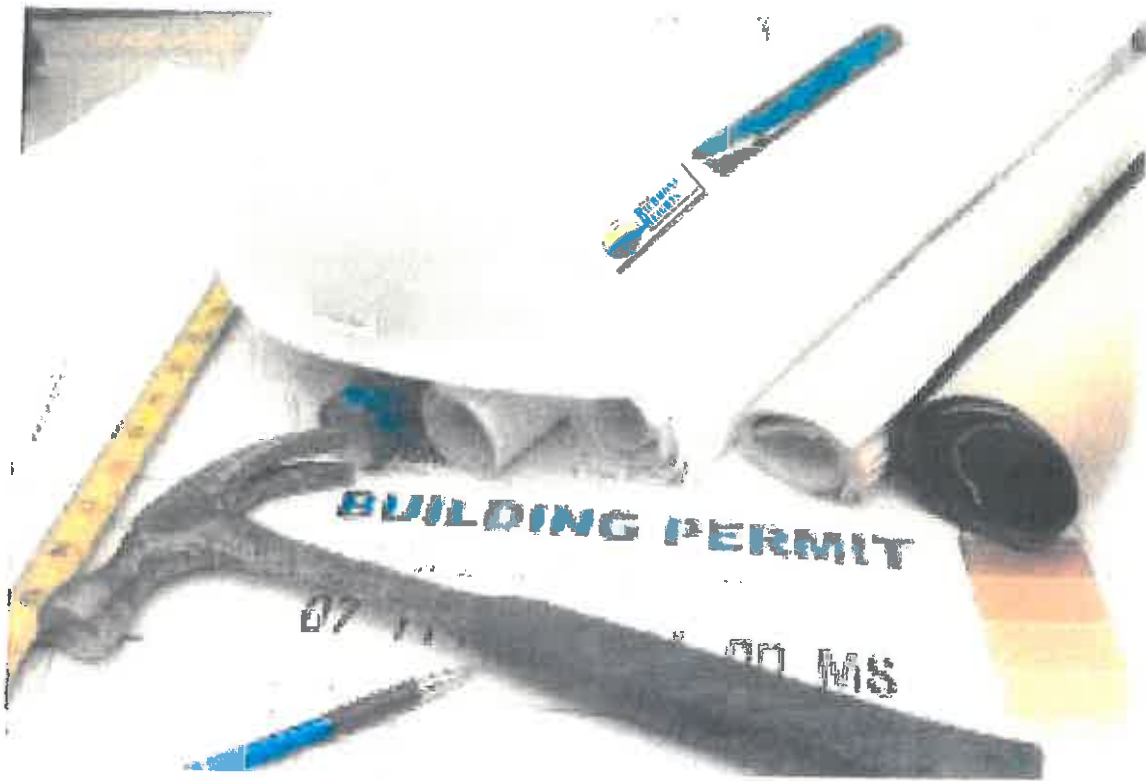


# CITY OF RICHMOND HEIGHTS



DEPARTMENT OF BUILDING  
ZONING & HOUSING

**2014 ANNUAL REPORT**

**Organizational Chart**  
**01/01/14 - 12/31/14**

|   |  |
|---|--|
| <b>Philip Seyboldt</b><br>1-1-2014 to 6-6-2014<br>11-1-2014 to 12-31-2014 | <b>Building Commissioner</b><br><b>Certified Building Official</b><br><b>Residential Building Official</b><br><b>Building Inspector</b><br><b>Plumbing Inspector</b><br><b>Mechanical Inspector</b><br><b>Electrical Safety Inspector</b><br><b>Fire Protection Systems Inspector</b><br><b>International Code Council</b><br><b>Master Code Official</b><br><b>Vice President – Ohio Building Officials</b><br><b>Association (OBOA)</b><br><b>Past President – Building Officials</b><br><b>Conference of Northeast Ohio (BOCONEO)</b><br><b>Past President – Ohio Building Officials</b><br><b>Association (OBOA)</b> |
| <b>Nino Monaco</b><br>6-7-2014 to 10-31-2014                              | <b>Acting Building Commissioner</b><br><b>Certified Building Official</b><br><b>Residential Building Official</b><br><b>Building Inspector</b><br><b>Electrical Safety Inspector</b><br><b>Plumbing Inspector</b>  |
| <b>James Urankar</b><br><br>1-1-2014 to 5-1-2014                          | <b>Assistant Building Commissioner/</b><br><b>Building Inspector</b><br><b>Residential Plumbing Inspector</b><br><b>Residential Building Official</b>  |
| <b>Patty Sycz</b>   | <b>Secretary, Permit Tech</b>  |
| <b>Paul Kowalczyk</b><br><b>G. Gifford Dyer</b>                           | <b>Master Plans Examiner</b><br><b>Master Plans Examiner</b>   |
| <b>Douglas Nemeckay</b>   | <b>Landscape Architect</b>   |
| <b>Lee Courtney</b>   | <b>City Engineer</b>   |

## **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 to three-days in length, to provide continuing education to their members. In 2014, the OBOA Conference was held at the Embassy Suites in Dublin Ohio on March 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. The OAPI conference is also generally held in Dublin, Ohio 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 are pre-approved for continuing education credit by the Ohio Department of Commerce, Board of Building Standards.

During 2014 inspectors in the Richmond Heights Building Department attended monthly meetings of the Building Officials Conference of Northeast Ohio, held at the Normandy Party Center in Wickliffe, Ohio, as well as the annual OBOA education conference in Dublin.

## PERMIT ISSUANCE BY PERMIT TYPE

| TYPE   | 2012 | 2013 | 2014 |
|--|------|------|------|
| Building                                     | 355  | 420  | 380  |
| Electric                                     | 51   | 52   | 40   |
| Fire Protection/Maintenance                  | 107  | 105  | 70   |
| Garage Sale                                  | 61   | 55   | 44   |
| Heating, Ventilating<br>and Air Conditioning | 95   | 80   | 84   |
| Plumbing                                     | 32   | 25   | 32   |
| Septic Conversion                            | 6    | 2    | 10   |
| Sign   | 14   | 22   | 12   |
| Occupancy                                    |      |      |      |
| New  | 16   | 46   | 19   |
| Business Renewal                             | 237  | 295  | 265  |
| 1 to 3-Family Renewals                       |      | 190  | 184  |
| Multi-family Renewal                         |      | 1635 | 1814 |
| Marcella Arms                                | 63   | 61   | 63   |
| Loganberry                                   | 397  | 397  | 397  |
| Dorchester                                   | 473  | 475  | 475  |
| Richmond Park                                | 736  | 738  | 738  |
| Waterford                                    | 141  | 141  | 141  |

## BUILDING PERMITS CONSTRUCTION VALUE

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

## RECEIPTS/EXPENDITURES

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

## PLAN REVIEW

| <u>TYPE</u>                             | <u>NUMBER</u> |
|---|---------------|
| One, Two and Three Family and Accessory | 14            |
| Other than One, Two and Three Family    | 10            |
| Planning Commission                     | 1             |
| Zoning Board of Appeals                 | 4             |
| Architectural Review                    | 20            |
| Landscape Architect Review              | 1             |
| <u>TOTAL</u>                            | <u>50</u>     |

**FIELD INSPECTIONS  
AND  
PROPERTY INVESTIGATIONS**

| <u>TYPE</u>                                       | <u>NUMBER</u> |
|---|---------------|
| <b>Building, Electrical, Plumbing, HVAC, etc.</b> |               |
| Residential                                       | 532           |
| Non-Residential                                   | 135           |
| Business Maintenance                              | 160           |
| Consultations                                     | 62            |
| Foster/Day Care                                   | 14            |
| Investigation Home Occ.                           | 5             |
| Investigation Complaint                           | 54            |
| Rental Renewal Fee                                | 3             |
| Rental Home Inspection                            | 22            |
| Tall Grass  | 138           |
| <b>TOTAL</b>                                      | <b>1,125</b>  |

# ARCHITECTURAL REVIEW BOARD

## ROSTER

Anthony Green

Robert Dresser  
Robert Dresser

Secretary  
Retired October 2014

Frank Koss

Chairman

The Architectural Review Board remained with two Board Members following Mr. Dresser's retirement for the duration of 2014.

The Architectural Review Board reviewed twenty (20) cases.

|                                     |    |
|-------------------------------------|----|
| Single Family Dwellings             | 10 |
| Residential Additions/Requests      | 4  |
| Signs                               | 4  |
| Industrial/Commercial; New/Addition | 2  |
| Board of Building Code Appeals      | 0  |
| TOTAL                               | 20 |



## PLANNING COMMISSION

### ROSTER

|                     |                     |
|---------------------|---------------------|
| Tom Brown           | Chairman            |
| Mark Edelman        | Vice Chairman       |
| Dennis McAndrew Sr. | Secretary           |
| Greg Johnson Sr.    |                     |
| Terry Butler        |                     |
| Cris Hughes         | Recording Secretary |

Applicants that appeared for consideration before the Commission in 2014 include:

**June 11, 2014 – Merit Brass – Site Plan Presentation  
for West Addition to Manufacturing Facility**

On March 19<sup>th</sup>, 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 February 13<sup>th</sup>, 2014 – Economic Development Requirements of the City;

Meeting of March 19<sup>th</sup>, 2014 – Issues dealing with Businesses at or near intersection of Chardon and Richmond Roads; Set agenda for future meetings;

Meeting of April 9<sup>th</sup>, 2014 – Review and make recommendations to Council regarding changes to the Sign Ordinance;

Meeting of May 22, 2014 – Held at the County Airport to attend a presentation by the engineers that are proposing upgrades and changes to the runways at the airport.

## ZONING BOARD OF APPEALS

### ROSTER

|                   |                     |
|-------------------|---------------------|
| Jerold Hoover     | Chairman            |
| Tim Musbach       | Vice Chairman       |
| Jai Kadambi       | Secretary           |
| Michael Gambatese |                     |
| John Mugnano      |                     |
| Chris Hughes      | Recording Secretary |

Cases before the Board for consideration in 2014 include:

**CASE 806 – Christian Assembly Church, 25595 Chardon Road, for construction of a garage/accessory structure on related property.**

**CASE 807 – Muslim Association of Cleveland east (MACE), for reduction of setback requirements for main signage**

**CASE 808 – Mr. Stanley Dickinson, 22536 harms Road, for construction of an accessory building in rear yard of residential property.**

**CASE 809 – Mr. Mike Camino of CAMRICH Properties, requesting relief of ordinances requiring cul-de-sac to be constructed on dead-end street @ Queensboro Drive.**

## **PROGRAMS**

### **HOUSING INSPECTION PROGRAM**

The 2014 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.