

Building Committee Minutes

4 February 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (JC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)

Meeting called to order at 8:02AM by CB.

1. CB initiated a discussion of the Planning Commission Report (PCR). CB suggested that the report be reviewed from two differing perspectives. The first consideration is mistakes or errors in completing the process. The second is a review of the process and whether changes to the process should be considered. WK, RG, and DH reviewed each of the 18 cases cited in the PCR to address errors, omissions, or process considerations. Per CB and JC in their commitment to Council at the 25 January 2021 meeting, BC will provide a written outline of their review process to the Planning Commission and attend the 11 February Planning Commission Meeting to discuss and begin to create a forward plan. RG advised that she had begun to create a flowchart for processing permit applications. CB initiated a discussion of software considerations and web-based programs to allow online applications, status updates, etc. for the public. RG advised that the current software (Franklin) had been bought by another company that was going to “push” us into a web-based platform within the next few years. RG suggested that we arrange a demonstration from the company for all BC members to attend to gain an understanding of the conversion process and the features that the new software would offer the Village. CB suggested discussing the plan with the fiscal officer to coordinate new website options that the Village might be considering.
2. RG updated BC on her progress on fee schedules. A continuing source of frustration is the “refund process.” SRV currently requires a \$500 deposit for a plan review but invariably, refunds \$400 back to the applicant at the end of the review. Can we simplify to charge a non-refundable fee? Further, SRV has a long, complicated process for some applicants to request a refund of deposits and if not requested, how SRV moves to a forfeiture of the refund. RG asked if SRV could change their policy to “if refunds have not been requested within a year, then the monies become forfeited to SRV?” We agreed to continue to discuss in March.
3. RG has begun to update permit application forms. RG said that the old forms were designed to be a “one stop” form with boxes to check those issues that applied to a particular situation. Unfortunately, the consolidated form causes more confusion than good as applicants don’t know how to respond to sections that don’t apply to them. RG is suggesting more forms that are specific to a given purpose. As the forms are not in a Word document and easily edited, we need to consider the best use of time in making

- changes. RG to check with the printing company to see if an editable version of the forms is available for us to change or do, we have to start from scratch?
4. WK advised that there are several in-ground pool installations being planned in SRV for this Summer. A new pool cover that will hold 500 lbs. is becoming popular. WK said he was asked if such a cover could be used instead of fencing around the pool for safety reasons? Pool fences must be approved by Council on an individual basis. CB suggested that this seemed a cumbersome process. The Ordinance should be changed to be handled as all other fences. JC stated that ALL pools should have fencing around them. CB and DH agreed. CB to review the Ordinance and discuss in March.
 5. RG said she is still getting organized. The BD needs a handbook and flowchart. WK said we would work on both as time permits.
 6. WK asked about the value of the reports that are submitted to Council each month. They are confusing because of refunds. The dollars reflect "activity" and not "revenue." If we can resolve the refund issues, then the reports would have greater value.
 7. WK pointed out a resident situation where a car had been "parked" in the front for months without moving. That home now has a wheelchair ramp. WK was reluctant to press the derelict car issue in light of what appears to be new health issues. WK will contact the homeowner to discuss prior to initiating any citation.
 8. WK is asking the police chief to have officers during rounds look for RV's that are parked in the front of properties as part of enforcing our parking ordinances.
 9. WK said MC Art wants to create a play area behind their building and will apply for a permit to put up a fence. The application will probably need review by BZA, ARB and Planning Commission. Temporary stakes will be placed in the next few weeks so that everyone can see where the fence will go. WK reminded BC that 2 feet of the smaller building on the South side is actually on Village property. CB suggested that the Village quit claim that land to clean up any title issues.
 10. WK and RG noted that 2020 ended with \$99K of Activity at the BD. Another increase in several years of steady growth.
 11. WK reported the tree house in Kensington Green has now been approved by ARB. There are a few trim issues to be resolved once the weather improves.
 12. WK reported that the Gas Station in the Village had installed a "running copy" sign on their building. BZA had approved the variance. There was a complaint from a resident on the brightness of the sign and that it posed a safety issue. No permits have been secured for the installing the sign. WK to talk to the owner to resolve the issue.
 13. Fox Run has submitted several requests to be involved in the discussions regarding the Manor Brook Stream project to ensure that their neighborhood is not adversely affect. WK to communicate with them.
 14. RG reported that changing the software for the distribution of septic tank letters now that SRV has changed from every two years to every three is not as simple as hoped. The software was created by Al Randall, a village resident. DH to speak to him to update the software. RG has been making changes to the letters to be less "aggressive." RG to continue to update BC on her progress.
 15. DH and WK reported on the resolution of a hazardous material storage issue in the commercial section of the Village. Fire Marshall Davis had initiated the inspection and

found that the stored materials were in violation of Code. Working with the State of Ohio, landlord, and tenant, an agreement was reached to remove the material on a "draw-down" basis. Approximately 50% of the material has now been removed. DH noted that the tenant has secured alternative space in another community and is thought to be in the process of relocating. DH to follow up.

CB moved to adjourn the meeting 9:36AM. JC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair