

Building Committee Minutes

1 July 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocevar (DH)
Gerald Canton (GC)
Chris Berger (CB)

Ruth Griswold (RG)
Building Department (BD)
Building Committee (BC)
Chief Rizzo (MR)

Meeting called to order at 8:04AM by CB. The meeting was held in person.

1. WK informed BC that sandwich board signs' ordinance in the business district were going to be enforced starting in July. CB suggested mailing a notice to all businesses of our change in policy. WK thought an announcement in the newsletter was sufficient. WK was going to start by visiting the 5 or so businesses currently using sandwich boards and informing them of the ordinance. GC again noted that we should be consistent in our enforcement of the rules. MR raised the issue of paving signs – advertisements for paving companies placed at the site of completed paving/sealing jobs. We need to find out what the Ordinance calls for and start enforcing if non-compliant. Further discussion at the August meeting.
2. GC raised the additional sign issue at the Gas Station. A discussion was held regarding the process of ABR, its approval, and the necessary follow-up to ensure that their approval is followed in the implementation stage. RG noted that she took the minutes for ABR and that she reported those to DH.
3. MR asked to discuss zoning issue with non-operational vehicles parked in the front yards of several homes in the Village. MR, WK, and DH to meet with resident on Bell to discuss a solution to their parked vehicles the complies with the Ordinance.
4. CB confirmed that a special meeting of Council will be held at 6pm on July 12th. One of the issues is fencing ordinances. Council had tabled the motion to amend the fencing ordinance and sent to PC for a recommendation. PC responded that split rail fences could be on the property line, but all other fences had a 3-foot setback requirement. The public hearing on July 12th will gain feedback from the community on the issue and BC will review in August to make a recommendation to Council at the August meeting.
5. RG reported that she was ready to recommend to BC that we migrate to City Force software (the successor to our current, Franklin Software). RG to request a contract proposal from City Force for review at BC August Meeting. BC will then make a recommendation to Council at the August meeting.
6. RG provided a flowchart of permitting processes with hand notes. GC and CB will work with Chagrin Falls schools to get help to format into an editable computerized form for further discussion.
7. WK, DH, and RG noted that activity levels in both permits and zoning have almost doubled in the last two years. RG provided reports to BC. DH stated that

RG has been handling all the paperwork for permits, zoning, and the board work as well as cleaning up/out old paperwork and files. GC noted how “cleaned up” the offices look. RG said she had a lot more work to do. DH is limited by the terms of his contract time. CB said that perhaps, with the new software coming, and activity levels up, maybe, BC should consider asking for additional help in the BD. DH said that he knew of a Russell resident that was currently working part-time for Streetsboro as the Zoning Inspector and could be available to work as an assistant zoning inspector in South Russell if we wanted. CB asked how many hours and for how long? DH said 4 hours per week until November 1st and then we could re-evaluate need. BC to discuss further.

8. CB raised the issue of renewing Inspection Solutions contract and asking for a 6-month termination notice to protect the Village. DH said that he would work with the Village in any way he could. CB said he thought the real issue was not termination time but what if DH became “unavailable.” What would the Village have to do to replace DH? BC does not have a solution at this time but will continue to discuss.

CB moved to adjourn the meeting 9:26AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair