

Building Committee – January 11, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Ruth Griswold

The meeting was called to order at 8:02 a.m.

The committee discussed Mr. Gallagher from CT doing site plans. After looking at historical numbers, the committee agreed that the contract shall not exceed \$3,500.

The committee discussed the park reservation form one more time and agreed to remove “park” from the headline of the form, as it gives the impression that you can reserve the park – which one cannot.

RG reported that 1233 Bell Rd. is scheduled to go to court on February 7. She also noted that a court date has not yet been set for 151 Lakeview.

Mayor Koons noted that he met with the builder of 1572 Bell and noted that he is considering selling the property.

Mayor Koons reported that the owner of the Frosted Cake company, who is suspected of running the business out of the home, has been advised of the Village’s regulations.

The meeting adjourned at 8:22 a.m.

Building Committee – February 16, 2024

Attendees: Chris Bell, Jerry Canton, Ruth Griswold, Dave Hocevar

The meeting was called to order at 8:00 a.m.

RG has not yet received a copy of the newly revised park reservation form. She will begin using it once she has it.

The Chagrin Falls Booster Club will be requesting a banner in the park for their spring drive. A representative from the group will attend an upcoming Council meeting to discuss and formally ask for permission.

The Cleveland Clinic will be coming to Planning Commission soon in an effort to install electric vehicle chargers on their property.

DH is addressing an issue with trash in the yard of a residence on Hazelwood.

Per DH, the owner of 1233 Bell Rd. has indicated that he will be fighting the village in court regarding his zoning violations.

The owner of 1548 Bell Rd. may approach the Village about a potential lot split.

CB made the group aware that Planning Commission will be discussing the potential of merging the lot on the corner of Bell and Chillicothe with the Village Campus lot.

DH noted that he will keep an eye on the property at the corner of Bell and Laurelbrook as spring progresses. This property has received complaints over the past year from nearby residents.

The Building Department will be ordering new Ohio code books soon. The state will have these available soon. There have been many new additions that are effective this year.

The committee discussed the vacant bank property on Bell Rd. There have been many missed opportunities for new tenants due to the current zoning designation of the property. The property is currently zoned as office. We should consider changing it to B-1, which is the same as the property behind it (Sleepy Roster, Sal's, Augie's, etc.). DH will look into the process necessary for making a zoning adjustment.

Per RG and DH, all business property owners have received notification that it is their responsibility to ensure that their tenants have zoning permits. It is suspected that the Village is missing out on tax revenue because of businesses not registered.

It was noted that solar panels may be installed on the Village campus in 2024. DH will be involved with this if it is to occur.

DH reported that there are many renovations taking place in the Village at this time.

Lopez would like to add a patio to the side of their business. They will be working with the Village to ensure everything is done properly.

The meeting adjourned at 8:32 a.m.

Building Committee – March 14, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Ruth Griswald, Dave Hocevar

The meeting was called to order at 8:00 a.m.

The committee discussed the park reservation form revisions again. The committee noted that previously mentioned changes still need to be included. These changes are a non-resident reservation fee of \$100 and requiring a police officer on site for parties of 50 or more with alcohol. After discussion, the committee agreed that proof of residency from the applicant will be necessary when submitting a reservation request. Additionally, the committee understands that some people are already inquiring about reservations a few months from now and its possible that the form requirements will change after they have already submitted the current application. The committee feels that we should grandfather those applications already in progress prior to a new form being instituted. This will help reduce confusion within the building department office and with residents who are already working with the building secretary.

BK asked if the committee should consider renting the entire park for some reservations. One example is the Chagrin Falls Middle School Cross Country meets. The concern is park visitors not knowing about the event and potentially creating a safety issue with runners. The committee felt that adding signage at both park entrances a few days prior to the cross country meets, coupled with some yellow tape in appropriate areas on meet day, would be sufficient. The Properties and Parks committees will discuss this matter.

The committee discussed septic inspection letters Geauga Public Health sent to residents with NPDES systems. GPH provided a notice, per the Ohio EPA, that these systems need to be inspected twice per year and the resident will be charged \$155. The committee needs clarification if this is the price per inspection or per year. NPDES are a newer style septic system. It was not lost on the committee that older systems are not required to receive inspection by the County. South Russell does not require inspections, but rather all systems be cleaned every three years. The committee will work to get a better understanding of how many residents this includes.

The committee briefly discussed the absence of the Building Secretary and Administrative Assistant during the same week in July. The committee suggested the department put a sign on the door directing visitors to the Fiscal Officer's office – who has offered to fill in during that week.

DH reported that the court date for 1233 Bell Rd. has been postponed until April 25.

DH reported that he has been in contact with the Solicitor regarding rezoning the empty bank property near the corner of Bell and Chillicothe.

The meeting adjourned at 8:43 a.m.

Building Committee – April 11, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Ruth Griswold, Dave Hocevar

The meeting was called to order at 8:00 a.m.

The committee discussed the park reservation form. Mayor Koons will contact the Solicitor to have the edits discussed previously made to the form.

Discussion occurred regarding the new Ohio EPA septic tank inspection requirement. Geauga County is currently required to inspect NDPEs systems, but eventually all septic systems will require semiannual inspections. South Russell currently requires systems be “cleaned and inspected” every three years. The committee discussed if the word “inspected” should be removed now that there are State requirements. RG will review the current language and present to the committee in May.

The committee confirmed that RG had received the full schedule of dates for CF middle school cross country meets in the fall.

The committee discussed accepting credit card payments with City Force. RG will reach out to the company to get more details on what the costs would be to activate and if there are any recurring costs.

DH will discuss rezoning the bank property at Bell and Chillicothe during the upcoming Planning Commission meeting.

DH reported that 1233 Bell Rd. will be in court on April 25. He also sent a zoning violation notice to 47 Maple Hill.

DH noted that Lopez would like to add outside seating with a roof. He noted that such a change would need to go to Planning Commission.

DH was contacted by a resident of Paw Paw Lake about letting the grass area next to their silt pond go natural, like the meadows at Kensington Green. The resident was against this, but wanted clarification to see if this was allowed. It was noted that Kensington Green developed a plan with Planning Commission in order to have their meadows. Paw Paw Lake residents would need to do the same in order to not be in violation of the zoning code.

The meeting adjourned at 8:27 a.m.

Building Committee – May 9, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Dave Hocesvar, Ruth Griswold, Bridey Matheny

The meeting was called to order at 8:01 a. m.

The committee discussed alcohol use and its presence on the park pavilion reservation form. The committee learned that the Village's insurance carrier does not approve of alcohol use and the off-duty officers working events would not be covered if they were to be injured at such an event. BK asked about creating a Designated Outdoor Refreshment Area (DORA). Upon discussion with the Solicitor, the committee realized that this is not an option for the park. The committee recommends removing alcohol from the park reservation form, but would like to know the opinion of the Properties/Parks Committees.

DH reported that residents have complained about blight and safety issues at 111 Waverly Lane. DH did a quick inspection and sees issues with the property. He will contact the property owner to discuss.

Residents of Laurelbrook continue to complain about the property at the neighborhood entrance. DH has found no zoning violations to date, despite inspecting many times. One resident sent their landscaper down to mow a portion of the property. The committee was concerned that such an action could be considered trespassing and similar actions should be discouraged. Dave will talk with the renter so he understands the complaints being received.

The case for 1233 Bell was dismissed by the judge. He cited that two violations were submitted on one sheet. The violations will be resubmitted individually so the process can move forward.

A car at 104 Leaview has not moved in months. DH is working on a remedy.

BK reported that he met with State Rep Demetriou. Unfortunately, there is not much he can do to assist the Sleepy Rooster with obtaining a liquor license. They will have to purchase a license from another business.

RG and BK both reported that there have not been any updates from the county, state, or residents about the required septic inspections.

BK noted that he will be coming to the committee sometime in the future asking for a second BZA alternate.

The committee discussed the department budget and concluded that there is nothing large that needs to be added.

BK discussed situations when ARB receives poor quality blueprints and the associated administrative time used to go back and forth between the committee and the applicant. After discussion, the committee concluded they will examine if there is a need for a resubmission fee.

RG reported that City Force has been purchased by another company named iWorq. She has a Zoom scheduled with her new account rep.

The meeting adjourned at 8:52 a.m.

Building Committee – June 13, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Ruth Griswold, Dave Hocevar

The meeting was called to order at 8:03 a.m.

The committee discussed the park pavilion reservation form. After discussion and examining fees of other pavilions in the area, the committee agreed to raise the resident fee to \$50 and non-resident fee to \$100. The committee also agreed to add a line on the form highlighting that use of alcohol is prohibited. The new form will be effective January 1, 2025.

The committee revisited the property on the corner of Laurelbrook. Nobody has received further communication from residents of Laurelbrook since the May committee meeting.

There are no updates on the Waverly Lane property. The lawn has been mowed several times, but some of the neighbors' concerns still exist. DH has not communicated with the homeowner as of our meeting, but will reach out to them to discuss the property and ask for a stove that is in the yard to be removed.

DH reports: 1) The car at 104 Leaview has been moved; 2) 132 Lakeview Circle Drive is going to be mowed; 3) 98 Fernwood has a car that has been in the back 4-6 months. He will contact the homeowner; 4) A tree has been down for quite some time at 1269 Bell. He will contact the homeowner.

RG shared that per the ORC, the Village needs a Board of Building Standards for residents to contact if they have issues with the Building Inspector. BK is reaching out to residents who may serve.

RG shared that per City Force, nothing is changing. Regardless, the sales rep from the new owner of City Force (iWork) is pressuring us to move products. iWork is approximately \$6k per year.

The committee adjourned at 8:30 a.m.

Building Committee - July 11, 2024

Attendees: Chris Bell, Jerry Canton, Ruth Griswold, Dave Hocevar, Mike Rizzo

The meeting was called to order at 8:00 a.m.

The committee agreed to move forward with the park pavilion rental form as currently revised and will present it at the August council meeting.

Chief Rizzo attended the committee meeting to discuss the new garage for the drone team vehicle. He shared that he believes the police department building is not at its end of life and will not be for some time. He noted that the garage would be separate. If the time comes when the current PD building needs to be razed, that structure can be demolished while keeping the separate drone garage intact. Chief Rizzo noted that the village has the \$150,000 donation in hand now and he would like to move forward soon in fear of raising construction costs. Chief Rizzo is hoping to get permission from Council in August to move forward with an architect. After Council approves this, the next steps would include presenting to ABR and Planning Commission. The committee agreed that Chief Rizzo should be able to move forward with the architect.

DH noted his desire for the Solicitor to draft language about striping parking lots. He believes the Village needs an avenue to enforce striping to ensure that parking numbers are in line with safety protocols. Bell will contact the Solicitor.

DH shared that there are no new zoning complaints. He also shared that the case for 1233 Bell Rd. has officially been dismissed by the court. At this time DH is not sure how to move forward.

The meeting adjourned at 8:25 a.m.

Building Committee – August 8, 2024

Present: Chris Bell, Jerry Canton, Dave Hocevar, Ruth Griswald

Guest: Ron Truet – 477 Industrial Parkway

Mr. Truet, a business owner on Industrial Parkway, shared his concerns about parking safety within the lot where his business is located. Athletes from CrossFit, another business in his building, exercise in the front lot. He is concerned about their safety when customers drive into/out of the lot. He shared his displeasure with CrossFit not having their customers park in the back of the building. Per Mr. Truet, that is the directive that Planning Commission gave to CrossFit. Mr. Truet wanted to know how the necessary parking ratios for businesses is being enforced. RG will find and share the Planning Commission directive mentioned and share with the committee. Until the committee has a chance to review, they feel this is a landlord/tenant issue.

The committee reviewed our draft of the park reservations form and adjusted the title to say “Park Pavilion Reservation Form” so users understand that the entire park is not reserved.

The committee discussed parking lot striping ordinances and regulations. Dave Hocevar will review this and report to the committee.

DH noted that there are some minor issues he has come across with contractors not possessing the necessary permits. No major building issues nor zoning issues occurred since the last meeting.

BK reexamined 111 Waverly Lane. He feels that everything is going well at this time.

RG reported that City Force will no longer be providing software updates and patches. If the Village moves to iWorq, it will cost approximately \$6,000 more annually.

The meeting adjourned at 8:55 a.m.

Building Committee – September 12, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Mike Rizzo

The meeting was called to order at 8:00 a.m.

Chief Rizzo updated the committee on the Police Department drone vehicle garage. He has received three quotes for a power service upgrade. After the updated drawings come in, they will go to Architectural Review Board and then Planning Commission. If approved, the project will go out to bid.

DH shared that he has spoken with the owner of 477 Industrial Parkway. The parking lot will be striped with the appropriate number of spots in compliance with the building's square footage. The fire lanes will be painted as well.

The committee reviewed the park pavilion reservation form one last time and agreed to report to Council that it is ready to move forward.

The committee discussed the impending need to upgrade from City Force to iWorq. CB will ask the Fiscal Officer about the budget. The committee will discuss again at our October meeting.

The committee also discussed other potential items for the 2025 budget, including replacing the aging copier and the hot water tank.

BK shared his concern that Dan D'Agostino has not been utilized much. DH shared that the only zoning issue is parking at 477 Industrial Parkway.

The meeting adjourned at 8:37 a.m.

Building Committee – October 10, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Dave Hocevar

The meeting was called to order at 8:00 a.m.

The committee revisited the parking issue at 477 Industrial Parkway. DH shared that the building does not have enough parking as required by square footage. They will need a variance. He also noted that a few tenants in the building did not get occupancy approval. He is working with them and the landlord.

The committee discussed moving to the iWorq platform due to City Force no longer providing updates. If the Solicitor approves of the contract language, the committee will recommend budgeting iWorq in 2025.

The Village has received two quotes for a new Building Department copier. We are waiting on one more. The committee will recommend budgeting \$9,500 in 2025 so the unit can be replaced.

BK reported that he noticed a deck and additional structure being built around the resident's pond at 928 Bell Rd. DH will contact the resident about permitting.

BK shared that he received a second complaint about the Fire Prevention Officer related to the fireworks complaint on Chillicothe Road. He will keep us updated as more information becomes available.

DH reported 804 Bell Road is being demolished and a new home will be erected.

DH is currently reviewing all business signs in the Village to ensure they received proper approval.

BK shared that no complaints have come in regarding septic tank inspections.

The meeting adjourned at 8:23 a.m.

Building Committee – November 14, 2025

Attendees: Chris Bell, Jerry Canton, Dave Hocevar, Ruth Griswold, Bill Koons

The meeting was called to order at 8:02 a.m.

The committee discussed a resident complaint received regarding an RV parked at 615 Bell Road. DH is familiar with this issue and shared that the RV is behind the property's setback and is within code. The RV is also screened by a fence that the Building Inspector has deemed acceptable as it relates to the Village code. BK will send the upset resident the official building complaint form.

The committee discussed the ARB's request to charge resubmission fees for applicants that are not properly prepared. The Building Department admin supplies all applicants the requirements necessary for approval. BK will invite ARB Chair, Gary Neola, to the December committee meeting to discuss this issue.

The committee agreed to move forward with the iWorq contract and suggest to Council that the Village move forward.

DH reported that the razed house on Bell will be reconstructed soon, there is a building addition on Industrial Parkway, and there are many remodels taking place in homes.

RG had to remove language from the Village website, under the Service Department, that said all political signs need to be removed within five days after election day. We are not able to enforce this, as its a First Amendment right. RG noted that the Village code still has similar language. The Committee will ask the Solicitor if this should be removed.

BK shared that a second alternate for the Board of Zoning appeals was recently sworn in. He noted a need for second alternates for both Planning Commission and Architectural Review Board.

Building Committee – December 12, 2024

Attendees: Chris Bell, Jerry Canton, Bill Koons, Ruth Griswald

The meeting was called to order at 8:00 a.m.

The committee discussed 111 Waverly Lane. BK shared that there is not much the Village can do at this time. He noted that the Building Inspector did contact the owner and the Village will continue to keep an eye on it. BK noted that maintenance is done monthly in the yard. RG will try to get an alternate mailing address where she can send communications to the owner since they do not live in the Waverly property. RG will also check to see if they have been paying their property taxes.

There are currently no building or zoning issues.

RG will provide year end permitting numbers for the January meeting.

The committee discussed the new pavilion fee structure that will be enacted on January 1, 2025.

RG shared that the iWorq transition will begin in early 2025.

JC shared his thoughts on the Village Building Department and stressed how fortunate the residents are that we have it. He is very happy that efforts to shut it down a few years ago failed.

The meeting adjourned at 8:18 a.m.