

Building Committee Meeting Minutes

Date: June 8, 2026

Time: 8:00 a.m. – 8:55 a.m.

Location: Village Building Department

Present: Chairwoman Cavanagh, Council Members Canton and Porter, Building Inspector Dave Hocevar, Administrative Assistants Griswold and Lair.

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

1. Property Maintenance & Nuisance Enforcement

The committee reviewed several nuisance properties, including 104 Leaview Lane, 151 Lakeview, and 1269 Bell Road. Concerns included overgrown grass, exterior deterioration, and general property neglect. Discussion focused on continued enforcement efforts and possible court action where voluntary compliance has not been achieved. Staff will continue monitoring these properties and pursue enforcement as necessary.

2. Drainage and Neighbor Disputes

The committee discussed a drainage issue involving a new residential construction project and a continuing drainage dispute between neighboring property owners on Daisy Lane. Members noted that some aspects of the dispute may be civil matters under Ohio drainage law. Engineering review may be requested to assist in resolving outstanding concerns.

3. Commercial Properties

Building Inspector Hocevar reported no recent activity at the Burntwood and Violante properties. Discussion included prior redevelopment proposals, structural concerns, parking limitations, and the need for engineering documentation regarding building conditions before further action is considered.

4. Building Department Software

Staff reported that implementation of the new permitting software is progressing well. Contractor information and backlogged records are being entered, and staff expressed confidence in the system's functionality. The software is expected to improve efficiency and reduce in-person visits by allowing online applications and payments.

5. Septic Program

The committee discussed the Village's septic maintenance program and the county's five-year inspection requirements. Concerns were raised regarding older septic systems and the Village's ability to track compliance. Staff were directed to obtain pricing for a software module that would improve recordkeeping, notifications, and enforcement capabilities.

6. Salt Building Project

The committee reviewed concerns regarding construction deficiencies at the Salt Building, including structural and installation issues. A meeting with engineering and design professionals was scheduled to review the project. The committee agreed that future decisions will rely on a licensed structural engineer's findings and recommendations.

7. Village Hall Maintenance

The committee discussed maintenance needs at Village Hall, including the front entrance and brick columns. Building Inspector Hocevar was asked to obtain repair quotations for committee review.

8. Facility Planning

Members discussed long-term plans for consolidating Village administrative offices and potential future expansion of Village Hall. Topics included accessibility improvements, elevator replacement, and renovation of existing space. No formal action was taken.

9. South Park Pavilion

The committee discussed a potential pavilion project at South Park. Staff were asked to develop cost estimates, review available pavilion options, and determine whether installation could be completed by Village personnel.

10. Pavilion Reservation Process

Staff recommended requiring all pavilion users to complete the liability and use agreement as part of the reservation process. The committee expressed support for simplifying and standardizing the application procedure.

Action Items

- Continue nuisance property enforcement efforts.
- Obtain engineering review of drainage-related concerns.
- Monitor downtown commercial properties and collect engineering reports as needed.
- Continue implementation of the new building software.
- Obtain pricing for septic tracking software.
- Review engineering findings related to the Salt Building project.
- Obtain repair quotes for Village Hall maintenance items.
- Develop cost estimates for the South Park pavilion.
- Update pavilion reservation procedures.

Adjournment: The meeting adjourned at approximately 8:55 a.m.