

CITY OF WILLOUGHBY HILLS

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2015 ANNUAL BUILDING & ZONING REPORT

DEPARTMENT OF BUILDING AND ZONING

Frederic D. Wyss Jr. R.B.O., C.F.M.

Diana McCann

Building Commissioner

Building Department Clerk / Secretary

Building & Zoning Inspector

Service Department Clerk/Secretary

Zoning & Floodplain Administrator

Assisted By

Planning Commission-Architectural Board of Review

Christopher Smith, Chairman

Katie Lloyd, Clerk

Board of Zoning Appeals

Frank Cihula, Chairman

Katie Lloyd, Clerk

City Engineering

Pietro A. DiFranco, P.E., City Engineer

Daniel J. Collins, P.E., Assist. City Engineer

Kevin Trepal, P.E., Project Engineer

2015 Annual Building & Zoning Report

PERSONNEL

For the year 2015, we retained the same five personnel paid under the Building Department Budget. Two of the five are independent contract inspectors. The Building Commissioner (salaried employee) and Department Clerk (hourly employee) are full-time. BZA and PC Clerk positions are part-time hourly. Diana McCann serves the function of clerk for building and service.

Frederic D. Wyss Jr. – Building Commissioner, Residential Building & Zoning Inspector, Ohio Board of Building Standards Certified Residential Building Official, and Residential Plumbing Inspector, also a Certified Floodplain Manager by the Association of State Floodplain Managers.

Diana McCann – Building Department Clerk, and Service Secretary, is a Notary Public

David Menn – Electrical Safety Inspector & fully certified to do additional inspections also serves as back-up Residential Building Official (Part-time Contractor 2004 to present)

Charles E. Pinkerman – Back-up Electrical Safety Inspector, Mr. Pinkerman like Dave Menn is also certified as a Residential Building Official and can serve as back-up.

Katie Lloyd – Planning Commission/ABR Clerk (May 16, 2007 to present) BZA Clerk February 2014

GENERAL OPERATIONS

- The Building and Zoning Department serves the residents of Willoughby Hills in various ways. Influenced greatly by Mayor Weger’s “residents first” motto there is **never** room for the attitude “not my job”. Since merging the office duties of building and service in one building there has become a better synergy between the two departments.
- Since the change of the city engineering consultant to Richard L. Bowen & Associates Inc., the blending of service and building enables city employees and engineers to interact and serve the public in a much more efficient manner. The City Engineer or a representative is available to administration and the public with weekly office time in the building department.
- The Street Superintendent and the Building Commissioner have a better understanding of what each is doing on a regular basis which builds a comradery and serves our residents more completely.

SUMMARY OF ACTIVITIES OF THE BUILDING DEPARTMENT

2015 PERMITS

- **414 building permits were issued.** 448 in 2014.
- **3 new permits for sanitary sewer connections.** 11 in 2014
- **16 new single family homes.** 12 in 2014
- **9 additions to existing homes.** 6 in 2014
- **9 Garages and storage buildings.** 13 in 2014
- **20 commercial zoning permits.** 13 in 2014
- **The remaining 357 permits are from elec., plumb., HVAC, pools, and decks.** 393 in 2014
- **507 Building, Plumbing, and HVAC inspections were performed.** 431 in 2014
- **98 Inspections were performed by Dave Menn, Electrical Safety Inspector** 143 in 2013

Department Deposits by Year	2012	2013	2014	2015
Permits	\$41,705.64	\$39,262.30	\$50,000.20	\$62,380.40†
BZA Variance Fee	\$300.00	\$500	\$500.00	\$400.00
Engineering/plan review deposits	\$33,974.85	\$76,592.74	\$52,620.00	\$33,100.00*
Re-Inspection fees	\$120.00	\$80.00	\$90.00	\$45.00
Bookkeeping fees	\$3,750.00	\$1,320.00	\$1,290.00	\$1,200.00
Home Occupations	\$1,825.00	\$1,275.00	\$1,050.00	\$925.00
Contractor Registration	\$31,950.00	\$30,425.00	\$31,975.00	\$33,001.00
TOTAL INCOME	\$113,625.49	\$149,455.04	\$137,525.20	\$131,051.40

* Although engineering review fees are listed in the revenue stream, they do not go into the general fund and are merely pass through fees to cover our engineering review and paid by the contractor or developer. They are provided for year to year comparison only.
 † Charging a separate fee for code reviews performed by the department in-house has greatly enhanced revenue for 2015 and beyond.

- **Additional Revenue** generated by Sweepstakes Café's has moderately recovered as two currently operate in the City. These deposit regular fees to the general fund totaling **\$47,000.00** annually. A third has filed for approval and will increase revenue by an **additional \$17,000.00**. **The Zoning Administrator is responsible for monitoring these businesses to be certain fee payments are up to date and payments match machine totals.**

<i>EXPENSES</i>	2012	2013	2014	2015
Office Supplies	\$6,066.79	\$1,190.77	\$418.70	\$203.81
Office Equipment & service contracts	\$2,532.00	\$1,525.44	\$803.81	\$756.36
Seminars / Training	\$929.04	\$599.17	\$1,020.19	\$877.48
Dues, Licenses, etc.	\$180	\$180	\$758.99	320
Library Supplies	\$64.95	\$0	\$0	\$0
State Tax On Permits	\$306.80	\$367.19	\$481.41	\$540.60
Vehicle Maintenance	\$152.06	\$35.22	0	\$75.00
Telephone	\$495.00	\$251.00	143.87	\$267.81
Contract Inspectors	\$2,100.00	\$2,450.00	\$4,375.00	\$3,430.00
Fuel	\$900.00	\$812.06	\$906.75	\$710.42
<i>Totals of these categories</i>	\$7,632.83	\$13,726.64	\$7,410.85	\$8,908.72
Salaries and Benefits Paid			\$115,215.48	\$119,200

CONTRACTOR REGISTRATION	2013	2014	2015
REGISTRATIONS	335	305	342

*The Board of Building Standards implemented a code book distribution program with the 2013 Building and Residential Code changes. A yearly book distribution and code review training is mandated by the board in Columbus, Ohio each year. Updates to the National Electrical code will necessitate library purchases in 2016.

New business and development

Commercial:

- Clover Senior Apartments- 113 new senior congregate care apartments at Chagrin North. *Project begun in 2014 is close to completion and due to open May 1st 2016*
- Dunkin Donuts project for Bishop Road approved September 2014. *Opened for business end of August 2015*
- American Heritage Motorcycle was approved for the remodeled Sears Hardware Store on Bishop Road. *Remains a center piece to the Bishop Rd. corridor. The dealership expanded its offerings with the performance brand Slingshot.*
- Eddie's Bike Shop owner purchased the Bishop Rd. strip center across from American Heritage and is remodeling the facility and gave the location a facelift.
- The west side Shoppes of Willoughby Hills property is up for sale and new development is inevitable once the property changes ownership.

Residential:

- Maple Valley Subdivision was completed in Fall 2014. *Construction of 8 new homes have been approved with 5 completed. 12 out of the 19 available lots are sold.*
- Numerous existing and newly established lot split properties were developed throughout 2015
- The last home in Pine Valley Subdivision was completed in 2015
- 3 New homes were built in River's Edge Subdivision with only 3 buildable lots left undeveloped.

MOVING FORWARD

Commercial Development

- All commercial development initiatives are treated with undivided attention. The Zoning Administrator works closely with the Mayor's office and the Law Department to encourage and expedite projects. The City cannot force development on private property. The City can however cooperate with private enterprise assisting for the benefit of future economic development. The cooperative effort between City administrators was evidenced in 2015 with the City acquiring 8.9 acres of commercially zoned property on Miller Rd. Future development of this land will benefit the City financially with the sale of the property and debt relief from back taxes and sewer fees.

Residential Building

- New home construction should again be strong as many sales of property on the West side will result in multiple new projects. Additionally Maple Valley Subdivision will continue to grow the City's residential base. Several developers continue to work to put together property to take advantage of *Conservation Development* and this form of site planning will continue to be encouraged.
- Mayor Weger's mandate, "make sure the buildings are safe" has been fulfilled for going on 8 years under this present administration. Building Safety will never be compromised for any reason. The Residential Code of Ohio is strictly enforced.

Building and Zoning Code

- Zoning violations will again be aggressively addressed. When necessary violations have been and will continue to be prosecuted.
- New ordinances for vacant property registration and point of sale inspection requirements have been discussed with council and Mayor Weger.

Respectfully Submitted February 10, 2016 by Fred Wyss, Building Commissioner