

City of Fairlawn  
Zoning, Housing & Residential Building Department

# ANNUAL REPORT

2018

*Enclosed you will find the annual report outlining the activities and programs of the Zoning, Housing & Residential Building Department as prepared by William Arnold, Zoning, Housing & Residential Building Commissioner.*

# TABLE OF CONTENTS

## Contents

Permits/Certificates Issued _____	2
Inspections Performed _____	3
Code Enforcement _____	3
2018 Neighborhood Inspection Program _____	4
Landlord Licensing _____	5
Personnel & Training _____	5
Demolition Program _____	6
Residential Foreclosure Registration Program _____	6
Boards & Commissions _____	6

## Permits/Certificates Issued

In 2018 the Department completed transactions for 490 permits and certificates totaling \$109,773.73. The reported value of all construction in the City for the year was \$22,653,700 and 398 new jobs have been added to the City in 2018. Following is a breakdown of all the transactions:

<b>Standard Item</b>		
Residential Add./Alt.	4	160.00
<b>Bond</b>		
Invoice for bond	15	66,564.00
<b>Foreclosed Property</b>		
Foreclosure Registration	12	2,400.00
Vacant Structure Inspection	3	300.00
<b>Online Permit Fee</b>		
Online Permit Application	3	6.00
<b>Penalty</b>		
Administrative Penalty totals	4	160.00
<b>Registration Fee</b>		
1 unit	69	3,450.00
2-3 units	50	3,000.00
26-100 units	1	200.00
4-5 units	23	1,610.00
6-25 units	27	2,835.00
101 or more	2	620.00
<b>Licensing Fee totals</b>	<b>172</b>	<b>11,715.00</b>
<b>Standard Item</b>		
Res. Addition/Alteration	9	1,717.00
Res Deck or Other	10	900.00
Res. Residing	7	280.00
Re-Roofing	27	1,000.00
Res. Fences > 36" Tall	1	30.00

Res. Private Swimming Pool	1	30.00
Res. 150% Fine	3	110.00
150% Fine	2	20.00
Com. Addition/Alteration	4	800.00
Com. Demolition	1	40.00
New Commercial	2	1,917.96
Comm Tap-In Fee	1	1,000.00
Demolition	3	120.00
Earth Hauling	7	350.00
Excavation	15	750.00
Fence/Wall over 36"	20	400.00
Res. Accessory Structure	14	480.00
Res. Deck or Other	7	140.00
Res. Swimming Pool	1	40.00
Special Event Fee	5	500.00
Temporary Sign	21	1,425.00
Wall/Ground Sign	39	3,888.77
Zoning Use Certificate	77	12,530.00
<b>Standard Item totals</b>	<b>277</b>	<b>28,468.73</b>
<b>Grand Totals</b>	<b>490</b>	<b>109,773.73</b>

## Inspections Performed

The Department performed a total of 1,484 inspections for the year. This amount equates to approximately 6 inspections per working day. Following is a breakdown of the inspections performed:

Building Inspections	151
Property Maintenance	365
Neighborhood Inspection Program	718
Misc. (Temp. Sign Removal, Gen. Insp., Vacant Homes)	250

## Code Enforcement

In 2018 the Department issued 192 Notice of Violation letters to 181 properties. Based upon the violation letters sent, follow-up inspections were performed as well as second notices sent in order to gain compliance. The compliance rate was 96% for remediating violations with 1 property forwarded to the Real Property Maintenance Board for remediation and 5 administrative penalties being issued for \$650.

## 2018 Neighborhood Inspection Program

The Neighborhood Inspection Program consisted of inspections of the exterior of 718 residential properties distributed throughout the City. A total of 90 owner occupied dwellings were identified with violations and 50 rental properties. Inspections were performed with tablets which allow for efficient input of violations and associated photographs in the field, reducing staff hours back in the office. Following is a breakdown of the Program inspections:

Total owner-occupied properties inspected	592
Total owner-occupied properties with violations	90
Rentals inspected	126
Rentals with violations	50

### Types of Violations

	Owner Occupied	Rentals
Clean/Repair exterior walls	47	31
Roof / Gutter / Downspout issues	14	17
Paint required for structure	27	31
Fence Acc. Structure issues	5	4
Trash / Rubbish	12	8
Garage door issues	0	1
Windows & Doors	1	3
Outdoor Storage	6	1
Misc.	8	13
<b>TOTAL</b>	<b>120</b>	<b>109</b>

## Landlord Licensing

The Department mailed notices to landlords in late November of 2017 with invoices for the required 2018 Landlord Licenses. One hundred thirty-five licenses were issued and 100% landlord compliance was achieved in 2018 without issuing a summons to Mayor's court. This is a change from 2016 and 2017, the first two years of the program, where 12 summonses were required to gain compliance for the licensing requirements.

## Personnel & Training

In early 2018, the Department saw a shift in personnel as Chris Randles left the City after 18 years and was hired as the CBO for Medina County. William Arnold was appointed Commissioner in May. In early August Justin Reed was hired as the Assistant Commissioner and Annie George was brought on as Records Custodian. Pam Shell was recognized with the Support Staff of the Year award by FBOA for her continued excellent service.

Continuing Education continues to be an important asset and William Arnold and Justin Reed attended several education seminars during the monthly FBOA meetings. Mr. Reed passed the International Code Council Commercial Mechanical Inspector Exam and obtained an Interim Residential Building Official certificate.

Following is a list of courses attended by the staff of the department:

William Arnold:

1. Practical Inspection Techniques (3hrs)
  2. BBS Updates-Chapter 3 (1.5hrs)
  3. Through Penetration Fire-Stopping (2.5hrs)
  4. Natural Gas Fundamentals (2hrs)
- Total Continuing Education - 9 hours

Justin Reed:

1. Continuous Load Paths (2hrs)
  2. Natural Gas Fundamentals (2hrs)
  3. Ohio Building Code Academy (24hrs)
- Total Continuing Education - 28 hours

## Demolition Program

In 2018 the Department managed the demolition of the duplex located at 96-98 Miller Rd. The property, purchased in 2017 by the CIC as a distressed structure, has been transferred to the City and will be maintained as greenspace. During the first quarter of 2018, the historic Cornus Hill Mansion, was irreparably damaged by arson. The Department condemned the structure and demolition orders were issued by the Real Property Maintenance Board. The demolition contract has been bid out and asbestos abatement has been completed. The structure will be razed and the project completed in early 2019.

## Residential Foreclosure Registration Program

The City issued 12 Foreclosure Registrations of which 3 dwellings were vacant at some time during the year. Of the 12 properties, 5 are new for 2018, the remaining 7 are renewals from 2017. The department collected a total of \$2,700 in registration fees for this program.

## Boards & Commissions

### **Planning Commission**

In 2018 the Planning Commission reviewed 14 projects with requests for approval and collected \$4,400 in fees. Notable projects approved include additional facilities at the Splash Car Wash complex, the redevelopment at 3296 W. Market St. for the new First National Bank building, the refacing of the Hilton and the façade change at the mall for the new Arhaus Furniture location. The value of all construction approved in 2018 by the Planning Commission is \$7,407,000.

### **Board of Building & Zoning Appeals**

In 2018 the BZA decided on 25 requests for variance. The Board collected \$5,600 in fees and had 10 meetings during the year.

### **Real Property Maintenance Board**

The Real Property Maintenance Board conducted three meetings, all regarding the Cornus Hill Mansion. The case was brought to the Board by Zoning Staff pursuing orders to demolish the Mansion after being irreparably damaged by arson. The Board issued orders to have the building razed. That decision was appealed and subsequently reaffirmed by the Board. The demolition project will be completed in early 2019 and the costs will be assessed to the tax bill of the real property for reimbursement.

### **Community Improvement Corporation**

The CIC met 5 times during the year and discussed numerous projects. The duplex at 96-98 S. Miller, purchased in 2017, was used by the Fire Department for training prior to it being razed and transferred back to the city. The CIC also heard presentations for the redevelopment of the Riviera property into high end, fee simple townhomes. This project aligns with the Strategic Plan commissioned in 2016. A purchase agreement was signed for a single-family home on Cleveland Massillon Rd. with plans to raze the structure upon closing in the second quarter of 2019. This parcel will remain greenspace with the possibility of future redevelopment.

In addition to these important projects, in 2018 the CIC hired planning firm OHM to prepare and present a study focused on residential development in the Ridgewood Road area.