

# MEMORANDUM

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**To:** Tony Carson  
City Manager  
**From:** Doug Lewis   
Assistant City Manager/Director of Community Development  
**Date:** January 11, 2016  
**Subject:** Department Update for January 2016

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Attached please find the departmental update for the Community Development Department. If you have any questions and/or require additional information, please don't hesitate to contact me.

# COMMUNITY DEVELOPMENT DEPARTMENT

## DIVISION OF BUILDING, PLANNING, ZONING AND CODE ENFORCEMENT

### MONTHLY REPORT

## January 2016

### Building

#### New Construction

##### *Residential*

There were no Residential Building Permits issued in the month of January 2016.

##### Improvements

##### *Industrial*

There were no Industrial Building Permits issued in the month of January 2016.

##### *Commercial*

Date	Project Type	Address	Applicant	Project	Valuation*
1.20.2016	Commercial	275 W. Walnut Avenue Unit 151	Kay Home Improvements	Fire Damage Repair	\$ 5,500
* Builder's Estimated Cost					Total = \$ 5,500

#### Non Residential Use and Occupancy

Date	Location	Name	Owner/Applicant	Business
1.05.2016	20 Elberta Street Unit 3	Nallely Gutierrez	Nallely Gutierrez	Storage
1.06.2016	268 Richmond Street	American Orthopedic Shoe Build-Up	Raul Cuevas	Retail- Orthopedic Shoes
1.06.2016	268 Richmond Street	iPhone Central	Anahy D. Cuevas Gamez	Retail – Cell Phones
1.15.2016	154 Main Street	Grind Time Café	Damon A. & Damon M. Davis	Coffee House and Pastry Shop

#### Board of Zoning Appeals

January 21, 2016			
Location	Owner/Applicant	Request	Result
101 Morse Avenue	Fung Sin Lam	Variance of Garage Requirement	Denied

#### Planning and Zoning

Please see attached City Planner Report.
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## MONTHLY REPORT – LYNN WHITE, CITY PLANNER

January, 2016

### ACTIVITIES:

1. **Housing Starts.** There were no new applications for single family dwellings submitted during the month of January.
2. **The Board of Zoning Appeals (BZA)** – The Board of Zoning Appeals Meeting held on January 21, 2016 heard one item from their Agenda. The owner of 101 Morse Avenue requested a variance to Section 1137.03 (b) (2) requiring a minimum of one enclosed parking space for single family dwelling units. The applicant requested to not build a garage once the existing garage is demolished. The Board denied the variance request by a 5-0 vote.
3. **The Planning Commission** – The Planning Commission met for their regularly scheduled meeting on January 14, 2016. There were three Administrative Report Items. The first item was the Final Plat Approval for Heisley Park Subdivision Phase XX. The Final Plat was approved with stipulations outlined in the City Engineer’s Memorandum. The second item was the addition of the word Historic to the Downtown Design Review District. The word HISTORIC brings attention to the large number of historic structures. The boundaries do not change nor do any of the regulations. The significance of this word allows the Downtown Painesville Organization to achieve one of their goals in the implementation of their Strategic Plan. The third item was to provide an update on the Zoning Code re-write. The consultant will be attending the March 10<sup>th</sup> meeting to provide the Commission a status report on the project.
4. **Design Review** – There was one Design Review application received in January from Blackmore Security. The 1,300 square foot concrete storage building located between Blackmore Security and the small accessory structure owned by Joughin Hardware was removed. The structure was determined not to be significant.

### MEETINGS/ACTIVITIES:

#### 01/03/2016:

- Responded to questions regarding the annual review of the conditional use permit for Steele Mansion. As required, an annual review was conducted by the Planning Commission after the first year of operation of the Inn to determine appropriateness and compliance with the approved conditions. This review will be done each and every year for the Inn.

#### 01/04/2016

- Sent Business Re-Occupancy information to Economic Development Director Cathy Bieterman and a prospective tenant for the former Coe Manufacturing buildings. Continued to have conversations with the prospective tenant on what is required to take occupancy of commercial and industrial buildings and what is necessary to obtain zoning permits for the proposed use of those buildings.
- Contacted by Davison Smith Certo Architects, Inc. regarding the necessary paperwork for submitting items to the Planning Commission. The project involves the Shamrock Business Park and the PUD Overlay District.

#### 01/05/2016

- Spoke with Architect Dave Meeson from Burgess and Niple regarding preliminary steps required for construction within the Downtown Design Review District. Information was shared on the process and procedures for approval of design and the necessary project information needed to go forward.

- Assistant City Manager/Community Development Director Doug Lewis, City Engineer Leanne Exum, and I inspected the mounding that was placed at the rear of the homes in Heisley Park Subdivision for the buffer to the parkland. The site was still under development and the stipulations that were placed on the size and height of the mound for this area were reviewed for compliance. The developer was contact with each the findings of the inspection.
- Met with City Manager Anthony Carson to review the information collected on sidewalk replacement and the options available and received direction and input.

#### 01/06/2016

- Reviewed the preliminary site plan of the proposed structure for the Public Works complex on Storrs Street with Chief Building Official David Zofko.

#### 01/07/2016:

- Attended a mandatory demolition meeting with Assistant City Manager/Community Development Director Douglas Lewis, City Engineer Leanne Exum, Chief Building Official David Zofko, Fire Chief Mark Mlachak, and various others from the utilities departments regarding demolitions for the Lake County Land Reutilization Corp Lake County Houses at 164 East Jackson Street/168 East Jackson Street and the City of Painesville Submittals at 364 West Jackson Street (Demeter House Only), 506 Fairlawn (Two houses on the property – Front and Back). All information was given as to the start/end date of work, proper notification from the Lake County General Health District, and the correct haul route for removal of the debris.

#### 01/08/2016

- Prepared information for the upcoming Planning Commission Meeting. Gathered information from the City Engineer and included her recommendation as part of the approval for the Final Plat of Heisley Park Phase XX. Received information on the Ohio Main Street Program from the Downtown Painesville Organization to be incorporated into information on changing the Downtown Design Review District and adding the word "Historic". Included a summary outline of the upcoming zoning code changes to be reviewed by the Commission in March. The information was completed and delivered to the members of the Commission for the meeting on January 14<sup>th</sup>.
- Continuation of updating all permit applications with the Community Development Department to make them more user friendly. Changes have been made to occupancy permit applications and have been routed for review by the members of the Department. The feedback provided will be to ensure the forms comply with the code sections they specifically deal with.

#### 01/09/2016

- Attended the Downtown Painesville Organization's Annual Founder's Day Breakfast at the Holden Center on Lake Erie College's campus. The highlight of the breakfast was Gretchen Reed speaking on the History of Women in Aviation.

**01/11/2016:**

- Researched documentation for the upcoming Board of Zoning Appeals matter for a variance of the single car garage requirement for residential uses. Gathered data on the property seeking the variance along with the historical Board decisions on similar requests.
- Reviewed the Records Retention Schedules for the Department to ensure compliance with the State of Ohio.
- Met with Assistant City Manager/Community Development Director Douglas Lewis, Economic Development Director Cathy Bieterman, City Engineer Leanne Exum, Chief Building Official David Zofko, Fire Chief Mark Mlachak, Water Distribution Supervisor Mark Conner and the potential buyer of property on Renaissance Parkway to discuss the needs for water service, building and fire code issues, and site requirements relative to storm water management and zoning.
- Plan4Health Initial Meeting was held with members of the Lake County Planning and Community Development Staff. Lake County has been awarded a grant through APA the creation of a Community Health Plan for each of its communities that show a need. As this is the beginning of this process, Lake County will be providing direction in the form of a toolkit to include a framework and process for the creation of a Community Health Plan. Future meetings will be held to discuss the details of the project and the benefits of participation.
- Discussion with Consultant Julie Lindner regarding the unified code update and her availability of bringing the information before the Planning Commission in March. The date of March 10<sup>th</sup> was determined to be the best date for an overview of the process and review of the first part of the update would be done.

**01/12/2016:**

- Completed the Board of Zoning Appeals memo for the January Meeting so the information could be sent out to the members for their information.
- Continued research on sidewalks and how nearby communities regulate the maintenance and repairs of sidewalks along with creating appropriate presentation materials.

**01/13/2016**

- Reviewed proposed signage at the Painesville One Stop. The applicant and the owner were made aware of the fact the pole sign is a pre-existing nonconforming sign. As a nonconforming sign the sign may be continued and maintained and repaired but not expanded. If any nonconforming sign is discontinued or replaced, any future use thereof shall be in conformity with the provisions of the sign code. After several reviews of the proposed changes the applicant was able to come up with a suitable design without changing the existing structure.

**01/14/2016:**

- Assistant City Manager/Community Development Director and I met with a potential tenant of the former Coe Manufacturing site to discuss what is needed for certificate of occupancy. The structures have not been occupied for many years and the requirements for commercial and industrial users occupying such a space is complex in regards to meeting building and fire codes.

- Community Development Department staff meeting was held. Discussion centered on the changes to the various applications for permits and the need for timely review by all employees.
- Attended the Departmental staff meeting and review of the upcoming City Council Meeting was held.
- The monthly Planning Commission meeting was held (Agenda items discussed above).

**01/15/2016:**

- Provided information on Industrial District regulations and the Supplemental Commercial/Industrial regulations along with the Parking and Loading section to Steve of Cashen Ready Mix for a site located on West Prospect Street.

**01/20/2016:**

- Participated in CDBG Review Committee Meeting for the 2016 Store Front Renovation Grant. There were a total of nine applications received for proposed improvements throughout the City.
- Attended the City Council Work Session.

**01/21/2016:**

- City Engineer Leanne Exum, Economic Development Director Cathy Bieterman, and I met to discuss the proposed Covenants, Conditions, and Restrictions for the High Pointe Centre property.
- The monthly Board of Zoning Appeals meeting was held (Agenda items discussed above).

**01/25/2016:**

- Meeting was scheduled and held with the various City Departments to review a proposed plan for the Shamrock Business Center Planned Unit Development.

**01/26/2016:**

- Attended a mandatory demolition meeting with Assistant City Manager/Community Development Director Douglas Lewis, City Engineer Leanne Exum, Chief Building Official David Zofko, Fire Chief Mark Mlachak, and various others from the utilities departments for 162 South State Street. The owner was removing a 600-square foot addition from the side of the main structure. All requirements for the demolition were met.
- Reviewed various parking scenarios for the area around Johnson's Apartments.
- Met with the Lake County History Center on discussion of a scout event to be held at the History Center in August. Provided information on contact for marketing the event to the appropriate groups.

**01/27/2016:**

- Assistant City Manager/Community Development Director Doug Lewis and I met with the new Western Reserve Community Development Corporation's Executive Director Donald Heckelmoser.

- City Manager Anthony Carson, Assistant City Manager/Community Development Director Doug Lewis, Economic Development Director Cathy Bieterman, City Engineer Leanne Exum and I met with the owners of Cashen Ready Mix regarding property on West Prospect Street and at the end of Mathews.
- Prepared legislation for the upcoming City Council Meeting as a result of the Planning Commission recommendation.

**01/28/2016:**

- Attended the Annual State of the City event was held at the Steele Mansion.
- Attended the Departmental Staff Meeting which was held in the Engineering Offices at 66 Mentor Avenue. An overview of the Department's responsibilities was provided beforehand where attendees learned about the various projects and collaboration efforts between departments, both City and County wide.

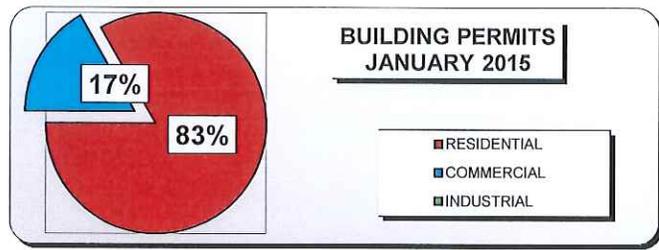
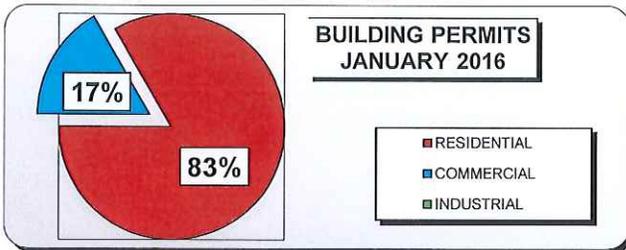
**01/29/2016:**

- Attended the Northeast Ohio Planning & Zoning Workshop held in Concord. This was the annual brainstorming lunch to provide ideas and suggestions for the workshop to be held in June.
- Attended the Chamber Awards and Banquet Dinner at LaMalfa.

**CITY OF PAINESVILLE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**DIVISION OF PLANNING, ZONING, BUILDING AND CODE ENFORCEMENT**  
**MONTHLY REPORT**

**JANUARY 2016 PERMIT REPORT**

<b>BUILDING PERMITS</b>	<b>2016 JANUARY</b>	<b>2015 JANUARY</b>	<b>2016 THRU JAN</b>	<b>2015 THRU JAN</b>
RESIDENTIAL	5	10	5	10
COMMERCIAL	1	2	1	2
INDUSTRIAL	0	0	0	0



<b>RESIDENTIAL BREAKDOWN</b>	<b>JANUARY 2016</b>	<b>JANUARY 2015</b>	<b>THRU JAN 2016</b>	<b>THRU JAN 2015</b>
SINGLE FAMILY DWELLING	0	2	0	2
MULTIPLE FAMILY DWELLING	0	0	0	0
TOTAL DWELLING UNITS	0	2	0	2

<b>VALUATION (IN \$)</b>	<b>JANUARY 2016</b>	<b>JANUARY 2015</b>	<b>THRU JAN 2016</b>	<b>THRU JAN 2015</b>
RESIDENTIAL IMPROVEMENTS	49,000	23,888	49,000	23,888
RES. IMPRMTS - ACC. STRUCTURES	1,500	6,951	1,500	6,951
SINGLE FAMILY - NEW	0	344,496	0	344,496
MULTIPLE FAMILY - NEW	0	0	0	0
COMMERCIAL IMPROVEMENTS	5,500	21,600	5,500	21,600
COMM. IMPTS - ACC. STRUCT.	0	0	0	0
COMMERCIAL - NEW	0	0	0	0
INDUSTRIAL IMPROVEMENTS	0	0	0	0
INDUSTRIAL - NEW	0	0	0	0
IND. IMPTS - ACC STRUCTURES	0	0	0	0

<b>MISC. PERMITS</b>	<b>JANUARY 2016</b>	<b>JANUARY 2015</b>	<b>YEAR 2016</b>	<b>YEAR 2015</b>
DEMOLITIONS	8	0	8	0
SIGNS	0	0	0	0
NON RESIDENTIAL USE & OCCUPANCY	4	0	4	0

<b>TRADE PERMITS</b>	<b>JANUARY 2016</b>	<b>JANUARY 2015</b>	<b>YEAR 2016</b>	<b>YEAR 2015</b>
ELECTRICAL	19	8	19	8
HEATING	12	2	12	2
PLUMBING	10	4	10	4
SANITARY SEWER	5	6	5	6
FIRE PREVENTION	0	0	0	0

**CITY OF PAINESVILLE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**DIVISION OF PLANNING, BUILDING AND CODE ENFORCEMENT**  
**MONTHLY REPORT**

**JANUARY 2016 PERMIT REPORT**

ZONING PERMITS	JANUARY 2016	JANUARY 2015	THRU JAN 2016	THRU JAN 2015
OBC- NEW CONSTRUCTION	0	0	0	0
OBC - ADDITIONS	0	0	0	0
RCO - NEW CONSTRUCTION	0	2	0	2
OBC - ACC. STRUCTURES	0	0	0	0
RCO - ACC. STRUCTURES	0	1	0	1
RCO-ADDITIONS, PORCHES	1	0	1	0
RAMPS AND DECKS				
ACC. STRUCTURES<200 SQ. FT.	0	0	0	0
FENCES	2	0	2	0
SWIMMING POOLS	0	0	0	0

BOARD OF ZONING APPEALS	JANUARY 2016	JANUARY 2015	YEAR 2016	YEAR 2015
VARIANCE REQUESTED	1	0	1	0
ADMINISTRATIVE APPEAL	0	0	0	0
REQUEST TO REHEAR	0	0	0	0

**JANUARY 2016 INSPECTION REPORT**

OHIO BUILDING CODE	JANUARY 2016	JANUARY 2015	THRU JAN 2016	THRU JAN 2015
BUILDING	13	9	13	9
ELECTRICAL	5	8	5	8
MECHANICAL	2	2	2	2
PLUMBING	0	8	0	8
FIRE PROTECTION	0	0	0	0

RESIDENTIAL CODE OF OHIO	JANUARY 2016	JANUARY 2015	THRU JAN 2016	THRU JAN 2015
BUILDING	73	35	73	35
ELECTRICAL	30	18	30	18
MECHANICAL	17	6	17	6
PLUMBING	23	12	23	12
FIRE PROTECTION	0	0	0	0

PROPERTY MAINTENANCE/ HOUSING CODE	JANUARY 2016	JANUARY 2015	THRU JAN 2016	THRU JAN 2015
PROP. MAINTENANCE (NEW)	81	30	81	30
EXT. REINSPECTION (PMC)	110	127	110	127
INTERIOR HOUSING (NEW)	0	3	0	3
INT. HOUSING REINSPECT.	0	1	0	1
MISCELLANEOUS	22	6	22	6
ZONING - USE DETERMINATION	0	0	0	0
COURT REFERRALS	6	0	6	0
COURT APPEARANCES	3	4	3	4
SIGNS	0	4	0	4
FENCES	0	0	0	0
SWIMMING POOLS	0	0	0	0
VEHICLE	7	5	7	5
WEEDS - NEW	0	0	0	0
WEEDS - REINSPECT	0	0	0	0
COMPLAINTS	16	51	16	51
RENTAL REGISTRATION	17	27	17	27
VACANT PROPERTY REG.	52	43	52	43

**CITY OF PAINESVILLE  
DIVISION OF CODE ENFORCEMENT  
PROPERTY MAINTENANCE CODE  
RESIDENTIAL INSPECTIONS**

**JANUARY  
2016**

TYPE OF INSPECTION	#
PMC NEW	81
PMC REINSPECTION	110
HOUSING NEW	0
HOUSING REINSPECTION	0
COMPLAINT	16
ANIMAL	0
WEEDS	0
MISCELLANEOUS	22
<b>ZONING</b>	
FENCE	0
VEHICLE VIOLATIONS	
JUNK VEHICLE	4
OVERWEIGHT VEHICLE	0
RECREATION VEHICLE	0
PARKING	3
SIGNS	0
SWIMMING POOLS	0
OCCUPANCY/USE VERIFICATION	0

