



**2016 ANNUAL REPORT**  
**BUILDING DEPARTMENT**  
**CITY OF BROOKLYN**

**DAVE KULCSAR**

**BUILDING COMMISSIONER**

**JIM MACIASZEK**

**ASSISTANT BUILDING COMMISSIONER**

**MARTY BAIER**

**PART-TIME PROPERTY MAINTENANCE INSPECTOR**

**BARB STANTON**

**ADMINISTRATIVE SECRETARY**

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## DEPARTMENT FUNCTIONS

The City of Brooklyn Building Department has many functions, we not only inspect permit work, but we go behind the scenes prior to issuing permits. There is extensive research when an application for permit is presented; we consult, review the Zoning and Building codes so that we advise accurate information to our customers. We may have to go to the residence property to get a visual or take measurements to be able to approve their project. After a complete review, if the project needs to go to The Board of Zoning Code of Appeals or the Planning Commission to seek either a variance or approval we guide them through to help make their project become a reality.

Exterior Property and Maintenance Inspection are completed regularly on residential properties. These inspections were started in 2014 at the southeast border of the city and have continued north through 2015. Our department receives and inspects all complaints and reviews them to verify if there is a violation. If the complaint is in violation of the many codes we enforce we send a correction letter with a due date and work with the owner to rectify the situation without taking legal action to secure compliance.

We review sign applications for compliance to the sign ordinance, then assist the applicant through the approval process prior to issuing the permits. We register contractors so we can verify liability insurance to protect our citizens. We issue rental housing licenses to identify our absentee landlord properties. Safety and Maintenance Inspections are performed on these rental properties. We inspect when we have a new business or an occupancy change. And many more functions such as consultations to home owners and business owners.

Our administrative staff member then ties all of the functions together in issuing the permit or receipt, putting the Planning Commission or Board of Zoning Code of Appeals dockets together for our monthly meetings, types the minutes for the meeting, places ads in the paper and does a monumental amount of work to keep not only Building Department running but, the Service Department as well.

# **ORGANIZATIONAL CHART**

## **MAYOR**

**KATHERINE A. GALLAGHER**

## **SAFETY DIRECTOR**

**KATHERINE A. GALLAGHER**

## **BUILDING COMMISSIONER**

**DAVID A. KULCSAR**

## **ASSISTANT BUILDING COMMISSIONER**

**JAMES E. MACIASZEK**

## **PROPERTY MAINTENANCE INSPECTOR**

**MARTIN J. BAIER**

## **ADMINISTRATIVE SECRETARY**

**BARBARA STANTON**

# STATE of OHIO BOARD of BUILDING STANDARDS

## CERTIFICATIONS

### **Dave Kulcsar**

Building Official  
Building Inspector  
Residential Building Official  
Residential Building Inspector  
Residential Plans Examiner  
Plumbing Inspector  
Plumbing Plans Examiner

### **Jim Maciaszek**

Building Inspector  
Residential Building Official  
Residential Building Inspector  
Residential Plans Examiner  
Electrical Safety Inspector

### **Walt Maynard**

Back up Building Official  
Back up Plumbing Inspector  
Back up Electrical Safety inspector

### **Alan Fodor**

Master Plans Examiner

One primary and one back up personnel are required by the state for each certification to maintain the certified building department.

## 2015 YEAR IN REVIEW

Jim Maciaszek was hired in March as the Assistant Building Commissioner. He has brought a wealth of construction and inspection knowledge to the City Of Brooklyn. Jim was previously the Building Inspector/Administrator for Highland Hills and served as Building Inspector for the City of Solon.

A new standalone Toshiba copier was purchased to upgrade the desk top inkjet model that had been used for years. The new copier is much faster, clearer and efficient. It easily handles the workload of the department. The old copier was relocated to the Commissioner's office and is mostly used for scanning.

We streamlined the use of the building department software system by implementing an efficiency process. Although the program was almost 20 years old and in need of an upgrade, it was not being utilized to the full potential. The specific changes included:

- Eliminating the use of expensive printed letterhead for violation letters by creating a form letter with the city logo. Once printed, it is scanned into the system for retention and then mailed to the addressee. Previously, copies were made and kept in paper files.
- Permit applications and plans that can be scanned or are PDF files are now kept in the system rather than filling file cabinets and archive room.
- The 2015 Contractor Registration Application was condensed to a single page. With the added requirements over the years for lead safety and utility protection service, it had grown to three pages.

Property Maintenance Inspector Marty Baier and Building Commissioner Dave Kulcsar appeared in an episode of Brooklyn 2.0 to explain some of the finer points

## 2015 YEAR IN REVIEW

of home repair. We visited two homes in the city. The first was a home that needed extensive repairs because of simple neglect. Something as minor as peeling paint will lead to much more expensive wood replacement if left long enough. The second home visited was an excellent example of a home that has had continued maintenance, where little fixes were taken care of quickly and not left to become big problems.

In conjunction with The First Suburbs Consortium, The Center on Urban Poverty and Community Development have continued efforts to involve all participating cities in the use of The Neighborhood Stabilization Team web app (NST). The application is evolving to be a very useful tool for code enforcement. It compiles information from many database so all matters of a property can be seen in one place. A GIS map is available that include layers for foreclosures and sheriff sales. The goal is to give cities the ability to download inspection data into the system and the compiled info can be used by building departments for property maintenance and for community development. The department has been cooperating with this team in its goal of providing this throughout the county. We have attended many meetings, completed surveys, and received a visit to help establish compatibility with our computers and software. A grant has been received for this project, which should aid or possibly cover the costs of implementing it in Brooklyn.

New department computers were approved and ordered in December. They were installed just recently, and are incredibly advanced compared to the 10 to 12 year old models we had been using.

# BUSINESS OCCUPANCY

## **New Businesses to Brooklyn in 2015 included:**

Chandler Restoration	9617 Clinton Rd.
Blue Jay Communications	7500 Associate Ave.
Tobacco and Vapor Unlimited	4334 Ridge Rd.
Keystone Tailored	4600 Tiedeman Rd.
Maja's LLC.	8467 Memphis Ave.
C & M Sign	6817 Memphis Ave.
Golden Pyramid Int.	7467 Memphis Ave.
North Shore Gastroenterology	7580 Northcliff Ave.

## **Businesses that reinvested and relocated within the city were:**

Oldenburgh Eye Center	4338 Ridge Rd.
Today's Dentistry	4301 Ridge Rd.
State Farm Insurance	4342 Ridge Rd.

# PROPERTY MAINTENANCE REPORT 2015

## 1 EXTERIOR PROPERTY MAINTENANCE INSPECTIONS

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Lack of property maintenance is the biggest reason for low property values. The City of Brooklyn has taken a proactive approach in enforcing The Property Maintenance Code and aiding residents in keeping their homes in good repair. The Exterior Property Maintenance Inspection Program was started in April 2014 with the hiring of Part-Time Property Maintenance Inspector Marty Baier. This program consists of a systematic sweep of all residential properties. In 2014 the neighborhoods on both sides of Ridge Rd. from Delora Ave. to Biddulph Rd. were inspected along with Rockland and Newberry Drives. 351 Violation Notices were issued from those inspections and resident complaints. 331 violations were brought into compliance. A total of 981 inspections were performed.

In 2015, Marty Baier completed exterior inspections of all homes West of Ridge Road from Outlook Ave. North to Southfield Ave. Many complaints were received by political candidates as they campaigned throughout the city. 281 Violation Notices were issued. 249 violations were brought into compliance. A total of 1075 inspections were performed. There were 98 Tall Grass/Weeds notifications sent and Service Department cut 39 properties. The property owner is charged \$150 per cut and if not paid, the fee is assessed by the County on the property taxes.

## 2 RENTAL DWELLING INSPECTIONS

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Rental Dwelling Licenses are issued for all properties that lease dwelling units. This includes all apartment buildings and single/two-family that are not owner occupied. The license fee is for the purpose of periodic safety and maintenance

inspections. 235 Licenses were issue in 2015. 209 were issued in 2014 and 194 in 2013. These increases were due in large part from unlicensed rentals discovered during exterior inspections.

2015 was the first year for Rental Dwelling Inspections. 34 were completed, which include most of Ridge Rd., the Westbrook and the Floridian (2 of the 3 largest apartment complexes). The Fire Department is notified of the scheduled inspections, and if available will perform their inspection at the same time. This lessens the inconvenience of the owner and tenants. These inspections insure that buildings are being maintained above minimum standards per The International Property Maintenance Code.

# CONSTRUCTION REPORT

In 2014, construction projects totaled an estimated cost of \$34,860,219. The 2013 estimate was \$36,872,028. These were the biggest construction years since 1999. The Brooklyn School project was over \$14M, L.A. Fitness was more than \$7M. The Plain Dealer invested over \$1.5M along with Arrow International, and Key Bank projects totaled over \$1.1M. In 2015, there were no projects of this magnitude. The largest investment was by Key Bank at \$750,000. The total estimate of permitted projects for 2015 was \$6,823,754 with permit fees to the city totaling \$154,063.96. The permit fees collected in 2014 totaled \$495,561.46.

YEAR	CONSTRUCTION ESTIMATE	PERMIT FEES
2015	\$ 6,823,754	\$154,063.96
2014	\$34,860,219	\$495,561.46
2013	\$36,872,028	\$302,534.35
2012	\$11,704,170	\$ 70,939.33
2011	\$24,128,027	\$210,034.49

# PERMITS FEES 2015

DESC	RESIDENTIAL			COMMERCIAL		
	PERMITS	FEES	EST. COST	PERMITS	FEES	EST. COST
A AMUSEMENT				38	2,850.00	
B 1 FAMILY RESIDENCE	4	90.3	12,115			
B ACCESSORY BUILDING				1		
B ALTERATION	18	1,357.62	87,747	21	25,517.52	1,105,252
B ALT-KITCHEN REMDL	4	1,306.86	114,392			
B APRON	10	620	52,250	1	25	600
B AWNING	2	183.49	12,167	1	211.15	17,000
B CO-LOCATION OF ANTENNAE				5	1,776.75	77,500
B DECK	7	414.11	20,500			
B DEMO - ACCESSORY	3	434.3	40,668			
B DOOR	21	636.3	25,901			
B DRIVEWAY	27	1,775.00	124,380			
B FENCE	52	1,380.00	61,052	4	120.9	22,800
B FIREPLACE/CHIMNEY/WOOD ST	1	40.4	2,600			
B GARAGE	8	863.55	84,550	1	118.45	3,000
B GARAGE PAD	4	257.05	32,400			
B MISC. CONCRETE PADS	11	435.4	20,050	1	36.05	3,000
B MISC. CONCRETE/ASPHALT	1	35	1,500	13	20,210.75	1,058,974
B PATIO	1	92.92	6,200			
B PATIO ENCLOSURE	1	474.2	43,950			
B PORCH	8	673.2	39,188			
B RAMP	1	60.6	3,000			
B ROOF - ALT/REPAIR	104	3,186.05	453,792	8	216.3	507,500
B SIDEWALK	3	75	1,900	2	175	23,100
B SIDING/GUTTERS	14	1,486.25	104,772			
B SITE IMPROVEMENT				2	5,719.05	505,000
B SPRINKLER				13	5,221.05	49,175
B STEPS	3	154.21	6,269			
B STORAGE SHEDS	6	350.5	13,767			
B SWIMMING POOL - AG	1	75.75	800			





# PERMITS FEES 2015

B PORCH	8	673.2	39,188
B RAMP	1	60.6	3,000
B ROOF - ALT/REPAIR	112	3,402.35	961,292
B SIDEWALK	5	250	25,000
B SIDING/GUTTERS	14	1,486.25	104,772
B SITE IMPROVEMENT	2	5,719.05	505,000
B SPRINKLER	13	5,221.05	49,175
B STEPS	3	154.21	6,269
B STORAGE SHEDS	6	350.5	13,767
B SWIMMING POOL - AG	1	75.75	800
B TENT	10	412	14,348
B WATERPROOFING	22	2,581.20	190,063
B WINDOWS REPLACEMENT	39	1,212.00	195,300
D DEMOLITION - HOUSE	1	252.5	8,900
D DEMOLITION COMMERCIAL	3	1,030.00	458,888
D DEMOLITION MISC	4	202	1,000
E ALT - E	44	2,670.17	493,141
E COMMERCIAL - E	5	1,445.09	12,900
E ELEC UPGRADE	39	2,570.95	49,189
E ELEC-ALT-GARAGE	2	101	1,500
E ELECTRIC SIGN	4	114.33	7,750
E SERVICE - TEMPORARY - E	1	51.5	150
GS GARAGE SALE RESIDENTIAL	169	0	0
H COOLING ONLY	10	796.2	53,431
H HEATING ONLY	15	606.8	48,652
H HEATING/COOLING COMBINED	14	1,386.40	80,550
H HVAC - ALT	7	992.35	207,782
H KITCHEN EXHAUST/HOOD	1	168.3	6,420
M BOARD OF ZONING APPEALS	2	100	0
M PLAN APPROVAL APPLICATION	1	0	0
M PLANNING COMMISSION MTG.	4	300	75
OB OBSTRUCTION COMMERCIAL	1	3,075.00	0

# PERMITS FEES 2015

OB OBSTRUCTION RESIDENTIAL	1	100	0
OC OCCUPANCY COMMERCIAL	16	1,125.00	150
OC OCCUPANCY RESIDENTIAL	1	75	0
P HOT WATER TANK	34	1,011.20	19,770
P PLUMBING COMM-ALT	4	170.98	8,800
P PLUMBING - ALTERATION	12	473.75	59,489
P PLUMBING - NEW	2	146.26	0
P PLUMBING ADD - COMM	2	82.4	500
P PLUMBING-ALT	7	185.17	20,060
RD RENTAL DWELLING REG	235	24,500.00	400
SI BANNERS	7	497.95	3,490
SI SIGN BLDG MOUNTED	7	1,638.51	75,190
SI SIGN BLDG MOUNTED ELECT	1	151.97	30
SI SIGN FREE STD	4	504.32	8,325
SI SIGN TEMPORARY	1	25	0
SI SIGN-CH LETTERS	1	157.59	25,000
SI SIGN-GROUND	2	270.04	32,500
SI TEMP BALLOON	4	100	1,200
ST STREET OPENING	1	24,125.00	0
<b>GRAND TOTAL</b>	<b>1166</b>	<b>154,063.96</b>	<b>6,823,754</b>

# PERMIT INSPECTIONS 2015

INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
CEILING	0	14
CONSULTATIONS	3	12
DECK FINAL	5	2
DOOR	1	1
DOWNSPOUTS	4	0
DRIVEWAYS/FORMS	69	3
DRYWALL	0	1
ELEC FINAL	44	19
ELEC MISC	3	9
ELEC ROUGH	11	29
ELEC UNDERGRD	1	6
ELEC-ALT-GARAGE	1	0
FENCE	16	2
FINAL BUILDING	26	33
FIRE ALARM	0	4
FIRE SUPPRESION	0	1
FOOTER	6	7
FOOTING DR TILE	1	0
FORMS	27	24
FRAMING	2	12
GENERAL	2	37
HOT WATER TANK	26	0
HVAC FINAL	13	7
HVAC REPLACE	2	0
HVAC ROUGH	0	10
INSULATION	2	3
OCCUPANCY	2	14
OTHER	1	0
PLUMBING FINAL	5	10
POST HOLES - DE	7	4
ROOF	33	2
ROUGH FRAMING	9	21
ROUGH IN	1	0
ROUGH PLUMBING	2	17
SIDING	3	0
SIGN	0	6
SLABS	15	22
SOIL/FOOTING	0	1
SPRINKLERS	0	2
STORAGE SHED	1	0
TEMP SERVC.	0	1
UNDERGRD PLUMB	0	1
WATERPROOFING	33	0

# PERMIT INSPECTIONS 2015

<b>INSPECTION TYPE</b>	<b>RESIDENTIAL</b>	<b>4FAMILY+/COMM</b>
WINDOWS	6	1
<b>TOTAL</b>	<b>383</b>	<b>338</b>

## **INSPECTOR**

DAVE KULCSAR	35	54
JIM MACIASZEK	347	260
WALTER MAYNARD	1	24

# GOALS FOR 2016

To complete our process of making the department software as efficient as possible we have received a quote for the newest versions from Franklin Information Systems. The original system was purchased in 1996 and the support from Franklin has been excellent. The technology in the new modules will provide instant retention of all documents created. Currently we must print and scan letters and forms back into the department's scanned file and retrieve it from the Franklin System. We will also have the ability to use the new program on smart phones and tablets from the field. Violations can be written, viewed and photos can even be taken and sent directly to file from the field. The total investment for the system is about \$23,000. As a valued customer for twenty years, the city will receive a large discount. A new customer would pay \$38,000 for this system.

We will be updating all forms that are created for the Franklin System. All applications are to be reviewed and updated. Forms were created as needed over the years and have been set up on different formats. The same style and format for all forms will simplify future changes. The process for applications will be reviewed and streamlined directions will be provided for all application types. This will carry over to the city website to make the users experience as easy as possible to navigate.

One of the most immediate tasks is to provide an ordinance for point of sale inspections. We will evaluate what has been done in the surrounding area and come up with the best plan for the city.

On the new construction front, Menards intends to start construction of their home improvement store on Brookpark Rd. this spring. The Brooklyn Library is starting an interior remodel and Keystone Tailored has started the build out of the Hart Schaffner Marx Outlet Store at 4600 Tiedeman Rd. Metal Fabricating Corp. is constructing a powder coating line for their new business at 8500 Clinton Rd.