



**2023 ANNUAL REPORT
CITY OF BROOKLYN
BUILDING DEPARTMENT**

**MICHAEL GREER
BUILDING COMMISSIONER**

**JIM MACIASZEK
ASSISTANT BUILDING COMMISSIONER**

**DAWN NEAL
ADMINISTRATIVE SECRETARY**

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DEPARTMENT FUNCTIONS

The City of Brooklyn Building Department has many functions. Not only does department personnel inspect permit work, but they go behind the scenes before issuing permits. They conduct extensive research when an application for a permit is presented. The department regularly consults the Zoning and Building codes to ensure customers receive accurate information. Department personnel may have to visit a property to get a visual or take measurements to approve a project. After a complete review, if a project must be heard by the Board of Zoning Appeals or the Planning Commission for a variance or another approval, the department guides applicants through those reviews.

In a proactive effort to strengthen property value in the city, exterior property and maintenance inspections are completed regularly on residential properties. The “Street Walk” inspections are a systematic sweep of the city. The exterior of every home is viewed approximately every 3 years. The Building Department receives and inspects all complaints and reviews them to verify if violations exist. If a complaint is found to be a code violation, the property owner is issued a correction letter with a due date. Department personnel regularly work with the owner to reach code compliance. If the owner does not comply with a violation notice, another notice is issued for an office hearing as a last friendly effort to resolve the matter. If all else fails, then a ticket is issued for a summons to the City of Brooklyn Mayor’s Court.

Contractors must register with the city, so the department can verify liability insurance and state-required certifications to protect our citizens. Department personnel also issue rental housing licenses as part of the effort to identify absentee landlord properties. Safety and maintenance inspections are performed on these rental properties. All new businesses or occupancy changes are reviewed by department inspectors. The Building Department also provides consultations to home and business owners for any matter related to their property.

Our administrative staff ties all of the functions together in issuing the permits or receipts, assembles the Planning Commission and Board of Zoning Appeals dockets for monthly meetings, types the minutes for these meetings, places required ads in the paper and does an extensive amount of general work to keep the Building Department running.

ORGANIZATIONAL CHART

MAYOR
RON VAN KIRK

SAFETY DIRECTOR
RON VAN KIRK

BUILDING COMMISSIONER
MICHAEL GREER

ASSISTANT BUILDING COMMISSIONER
JAMES E. MACIASZEK

PROPERTY MAINTENANCE INSPECTOR
LEV KULCHYTSKY STARTED OCTOBER 2023

BUILDING SECRETARY
DAWN NEAL

STATE OF OHIO BOARD OF BUILDING STANDARDS CERTIFICATIONS

Michael Greer

Building Official
Building Inspector
Plumbing Inspector
Electrical Safety Inspector
Residential Building Official

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

CPL Architecture, Engineering and Planning (by contract)

Master Plans Examiner

SAFEbuilt (by contract)

Back-up Master Plans Examiner

Primary and backup personnel holding each certification are required by the state for a city to maintain a certified building department.

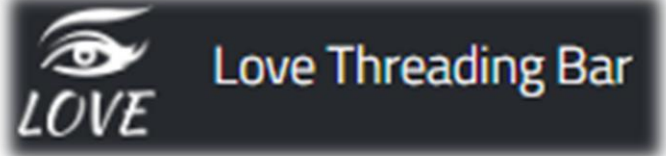
BUSINESS OCCUPANCY

New businesses to Brooklyn in 2023:

- Firsthand Health
- Love Threading Bar
- Mcgregor Pace
- Progressive
- Rebelious Shoes
- Special Smokers Smoke Shop
- SW Granite & Cabinets
- Woods Auto Repair



PROGRESSIVE



PROPERTY MAINTENANCE REPORT

EXTERIOR PROPERTY MAINTENANCE

Lack of property maintenance is the biggest reason for low property values in any city. The City of Brooklyn has taken a proactive approach to enforcing the Property Maintenance Code and aiding residents who wish to keep their homes in good repair. This program consists of a systematic, sweeping “street walk” of all residential properties. In 2022, the whole city was walked.

Year	Total Inspections	Violation Notices	Complied	Violations Sent to Court	Tall Grass Notifications	Grass Cut by City
2023	1164	979	140	14	145	23
2022	3700	1169	991	6	308	19
2021	2015	366	244	0	37	6
2020	937	533	450	0	248	42
2019	1166	371	288	1	188	42
2018	1333	455	351	3	231	26
2017	1379	494	399	19	200	16

RENTAL DWELLING LICENSES

Rental dwelling licenses are issued for all properties that lease dwelling units. This includes all apartment buildings and single- and two-family homes that are not owner-occupied. The license fee is for periodic safety and maintenance inspections.

Year	Licenses Issued
2023	334
2022	255
2021	448
2020	433
2019	423
2018	407
2017	349

RENTAL DWELLING INSPECTIONS

The Fire Department is notified of the scheduled inspections, and if available will perform their inspection at the same time. This lessens inconvenience to the owners and tenants. These inspections ensure that buildings are being maintained above minimum standards per the International Property Maintenance Code.

Rental Dwelling Inspections	
2023	0
2022	0
2021	0*
2020	35
2019	19

*put on hold due to COVID.

VACANT PROPERTY REGISTRATION

Our vacant property registration ordinance requires owners to provide their intentions for any properties that are left vacant. Periodic inspections verify that vacant buildings are secure and maintained. An escalating annual fee is designed to encourage these properties to be restored to an occupied condition.

Vacant Registrations Filed	
2023	14
2022	5
2021	9
2020	9
2019	16

FORECLOSURE FILING NOTIFICATION

The foreclosure filing notification ordinance is another means for tracking properties before they become vacant. It requires those filing foreclosure lawsuits in common pleas court concerning Brooklyn properties to notify the city of the filing.

Foreclosure Notifications Filed	
2023	23
2022	8
2021	1
2020	6
2019	17

CONSTRUCTION REPORT

- Cuyahoga County Public Library started construction at their new location at 7619 Memphis Ave with a project investment of over \$12 million.
- Medical Mutual renovated the facility at 100 American Rd with a project investment of over \$3.5 million.
- Walmart expanded at location at 10000 Brookpark Road with a project investment of over \$2.8 million.
- McGregor Pace renovated their new facility at 7570 Northclife Ave with a project investment of over \$2.4 million.

YEAR	CONSTRUCTION COST ESTIMATE	PERMIT FEES
2023	\$39,882,800.81	\$424,676.32
2022	\$52,743,410.23	\$564,084.55
2021	\$60,150,738	\$ 613,292.22
2020	\$ 22,870,849	\$ 335,439.41
2019	\$ 55,725,811	\$ 691,063.36
2018	\$ 26,767,740	\$ 383,242.40
2017	\$ 28,890,198	\$ 375,539.74

PERMIT ISSUED TOTALS

Permit Type	Quantity
2023	744
2022	913
2021	1086
2020	792
2019	866
2018	882
2017	1020

PERMIT BY ZONING

Permit Type	Quantity	Project Investment	Fee
Residential	602	\$4,475,526.55	\$49,838.76
Commercial	142	\$35,407,274.26	\$374,837.56

PERMIT INSPECTIONS

INSPECTION TYPE	Residential Count	Commercial Count
Accessory Structure Final	2	0
Asphalt - Final	1	0
Ceiling - Above MEP	0	50
Concrete - Final	24	0
Concrete - Pre Pour	29	19
Concrete - Slab on grade	2	4
Consultations	0	17
Deck - Final	7	0
Deck - Post Hole	7	0
Deck - Rough Framing	2	0
Demo/Clean Hole Inspection	3	0
Downspouts	1	0
Driveways/Forms	19	0
Elec-Alt-Garage	1	0
Electrical Final	26	30
Electrical Misc	3	8
Electrical Perm. Service	9	8
Electrical Rough	8	24
Electrical Temp Servc.	2	0
Electrical Underground	0	19
Fence - Final	12	2
Final	33	25
Final Building	5	3
Fire Alarm	7	1
Fire Sprinkler - Final	1	0
Fire Sprinkler - Rough (Pressure Test)	2	1
Fire Suppression	0	4

Footer	1	15
Footer/Soil/Footing	1	11
Forms	13	26
Framing - Rough	9	14
General	1	3
Hot Water Tank	3	0
HVAC - Misc	0	3
HVAC Final	34	6
HVAC Rough	0	3
Insulation	4	4
Occupancy	0	21
Occupancy Temp	0	3
Other	1	3
Plumbing - Hot Water Heater/Tank	4	0
Plumbing Final	10	5
Plumbing Rough	4	9
Plumbing Underground	1	17
Roof - Final	39	0
Rough Framing	0	6
Rough In	1	0
Siding - Final	9	0
Sign Final	0	3
Temporary Item	1	0
Waterproofing - Final	6	0
Waterproofing - Rough exterior	9	0
Waterproofing - Rough Interior	7	0
Window - Final	25	0
Total	389	367

GOALS FOR 2024

The Building Department used the website to improve access and efficiency in 2023. The Building Department's main webpage was created to provide information on street walks, property maintenance, and other inspection schedules. The new webpage also includes inspection checklists and other resource information so stakeholders understand the process ahead of the inspections being conducted.

Improve cross-training/efficiency of employees, and conduct training that would help the organization. The department secretary is planning to create an operations/procedural manual for the position. The manual will be used in cross-training staff to replace the department secretary when needed and also serve as a reference document.

The Building Department will continue to be more proactive in sharing information with residents and businesses. This includes providing information about inspections, street walks, property maintenance, and other tasks ahead of time so stakeholders understand common violations and have a chance to make improvements or correct any potential violations. While being proactive, the Building Department will also provide more information on the website about resources to correct violations and to make other improvements.