



**2020 ANNUAL REPORT
CITY OF BROOKLYN
BUILDING DEPARTMENT**

**DAVE KULCSAR
BUILDING COMMISSIONER**

**JIM MACIASZEK
ASSISTANT BUILDING COMMISSIONER**

**MARTY BAIER
PART-TIME PROPERTY MAINTENANCE INSPECTOR**

**DAWN NEAL
ADMINISTRATIVE SECRETARY**

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DEPARTMENT FUNCTIONS

The City of Brooklyn Building Department has many functions. Not only do we inspect permit work, but we go behind the scenes prior to issuing permits. We conduct extensive research when an application for a permit is presented. We consult the Zoning and Building codes so we supply accurate information to our customers. We may have to visit a property to get a visual or take measurements in order 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, we guide 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. Our department receives and inspects all complaints and reviews them to verify if violations exist. If a complaint is found to be a violation of the many codes we enforce, we send a correction letter with a due date and work with the owner to reach code compliance. If the owner does not comply with a violation notice, a notice for an office hearing is sent as a last friendly effort to resolve the matter. If all else fails, then a ticket is issued for a summons to Brooklyn’s Mayor’s Court.

Contractors must register with the city, so we can verify liability insurance and state required certifications 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. The Building Department also provides consultations to home and business owners for any matter related to their property.

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

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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

BUILDING SECRETARY
DAWN NEAL

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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 (by contract)

Master Plans Examiner

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

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YEAR IN REVIEW

Worldwide, everyone was tested and had to adapt to different methods for performing the same job. The Building Department was challenged with providing our services in a whole new way. Since March we have changed how we receive applications, issue permits, collect fees and provide inspections. Looking at the bright side, the pandemic has fast tracked the move to an entirely electronic system for the operations of our plan reviews and applications. The amount of paper and large sets of plans has been reduced substantially, since electronic submittals are now highly encouraged. It has also expedited the review time by not having to receive and deliver blue prints.

Total construction valuation came in at over \$22.8 Million. Almost half of that is contributed to The Avenue at Brooklyn nursing home project. There was a 17% increase in residential projects for the year.

Foreclosures were halted by the courts and vacant home registrations were also down significantly.

The second year of the Exterior Property Maintenance Grant went very well. With the \$100,000 allotment (half from the county and half from the city), residents completed over \$285,000 in projects that included new driveways, roofs, doors, windows and a garage. The scoring matrix was modified to encourage homeowner investment to go along with the need to abate any current violations. The contribution that owners put toward these projects increased by \$137,000 from the pilot year. 36 homeowners received up to \$3,000 toward their improvements. More than 70 complete applications were submitted.

BUSINESS OCCUPANCY

New businesses to Brooklyn in 2020:

Pride Delivery and Installation	8730 Brookpark Rd
Cartagena CPA & Consultants.....	6779 Memphis Ave
For Him By Him	6779 Memphis Ave
New Birth Church of God	8235 Memphis Ave
The Land Smoke Shop.....	4308 Ridge Rd
Ortiz Art Designs, LLC.....	4336 Ridge Rd
UH Brooklyn	4370 Ridge Rd
Starbucks	10330 Cascade Crossing
Ross Dress for Less.....	4798 Ridge Rd
Fairfield Inn.....	5110 Tiedeman Rd
Graphic Packaging.....	1 American Rd



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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 in 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 2020, most of the neighborhoods east of and including Roadan Road were inspected.

Year	Total Inspections	Violation Notices	Complied	Violations Sent to Court	Tall Grass Notifications	Grass Cut by City
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
2016	1414	243	336	13	113	14
2015	1075	281	248	-	98	39

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 the purpose of periodic safety and maintenance inspections.

Year	Licenses Issued
2020	433
2019	423
2018	407
2017	349
2016	275
2015	235
2014	209

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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	
2020	35
2019	19
2018	89
2017	34
2016	20
2015	34

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 that these properties be restored to an occupied condition.

Vacant Registrations Filed	
2020	9
2019	16
2018	17
2017	20
2016	17

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 with regard Brooklyn properties to notify the city of the filing.

Foreclosure Notifications Filed	
2020	6
2019	17
2018	25
2017	35
2016	22

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CONSTRUCTION REPORT

Ground broke on The Avenue at Brooklyn at 4700 Idlewood Drive. This will be a 111 private room convalescent hospital and rehabilitation care center that has an estimated project cost of almost \$11,000,000.

University Hospital remodeled the long vacant dental office at 4370 Ridge Rd. for its new medical office.

Sherwood Valve invested over \$1,000,000 to expand their operation within the Weston building at 8500 Clinton Rd.

We now have two Starbucks Coffee shops. The Ridge Park Square Starbucks relocated and built a drive-thru on the other side of their existing location. A new one went into the old Steak 'n Shake at Cascade Crossing.

While residents spent more time at home, it prompted many home improvement projects at a total investment of over \$3,000,000. This is a \$500,000 increase over last year.

YEAR	CONSTRUCTION COST ESTIMATE	PERMIT FEES
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
2016	\$ 8,003,112	\$ 114,914.58
2015	\$ 6,823,754	\$ 154,063.96
2014	\$ 34,860,219	\$ 495,561.46
2013	\$ 36,872,028	\$ 302,534.35

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PERMIT FEES TOTALS

TOTALS RES AND COMM	PERMITS	FEES	EST. COST
BUILDING PERMIT	446	\$ 279,631.37	\$ 21,986,280.00
CITY ENGINEER REVIEW ONLY	1	\$ 12,000.00	
CONDITIONAL USE PERMIT	3	\$ 300.00	
DEMOLITION PERMIT	4	\$ 75.75	\$ 45,800.00
ELECTRICAL PERMIT	87	\$ 9,132.28	\$ 218,888.00
FIRE DEPARTMENT PERMIT	12	\$ -	
GARAGE SALE	46	\$ -	\$ 7.00
HVAC PERMIT	88	\$ 7,589.85	\$ 441,139.00
MISCELLANEOUS PERMIT	3	\$ 1,402.00	
OBSTRUCTION	1	\$ 1,000.00	
OCCUPANCY	25	\$ 1,200.00	
PLUMBING PERMIT	50	\$ 19,018.61	\$ 93,794.00
SIGN PERMIT	23	\$ 3,789.55	\$ 84,941.00
SMALL CELL USE	1	\$ 250.00	
SPECIAL EVENT PERMIT	1	\$ 50.00	
STREET OPENING	1	\$ -	
GRAND TOTAL	792	\$ 335,439.41	\$ 22,870,849.00

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RESIDENTIAL PERMIT FEES

DESC	PERMITS	FEES	EST. COST
BUILDING PERMIT	383	29,866.83	2,506,184
BUILDING PERMIT	383	\$ 29,866.83	\$ 2,506,184.00
DEMOLITION PERMIT	3	\$ 75.75	\$ 37,000.00
ELECTRICAL PERMIT	63	\$ 4,151.69	\$ 82,358.00
GARAGE SALE	46	\$ -	\$ 7.00
HVAC PERMIT	75	\$ 4,954.05	\$ 343,644.00
MISCELLANEOUS PERMIT	1	\$ 50.00	
PLUMBING PERMIT	28	\$ 1,577.62	\$ 66,283.00
TOTALS	599	\$ 40,675.94	\$ 3,035,476.00

BY WORK TYPE

DESC	PERMITS	FEES	EST. COST
B ACCESSORY BUILDING	1	\$ 100.50	\$ 22,000.00
B ALTERATION	10	\$ 1,097.37	\$ 87,650.00
B ALT-KITCHEN REMDL	1	\$ 80.80	\$ 5,000.00
B APRON	4	\$ 140.00	\$ 3,800.00
B AWNING	1	\$ 50.50	\$ 1,599.00
B DECK	3	\$ 282.80	\$ 19,000.00
B DRIVEWAY	50	\$ 5,493.83	\$ 342,843.00
B FENCE	55	\$ 2,751.50	\$ 163,461.00
B FIRE DAMAGE REPAIR	1	\$ 838.30	\$ 80,000.00
B GARAGE	6	\$ 786.20	\$ 92,545.00
B GLASS BLOCK WINDOWS	1	\$ 50.50	\$ 1,380.00
B MISC. CONCRETE PADS	2	\$ 200.00	\$ 9,000.00
B MISC. CONCRETE/ASPHALT	3	\$ 330.00	\$ 9,741.00
B PATIO	11	\$ 1,035.00	\$ 23,600.00
B PORCH	4	\$ 210.29	\$ 7,870.00
B ROOF - ALT/REPAIR	111	\$ 5,655.50	\$ 729,641.00
B SIDEWALK	1	\$ 35.00	\$ 1,500.00
B SIDING/GUTTERS	22	\$ 2,186.30	\$ 149,870.00
B STEPS	1	\$ 55.55	\$ 2,500.00
B STORAGE SHEDS	9	\$ 450.00	\$ 10,721.00
B SWIMMING POOL - AG	2	\$ 100.00	\$ 5,300.00
B WATERPROOFING	38	\$ 5,535.61	\$ 440,077.00
B WINDOWS REPLACEMENT	46	\$ 2,401.28	\$ 297,086.00
D DEMOLITION - HOUSE	2		\$ 37,000.00
D DEMOLITION MISC	1	\$ 75.75	
E ALT - E	54	\$ 3,776.98	\$ 70,536.00
E ELEC UPGRADE	1	\$ 75.75	\$ 1,450.00
E ELEC-ALT-GARAGE	3	\$ 197.96	\$ 3,400.00
E GENERATOR	1	\$ 101.00	\$ 6,972.00
E PERM SERVICE - E	4		
GS GARAGE SALE RESIDENTIAL	46		\$ 7.00
H COOLING ONLY	14	\$ 707.00	\$ 53,726.00
H HEATING ONLY	38	\$ 1,919.00	\$ 106,620.00
H HEATING/COOLING COMBINED	20	\$ 2,020.00	\$ 166,710.00
H HVAC - ALT	3	\$ 308.05	\$ 16,588.00
M BOARD OF ZONING APPEALS	1	\$ 50.00	
P HOT WATER TANK	19	\$ 1,055.45	\$ 22,233.00
P PLUMBING COMM-ALT			
P PLUMBING - ALTERATION	1	\$ 72.72	\$ 8,000.00
P PLUMBING-ALT	8	\$ 449.45	\$ 36,050.00
TOTALS	599	\$ 40,675.94	\$ 3,035,476.00

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COMMERCIAL PERMIT FEES

DESC	PERMITS	FEES	EST. COST
BUILDING PERMIT	63	\$ 249,764.54	\$ 19,480,096.00
CITY ENGINEER REVIEW ONLY	1	\$ 12,000.00	
CONDITIONAL USE PERMIT	3	\$ 300.00	
DEMOLITION PERMIT	1	\$ -	\$ 8,800.00
ELECTRICAL PERMIT	24	\$ 4,980.59	\$ 136,530.00
HVAC PERMIT	13	\$ 2,635.80	\$ 97,495.00
MISCELLANEOUS PERMIT	2	\$ 1,352.00	
OBSTRUCTION	1	\$ 1,000.00	
OCCUPANCY	25	\$ 1,200.00	
PLUMBING PERMIT	22	\$ 17,440.99	\$ 27,511.00
SIGN PERMIT	23	\$ 3,789.55	\$ 84,941.00
SMALL CELL USE	1	\$ 250.00	
SPECIAL EVENT PERMIT	1	\$ 50.00	
STREET OPENING	1	\$ -	
TOTALS	181	\$ 294,763.47	\$ 19,835,373.00

BY WORK TYPE

DESC	PERMITS	FEES	EST. COST
B ALTERATION	28	\$ 102,074.40	\$ 5,604,581.00
B CELL TOWER MODIFICATION	3	\$ 1,480.85	\$ 55,000.00
B COMMERCIAL BUILDING	1	\$ 100,511.05	\$ 9,250,000.00
B DRIVEWAY	1	\$ 110.00	\$ 6,000.00
B FENCE	3	\$ 201.50	\$ 8,700.00
B FIRE DAMAGE REPAIR	1	\$ 97.85	\$ 3,000.00
B MISC. CONCRETE PADS	1	\$ 100.00	\$ 3,500.00
B MISC. CONCRETE/ASPHALT	8	\$ 5,330.00	\$ 500,980.00
B ROOF - ALT/REPAIR	7	\$ 4,748.40	\$ 1,618,746.00
B SITE IMPROVEMENT	6	\$ 34,780.89	\$ 2,331,789.00
B SPRINKLER	1	\$ 72.10	\$ 9,000.00
B TENT	1	\$ 51.50	\$ 2,300.00
B WINDOWS REPLACEMENT	2	\$ 206.00	\$ 86,500.00
CE UTILITY WORK	1	\$ 12,000.00	
CU CONDITIONAL USE	3	\$ 300.00	
D DEMOLITION - HOUSE	1		\$ 8,800.00
E ALT - E	22	\$ 4,827.59	\$ 133,530.00
E FIRE ALARM - E	2	\$ 153.00	\$ 3,000.00
H HEATING/COOLING COMBINED	4	\$ 720.00	\$ 47,000.00
H HVAC - ALT	9	\$ 1,915.80	\$ 50,495.00
M PLANNING COMMISSION MTG.	2	\$ 1,352.00	
OB OBSTRUCTION COMMERCIAL	1	\$ 1,000.00	
OC OCCUPANCY COMMERCIAL	25	\$ 1,200.00	
P PLUMBING COMM-ALT	7	\$ 589.16	\$ 2,800.00
P PLUMBING - ALTERATION	2	\$ 213.21	\$ 5,000.00
P PLUMBING-ALT	4	\$ 313.12	\$ 1,000.00
P SPRINKLER	9	\$ 16,325.50	\$ 18,711.00
SC SMALL CELL USE TYPE 3 NEW	1	\$ 250.00	
SE SPECIAL EVENT	1	\$ 50.00	
SI BANNERS	1	\$ 100.00	\$ 800.00
SI SIGN BLDG MOUNTED	12	\$ 2,644.36	\$ 56,616.00
SI SIGN BLDG MOUNTED ELECT	1	\$ 233.03	\$ 8,000.00
SI SIGN FREE STD	3	\$ 414.59	\$ 11,100.00
SI SIGN FREE STD ELECT	1	\$ 197.57	\$ 7,500.00
SI SIGN TEMPORARY	5	\$ 200.00	\$ 925.00
ST STREET OPENING UTILITIES	1		
TOTALS	181	\$ 294,763.47	\$ 19,835,373.00

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PERMIT INSPECTIONS

INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
AB SWIM POOL	2	0
ACCESSORY STRUC	4	0
ASPHALT	0	1
CEILING	0	24
CONSULTATIONS	2	4
DECK FINAL	6	0
DEMO INSPECTION	2	2
DOWNSPOUTS	1	0
DRIVEWAYS/FORMS	107	0
DRYWALL	0	2
DUCT DETECTOR	0	1
ELEC FINAL	47	28
ELEC MISC	2	1
ELEC ROUGH	5	11
ELEC SIGN	0	2
ELEC UNDERGRD	0	10
FENCE	72	4
FINAL BUILDING	15	30
FIRE ALARM	0	7
FIRE SUPPRESION	0	3
FOOTER	1	10
FORMS	20	20
FRAMING	0	1
GENERAL	0	5
HOT WATER TANK	13	0
HVAC FINAL	32	21
HVAC REPLACE	0	1
HVAC ROUGH	2	14
INSULATION	1	9
OCCUPANCY	0	54
OTHER	2	1
PERM. SERVICE	12	5
PLUMBING FINAL	8	21
POST HOLES - DE	5	0
ROOF	93	8
ROUGH FRAMING	3	22
ROUGH PLUMBING	3	22
SIDING	29	0
SIGN	0	24
SITE IMPORVEMEN	0	11
SLABS	9	13
SPRINKLERS	0	21
TEMP OCCUPANCY	0	2
WATERPROOFING	61	0
WINDOWS	48	1
TOTAL	607	416
INSPECTOR	RESIDENTIAL	4FAMILY+/COMM
DAVE KULCSAR	24	64
FIRE DEPARTMENT INSPECTORS	0	29
JIM MACIASZEK	583	323
TOTAL	607	416
APPROVAL STATUS SUMMARY	RESIDENTIAL	4FAMILY+/COMM
Y	565	341
N	41	75
C	1	0
TOTAL	607	416

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GOALS FOR 2021

The Building Department will be set up with a new software program. Franklin Information Systems has provided this service since 1997. They have merged with CityForce Inc. which will soon be installing a new web based system that will be used for all of our applications, permits, inspections, and reporting. The platform includes fillable applications and credit card payments right on the website. The online database will allow residents and contractors to view application status and inspection results in real time. CityForce is expected to go live in mid-February. The timing of this will coincide with the new website being rolled out. We will be setting up new instructional guides for the different applications to help provide a more simple process for getting permits.

While the pandemic caused most of the 2020 goals to carry into next year, it also made us take a look into all digital plan reviews and remote inspections. Once our new software system is in place, we will be looking at updating our hardware to include monitors large enough to view blueprints on. Much paper has been eliminated from our review process and we are going to continue to advance our processes and equipment to minimize that even more.

Now that the Master Plan has been completed it will be used as a guide for the rewrite of the Zoning Code and the Zoning Map update. We will be reviewing qualified applicants in February to start this project.