Building Committee Meeting Minutes

Date: September 23, 2026
Time: 8:00 a.m.
Location: Village Hall
Present: Chairwoman Ruth Cavanagh; Committee Members Porter and Canton; Mayor Koons; Building Inspector Hocevar; Fiscal Officer Romanowski; Building Department Administrative Assistant Colleen Lair; and Police Chief Rizzo.

The meeting was called to order at 8:00 a.m.

1. Approval of Minutes

Canton made a motion to approve the previous meeting minutes, seconded by Porter. The minutes were approved by voice vote.

2. Property Maintenance and Nuisance Enforcement

Cavanagh raised ongoing concerns about properties identified as 1233, 1269, 1309 and 1311 Bell Road. The Mayor reported that police prosecutor Coyne had raised a question about how disability-related rules might affect enforcement at one property. The Chief said vehicle registrations had been checked and were current, while the discussion of whether vehicles were operational or had to move within 72 hours remained unresolved. Members also discussed vehicles in a backyard, peeling paint, mowing, and concerns expressed by neighboring residents. The committee wanted the police prosecutor to attend the October committee meeting to clarify available enforcement options. Cavanagh mentioned a outstanding property taxes and asked whether contacting the county auditor or treasurer would be appropriate.

3. Enbridge Gas Line Project

The committee discussed a proposed gas line along Bell Road reportedly involving an eight-inch plastic pipe and a mix of directional boring and open trenching. Members were concerned about utility conflicts, catch basins, erosion control, restoration, traffic, nearby residences, and the effect of overlapping fiber optic work. A Friday preconstruction meeting was already scheduled. Although Bell had requested a postponement because he could not attend on short notice, members favored holding the scheduled meeting and arranging a second meeting with the Village Engineer and Building Inspector present. Porter said he would contact Verdantas about an engineer for Friday and contact Enbridge representative in advance about the Village's questions and the additional meeting. The committee discussed recording and posting the public meeting for residents.

The Building Department Administrative Assistant reported that the Village held a $10,000 bond, while the Engineer had requested $35,000. The contractor had asked what type of bond was required, and that question awaited clarification from the Engineer. Members said the Village should resolve the bond and obtain the start date, depth, construction methods, contractor responsibilities, and erosion control plans. They did not establish that the Village could halt work under the issued permit. As a safety precaution, the Chief said he would contact Geauga County Emergency Management and members also discussed notifying Chagrin Falls Fire that the project was going to be happening.

4. Permit Fee Review

The Fiscal Officer presented comparison of permit fees posted by nearby communities. The Village had charged $150 for the gas line permit, which members considered low relative to the expected oversight. Hocevar said the current fee schedule limited what could be charged for this permit. The

comparison was preliminary, and no revised fees were proposed or approved. Cavanagh said she would work with the FO and Lair to review the fees and determine if revisions need to be made to the Village's fees.

5. Village Building Lighting

Cavanagh reported that the exterior light at the Village building was out and that the entrance was dark after evening meetings. The Chief reported a similar recessed LED fixture problem at the Police Department. The timer had been checked but had not restored operation. Cavanagh said she would talk to the Street Commissioner about this issue.

6. Woodside and Forest Drive Drainage

The committee discussed recurring drainage near the corner of Woodside Rd. and Forest Drive. Porter said the Engineer had reviewed a proposal to reshape the ditch while preserving a tree near the driveway. An easement from the homeowner was discussed so the Village could enter and maintain the improved drainage area in the future. The Mayor said he would obtain the proposed paperwork before speaking with the homeowner. The group discussed water crossing or icing the road and the effects on nearby homes. No easement or construction plan was approved at this meeting.

7. Commercial Properties

Cavanagh asked about the former Burntwood and Violante properties. Hocevar reported conflicting information about possible reopening or sale of Burntwood and a prior remodeling concept at Violante's. He said he would contact the owners and provide an update. The Mayor said he had contacted the owners about weeds at the vacant properties and the areas had been cleaned up.

8. Winter Access and Grounds

Cavanagh asked that snow and slush be cleared from building entrances before staff arrive in the morning. The committee also discussed a soil mound behind the Police Department parking area. The Chief said the mound affected an exposed drain, and Hocevar advised examining the drainage before moving soil. Members discussed grading, mowing, possible tree screening for nearby residents, and coordination with work near the salt dome.

9. Salt Building Drive

Members discussed a temporary repair at the transition between the new salt building concrete and the existing drive. The Street Commissioner had described removing loose material and filling and tamping the joint to follow the existing profile. A more complete driveway reconstruction was contemplated for next year.

10. Daisy Lane Culvert

The Street Commissioner stopped into the meeting and reported plans to replace a culvert on Daisy Lane near Bell Road, with a road closure between Bell and Woodside after the morning school rush and reopening before the afternoon rush. The project was described as increasing pipe size to 24 inches to improve drainage. Chief and FO immediately notified affected residents, the bus garage, and dispatch.

11. Police Department Bathroom

The Chief said preliminary drawings for a proposed Police Department bathroom had been provided by Joe Franzese. He and Hocevar planned to review the drawings. Further steps, including budget approval and applicable board review, would follow if funding is approved.

12. Building Inspection Agreement and Permit Follow Up

Members discussed minor wording changes in the draft of the Dagg Inspection agreement and the need to put an agreement in place. The FO reported that the Solicitor would prepare legislation for a one-year agreement with DAGG for building inspections for the next Council meeting.

The Fiscal Officer and the Building Department Administrative Assistant described draft notices for Planning Commission, Architectural Review Board, and Board of Zoning Appeals applicants explaining that board approval does not itself authorize construction or occupancy. Applicants would still need the required permits and inspections. They also described adding CCA information to the permit process in GovWell and comparing a list of businesses from fire inspection records with CCA records to identify possible tax registration gaps.

13. Solar Permit Checklist

The committee reviewed a draft informational checklist to guide residents through existing solar permit requirements. The Fiscal Officer said it did not change current requirements and that posting it was connected to an award received by the Village. Members wanted Solicitor Matheney to review the draft and place it on a future Council agenda for approval before posting.

Adjournment: The meeting was adjourned approximately 8:55 a.m.