



# SHAKER HEIGHTS

**Building, Housing, and Technology Committee Agenda  
City Hall, Conference Room B  
Thursday, DATE, TIME**

1. Introduction
2. Approval Meeting Minutes

Documents:

[BHT DRAFT MIN 8-2-18.PDF](#)

3. Permitting And Code Enforcement Software Update (Kyle Krewson)

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## SHAKER HEIGHTS

### **Building, Housing and Technology Committee Minutes Thursday, August 2, 2018, 6:00 P.M. Stephanie Tubbs Jones Community Building**

Members Present: Julianna Senturia, Chair, Council Member  
Tres Roeder, Council member  
Sara Schiavoni, Citizen Member  
Matthew Mace, Citizen Member

Others Present: David Weiss, Mayor  
Jeri Chaikin, Chief Administrative Officer  
Kyle Krewson, Director, Building and Housing  
Frank Miozzi, Director, Information Technology  
Paul Konys, Commissioner, Building and Housing

The meeting was called to order by Chair Julianna Senturia at 6:00 p.m.

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#### **Approval of the March 1, 2018 Meeting Minutes**

Chair Julianna Senturia welcomed everyone and took a few moments to review minutes. The March 1, 2018 meeting minutes were approved with minor corrections.

#### **Approval of the May 4, 2018 Meeting Minutes**

The May 4, 2018 meeting minutes were approved with minor corrections.

#### **Permitting and Building Inspection Process Overview and Q&A**

Mr. Krewson discussed how the department is structured; Housing staff handle Point of Sale, Escrow, Systematic Inspections, and Rentals Inspections. The Housing Inspectors enforce the local Housing Code section of the Codified Ordinances.

Building staff issues permits for new construction and renovations in accordance with State Codes, enforces the Commercial Property Maintenance Code, and issues contractor registration.

Building Commissioner Paul Konys gave an overview of the building inspection process. Shaker Heights is a State Certified Building Department; the department is staffed by building inspectors who have fulfilled all the prerequisite education and experience

requirements to become state certified inspectors. Inspectors operate under the state certified Chief Building Official.

Mr. Konys talked about his background as Commissioner, Building Inspector, and Mechanical Contractor.

The building inspectors receive their authority from the Ohio Board of Building Standards. During plan review phases the building staff reviews residential and commercial plans. Commercial plans are additionally reviewed by a state licensed commercial plans examiner. The department also routes plans to the City Engineer, Public Works, Fire, and Planning. Upon the plans being reviewed and found to be in conformance with the state building codes, a Certificate of Plan Approval is issued. Once other departments review and approve, permits are issued. Throughout construction, building inspectors then inspect to confirm compliance with the approved plans. An additional service offered by the building inspectors, is that we also consult with property owners on how to maintain and improve their property.

Questions were directed to Mr. Konys regarding issues with contractors, permits and contractor registration.

With no further business, the meeting adjourned at 7:00 p.m.

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Julianna Senturia, Chair, Council Member  
Building, Housing, and Technology Committee