



# CLEVELAND HEIGHTS

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## Housing and Building Committee

November 10, 2025

5:30 PM

### City Hall – Executive Conference Room

Building, Housing and Commercial Codes, Inspections and Enforcement  
Council members

Chair: Jim Petras | Vice Chair: Gail Larson | Member: Anthony Mattox, Jr.

### Agenda

1) **Call to Order/Roll Call**

2) **Legislation Referred to Committee**

**ORDINANCE NO. 225-2025(HB): *First Reading***. An Ordinance amending Part Thirteen, Building Code, of the Codified Ordinances of Cleveland Heights to update the City's regulations regarding public notice for the Architectural Board of Review.

3) **Other**

4) **Adjourn**



Date: November 3, 2025

To: City Council

From: Eric Elmi, Chief Building Official

Subject: Amending the Building Code with regards to Public Notice for the Architectural Board of Review in order to help streamline the design review process

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**Purpose Statement:** To amend Chapter 1313.07 of the codified ordinances of the City of Cleveland Heights.

In an effort to streamline the design review process at the Architectural Board of Review (ABR), City staff researched best practices, with a focus on neighboring cities. After this research, one area where the City of Cleveland Heights can improve as compared to its neighbors is in regard to public notice for matters that come before the ABR. At the ABR, seldomly does a neighbor attend the meeting or provide comment. However, the Building Code currently requires City resources – staff time and budget – dedicated to mailing a written notice to each neighbor for each case. Nearby cities (including Shaker Heights and Lakewood) on the other hand, send notices only to the applicants and responsible parties for their projects, but do not send notices to “the neighbors” for each case.

City staff believes based upon this experience and the local research that notifying the neighbors is unnecessary, puts a strain on our resources, and can delay cases that come before the ABR.

Regulations regarding the Architectural Board of Review are in the Building Code (Chapter 1313). City staff recommends amending Chapter 1313 to remove the specific requirement to provide written notice to neighbors. Note, however, that public notice would still be required as with other City functions, pursuant to Section 107.02 of the Codified Ordinances of the City of Cleveland Heights.

**Is this legislation recurring:** Yes: \_\_\_\_\_ No:   X  

**Is emergency language necessary:** Yes: \_\_\_\_\_ No:   X  

**If yes, why?**

**Is passage on first reading necessary:** Yes: \_\_\_\_\_ No:  X

**If yes, why?**

**If funding is required, is it already budgeted for?** Yes:  NA  No:  NA

\*Note, enacting this legislation would decrease the amount of budget necessary for mailings and printing.

**If not already budgeted for, where will funding come from?**

Proposed: 11/03/2025

ORDINANCE NO. 225-2025(HB), *First Reading*

By Mayor Cuda

An Ordinance amending Part Thirteen, Building Code, of the Codified Ordinances of Cleveland Heights to update the City's regulations regarding public notice for the Architectural Board of Review.

WHEREAS, in an effort to streamline the design review process at the Architectural Board of Review ("ABR"), City staff researched best practices, with a focus on neighboring cities; and

WHEREAS, after this research, one area where the City of Cleveland Heights can improve as compared to its neighbors is in regard to public notice for matters that come before the ABR; and

WHEREAS, with regards to the ABR and the types of items that are before that body, seldomly does a neighbor attend the meeting or provide comment; and

WHEREAS, our neighboring cities send notices only to the applicants and responsible parties for their projects, but do not send notices to "the neighbors" for each case; and

WHEREAS, City staff believes based upon this experience and the local research that notifying the neighbors is unnecessary, puts a strain on our resources – both staff capacity and budget, and can delay cases that come before the ABR; and

WHEREAS, regulations regarding the Architectural Board of Review are in the Building Code (Chapter 1313); and

WHEREAS, City staff recommends amending Chapter 1313 to remove the specific requirement to provide written notice to neighbors; and

WHEREAS, public notice would still be required as with other City functions, pursuant to Section 107.02 of the Codified Ordinances of the City of Cleveland Heights.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. This Council hereby introduces amendments to Sections of Part Thirteen, Building Code, of the Codified Ordinances of the City of Cleveland Heights, as set forth in Exhibit A attached hereto.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken in an open meeting of this Council,

ORDINANCE NO. 225-2025(HB)

and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest time permitted by law.

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GAIL L. LARSON  
President of Council

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ADDIE BALESTER  
Clerk of Council

PASSED:

Presented to Mayor: \_\_\_\_\_ Approved: \_\_\_\_\_

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TONY CUDA  
Mayor

**EXHIBIT A**

**PROPOSED BUILDING CODE TEXT AMENDMENTS**

**November 3, 2025**

**PART THIRTEEN – BUILDING CODE**

***TITLE THREE – Local Provisions***

**CHAPTER 1313 (ARCHITECTURAL BOARD OF REVIEW)**

1. 1313.07 MEETINGS; NOTICE.

(a) The Board shall hold at least one meeting per month as may be provided by its rules. A meeting may be canceled if there are no items for agenda or a lack of a quorum.

(b) Before conducting the meeting, notice shall be given pursuant to Codified Ordinances Section 107.02. Additionally, written notice of the meeting shall be mailed or caused to be mailed by the Board Secretary at least four (4) days before the meeting to the applicant ~~and to all owners and tenant occupants of all properties any part of which abuts the parcel of land upon which the subject Building or Structure is situated.~~

~~(c) In the case of an apartment Building or multiple use Building, in lieu of notice by mail to each tenant in the Building, notice may be posted in a general public use area of the Building.~~