

# **BRUNSWICK CITY BUILDING & BUILDING CODE COMMITTEE**

## **Agenda**

**APRIL 14, 2025**

**5:50 PM**

**or Immediately Following  
Services, Utilities, Technology & Cable Committee**

1. Discussion Items
  - (a) **ORD. NO. 36-2025** - An ordinance establishing Section 1480.07 (Property Maintenance Code Section 302.3.3) of the City of Brunswick Codified Ordinances. - **1st Reading** (To be brought from Building & Building Code Committee, *Administration/Grant Aungst*)
2. General Discussion
3. Adjournment

PROPOSED LEGISLATION



DATE: 4/14/2025

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager  
Grant Aungst

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 36-2025** - An ordinance establishing Section 1480.07 (Property Maintenance Code Section 302.3.3) of the City of Brunswick Codified Ordinances. - **1st Reading** (To be brought from Building & Building Code Committee, *Administration/Grant Aungst*)

BACKGROUND: The Division of Building has recommended that the Property Maintenance Code be updated to establish Section 302.3.3 pertaining to parking facilities.

PURPOSE AND EXPLANATION: The purpose of these regulations is to establish clear maintenance standards for asphalt and/or concrete parking facilities to ensure public safety, extend infrastructure lifespan, and maintain the visual appeal and value of properties within the City. This section applies to all commercial, multi-family residential, industrial, public, and/or private (if open to the general public) properties within the City of Brunswick.

IMPLEMENTATION SCHEDULE: April 14, 2025.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: [NO\_TEXT\_SNIPPETS]

RECOMMENDED ACTION:

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

Recommend approval.

**ADDITIONAL  
INFORMATION:**

1  
CITY OF BRUNSWICK, OHIO  
ORDINANCE NO. 36-2025

BY: Mr. Abella, Mr. Delsanter, and Mr. Hanek

AN ORDINANCE ESTABLISHING SECTION 1480.07 (PROPERTY MAINTENANCE CODE SECTION 302.3.3) OF THE CITY OF BRUNSWICK CODIFIED ORDINANCES.

WHEREAS: The Division of Building has recommended that the Property Maintenance Code be updated to establish clear maintenance standards for certain parking facilities to ensure safety, extend infrastructure lifespan and maintain the visual appeal of public and private properties.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That Section 1480.07 (Property Maintenance Code Section 302.8.2) of the Codified Ordinances is hereby amended to read as follows:

“Section 302.3.3 Parking Facilities (added):

- (a) Purpose. The purpose of these regulations is to establish clear maintenance standards for asphalt and/or concrete parking facilities to ensure public safety, extend infrastructure lifespan, and maintain the visual appeal and value of properties within the City. This section applies to all commercial, multi-family residential, industrial, public, and/or private (if open to the general public) properties within the City of Brunswick.
- (b) Definitions. For the purpose of this section, the following definitions apply:
- (1) Parking Facility: Any off-street paved parking lot or structure surfaced with asphalt and/or concrete located on any commercial, multi-family residential, industrial, public, and/or private (if open to the general public) property within the City, which includes any access drives, aprons, vehicle maneuvering areas and/or portions thereof.
  - (2) Owner/Operator: The entity or individual that is the record owner of the real property containing an parking facility and/or the entity or individual legally and/or contractually responsible for the upkeep of such parking facility.
  - (3) Maintenance: Routine and corrective actions including, without limitation, crack sealing, pothole repair, resurfacing, repainting, and drainage improvements.
  - (4) Inspection: Periodic evaluations of the parking facility’s condition to ensure compliance with this section.

- (5) Chief Building Official: The duly appointed Chief Building Official of the City or his/her designee.
- (c) Maintenance of Parking Facilities. Whenever the requirements of Chapter 1276 require a parking facility, such parking facility shall be maintained in accordance with the following standards and regulations:
- (1) Parking facilities subject to this section shall be maintained and kept in good repair so as not to be a hazard to the health and safety of occupants, employees, or the general public, as determined by the Chief Building Official.
  - (2) In the event any of the following conditions exist, same shall be repaired or replaced within the prescribed timeframes as measured from the date of issuance of a Notice to Correct:
    - (A) Surface Defects.
      - (i) Potholes: Any hole deeper than 1 inch, and wider than 6 inches, shall be repaired within 30 days.
      - (ii) Alligator Cracking: A network of interconnected cracks resembling an alligator's skin, which indicates structural failure, must be repaired, or resurfaced within 60 days.
      - (iii) Longitudinal & Transverse Cracks: Cracks running parallel (longitudinal) or perpendicular (transverse) to the parking facility surface exceeding ¼ inch in width or ½ inch in depth must be sealed within 45 days.
      - (iv) Edge Cracking: Cracks forming along the edges of the parking facility due to poor drainage or lack of support must be repaired within 60 days.
      - (v) Height Differential: Height differential of three-quarters of one inch shall be remediated in 30 days.
      - (vi) Depressions & Rutting: Indentations where water collects, creating standing water, shall be leveled, and resurfaced within 45 days.
      - (vii) Raveling & Deterioration: Loose or crumbling material that exposes aggregate shall be addressed with a seal coat or resurfacing within 90 days.
      - (viii) Shoving, Corrugations, & Slippage: Displacement or surface movement causing dangerous ridges, caused by weak sub-grade, weak bottom layers, or improper rolling, causing the formation of ripples or waves, must be resurfaced within 30 days.

- (ix) Raveling: Depressions or grooves in the wheel paths caused by repeated vehicle traffic shall be addressed with a resurfacing within 90 days.
  - (x) Fading Striping: The loss of visibility in the parking facility space markings, fire lane markings or handicap markings shall be restriped within 30 days.
  - (xi) Block Replacement: If entire block replacement is required, no saw cuts smaller than 5 feet by 5 feet shall be permitted. All edges to be butted to new concrete shall be saw cut or hand trowel cut. Skim coating over existing concrete, ramping, and patching is not permitted.
- (B) Drainage and Water Damage.
- (i) Drainage: Poor water runoff leading to pooling, standing water, or ponding whereas the water pools for more than 24 hours after rainfall must be regraded or have additional drainage installed within 60 days.
  - (ii) Blocked or Damaged Drainage Systems: Storm water drains, inlets, and catch basins must be kept clear of debris and repaired as necessary within 30 days.
  - (iii) Inlet Collars or Inlets: Cracked inlet walls, collapsed inlet structures, undermined foundations, tilted or sunken grate frame, loose, or unstable grate, obstructed grate opening shall be resurfaced within 30 days.
- (C) Striping and Safety Markings. Except for parallel parking, all parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. Striping shall be maintained and shall be clearly definable at all times, except when weather conditions obscure the visibility of the pavement.
- (i) Faded or Missing Striping & Markings: Parking space lines, pedestrian crosswalks, fire lanes, handicap zones, and directional arrows must be repainted at least every three years or as needed to remain clearly visible or shall be restriped within 30 days.
- (d) When necessary to evaluate the condition of a parking facility the Chief Building Official shall have the authority to require the owner/operator to provide one or both reports listed below at the owners or operator's expense and within such time period as reasonably determined by the Chief Building Official:

- (1) Pavement Condition Report: A professional assessment from a certified pavement engineer or contractor, detailing structural integrity, surface deterioration, and necessary repairs to the parking facility.
- (2) Core Sampling or Material Testing Report: If structural issues are suspected, the Chief Building Official may require core drillings to analyze material thickness, base stability, and material composition for compliance with applicable standards.

(e) Penalties for Non-Compliance. Failure to maintain a parking facility as required by this section may result in the following penalties:

- (1) First Violation: Written notice with a 30-day correction period with the owner/operator to file a corrective action plan with the Chief Building Official including a time frame for necessary repairs.
- (2) Second Violation: A fine of up to \$500.00 if uncorrected after 45 days.
- (3) Third and Subsequent Violations: A fine of up to \$1,000.00 per violation.

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

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PASSED: 1<sup>st</sup> Reading \_\_\_\_\_  
 2<sup>nd</sup> Reading \_\_\_\_\_  
 3<sup>rd</sup> Reading \_\_\_\_\_

ADOPTED: \_\_\_\_\_ AYES \_\_\_\_\_ NAYS \_\_\_\_\_

ATTEST: \_\_\_\_\_  
 Clerk of Council  
 Laura E. Timura, CMC