



**2014**  
**ANNUAL REPORT**  
**HAMILTON COUNTY**  
PLANNING + DEVELOPMENT  
DEPARTMENT



HAMILTON COUNTY  
Planning + Development





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# Director's Message

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To Those We Serve:

On behalf of the Hamilton County Commissioners and the various Boards and Commissions we serve, I am pleased to provide you with the Annual Report of the Hamilton County Planning + Development Department. It contains an overview of our major accomplishments in 2014 and outlines our financial status for the year.

As you read this report, you will see that the work of this office is quite varied. We have done our best to give you a reporting of what we accomplished last year and have attempted to quantify results as well as outline geographically where we provided services.

In 2014, our focus continued to be on process and customer service improvements throughout the department. It is our goal to become the best planning and development agency in the region. This can only happen if we create a culture of continual improvement and transparency where thinking outside the box and advancing new ideas is part of our DNA.

While many changes have happened throughout the Department, we have continued to place great emphasis on improving operations within our Building + Inspections Division. This Division has been the focus of much attention over the last few years and we have seen marked improvements. Permit review times and the number of reviews required for approval have improved dramatically. In an effort to make it easier for customers to submit applications, we opened a satellite permit office in Colerain Township with plans to open another location in Anderson in 2015. Many more improvements are planned for 2015.

Another significant change was the addition of a new manager to our Community Planning Division. Steve Johns, AICP was hired as our new Planning Services Administrator with a directive to reshape the Division and make stronger connections to the various jurisdictions in the County. He has put a strong focus on community outreach to better connect our services to community needs in addition to trying to foster more collaboration among surrounding jurisdictions.

I hope that you find this report informative and useful. Input we receive from both internal and external customers help us make improvements as well as shape our work program. To that end, I welcome your feedback.

Thank you,



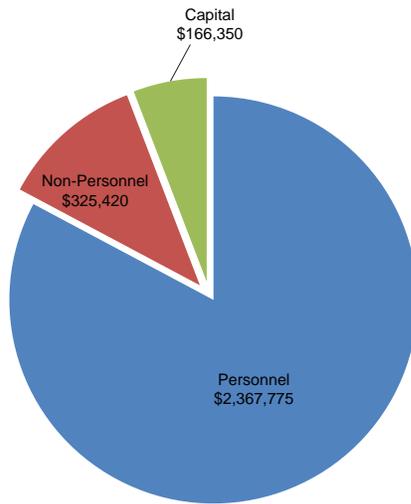
Todd Kinskey, AICP



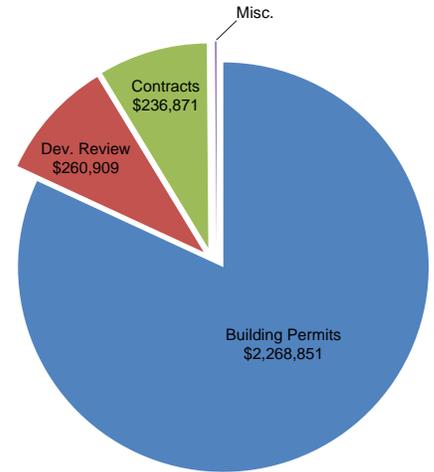
**Todd Kinskey**  
Planning + Development  
Director

# Budget

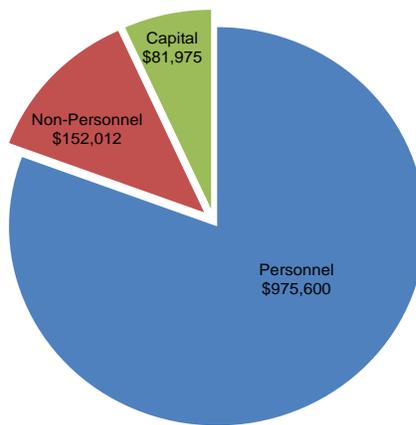
**General Fund Expenses**  
\$2,859,545



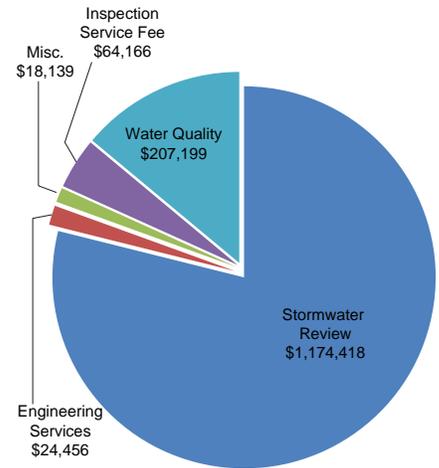
**General Fund Revenue**  
\$2,766,631



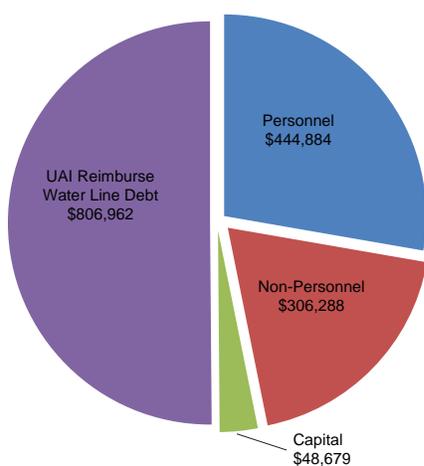
**Stormwater Expenses**  
\$1,209,587



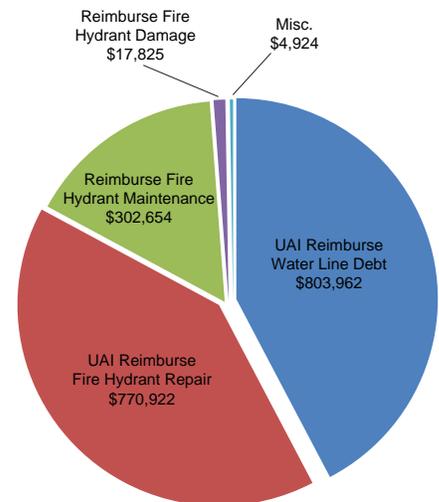
**Stormwater Revenue**  
\$1,488,369



**Water Rotary Expenses**  
\$801,848



**Water Rotary Revenue**  
\$1,900,287



# Buildings + Inspections

## Overview of Buildings + Inspections Division

The primary role of this Division is to process, review and inspect building permit applications per applicable building codes for all unincorporated areas of Hamilton County, and six contractual municipal jurisdictions. The Division is broken into three units: Customer Support Service, Plans Examination, and Building Inspection.

## Units and Services

**Customer Support Service:** This unit is the Building and Inspections Division's front door for most of its customers. Customer services specialists accept and process all applications for building permits. This includes manually entering all application data into our Permits Plus database system and then adding all documents and plans into our digital database (Docs Link) through scanning each plan manually or adding digitized plans. Customer Service Specialists route paper and digital plans inside the department to the Stormwater and Infrastructure Division and the plans examination unit, as well as externally for coordinated approvals by various review agencies. This unit also notifies customers when permits are available to pick up and processes all occupancy certificates. Additionally, the unit also processes all payments for building permits and all incoming inquiries regarding permitting.

### Plans Examination Unit:

The plans examination unit reviews all building permit applications and plans requiring a full plan review. All plans examiners are licensed by the State of Ohio to complete plan review. They work diligently with customers to review and approve plans in accordance with applicable building codes. If plans do not meet the necessary criteria for approval, plans examiners communicate any deficiencies to the customer in writing and in the Permits Plus database, which can be accessed by the customer via the EZTRAK permitting system. Once a plan is approvable, the plans examiner forwards the plan to the Customer Support Service Unit for final approval (if applicable) and issuance. A designated plans examiner is available daily to answer both technical and general questions.

**Building Inspection Unit:** The building inspection unit serves as the inspection arm of the division. All inspectors are licensed by the State of Ohio to complete inspections. They are scheduled daily to inspect building projects to make sure they are in compliance with approved plans. Inspections can be scheduled through an automated system up to midnight the night before or by contacting a customer service specialist during business hours. Over 99% of all inspection requests are inspected within twenty-four (24) hours. The inspections unit inspects after hours and on weekends upon request based upon availability for a fee. An inspector is on call for emergency situations 24 hours a day as necessary. The unit also investigates calls or reports of unsafe structures, work without permits and damage reports. Once a project meets all required inspections and agency



**James Noyes**  
Planning + Development  
Assistant Director



**Kenwood Collection**  
in Sycamore Town-  
ship to be completed  
in 2015/2016 ( photo  
provided by *Phillips  
Edison*)

approvals, inspectors then recommend approvals to the building official for occupancy permits to be issued.

**Board of Building Appeals** - The Division schedules hearings of the Hamilton County Board of Building Appeals. A five (5) member board with representatives appointed by the Board of County Commissioners from different disciplines of the construction industry hears appeals to adjudication orders from the building official. The Board hears testimony and votes on each issue as it relates to the applicable building code.

**Belterra Park Grandstand, park of Belterra Park in Anderson Township completed in 2014 (Photo provided by PNK LLC)**



A five (5) member board with representatives appointed by the Board of County Commissioners from different disciplines of the construction industry hears appeals to adjudication orders from the building official. The Board hears testimony and votes on each issue as it relates to the applicable building code.

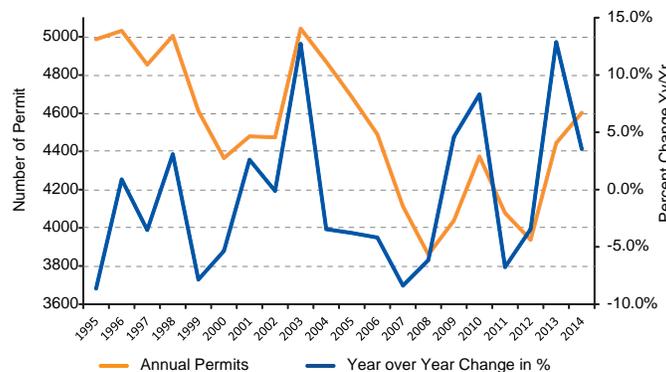
**2014 by the Numbers:**

- Number of applications submitted: 4605
- Number of permits approved: 4983
- Number of permits approved by customer service specialists: 2412
- Number of permits approved by plans examiners: 2571
- Average number of days to approve residential permits by plans examiners: 20
- Average number of days to begin a residential plan review by plans examiners: 6
- Average number of days to approve commercial permits by plans examiners: 29
- Average number of days to begin a commercial plan review by plans examiners: 15
- Number of building inspections conducted: 13,122
- Number of building code enforcement issues investigated: 60
- Number of Board of Building Appeals Cases: 2
- Reported value of all applications submitted: \$300,389,000

**Building Permits - An Inside Look**

Building permits are typically seen as one of the leading indicators to measure the health of local economies. Building permit data has been collected digitally in Hamilton County since 1992. Over the past 20 years, permits hit a 2008 low of 3,860 permits. Since 2007 permits have increased 19.2% to 4,602. The chart to the left reflects the annual building permit activity in orange for the previous 20 years and the annual year-to-year increase or decrease in applications is shown in blue.

**Annual Building Permit Applications - 20 Year Perspective**



Building permit activity in orange for the previous 20 years and the annual year-to-year increase or decrease in applications is shown in blue.

Upon further inspection, commercial building permit numbers have increased at a dramatically higher pace than residential permits since 2007.

Although commercial permit increases slowed to 4.1% in 2014 over 2013 numbers, they were up 15.2% since 2012 and 29.6% since 2008 when commercial permits hit a low of 1346 permits. Since 2008, businesses have been steadily building new facilities and

undertaking building improvements, alterations and additions to existing structures. The addition and expansion of local businesses helps to increase local economies by adding jobs and increasing property values. The chart reflects the annual commercial increases since 2008.

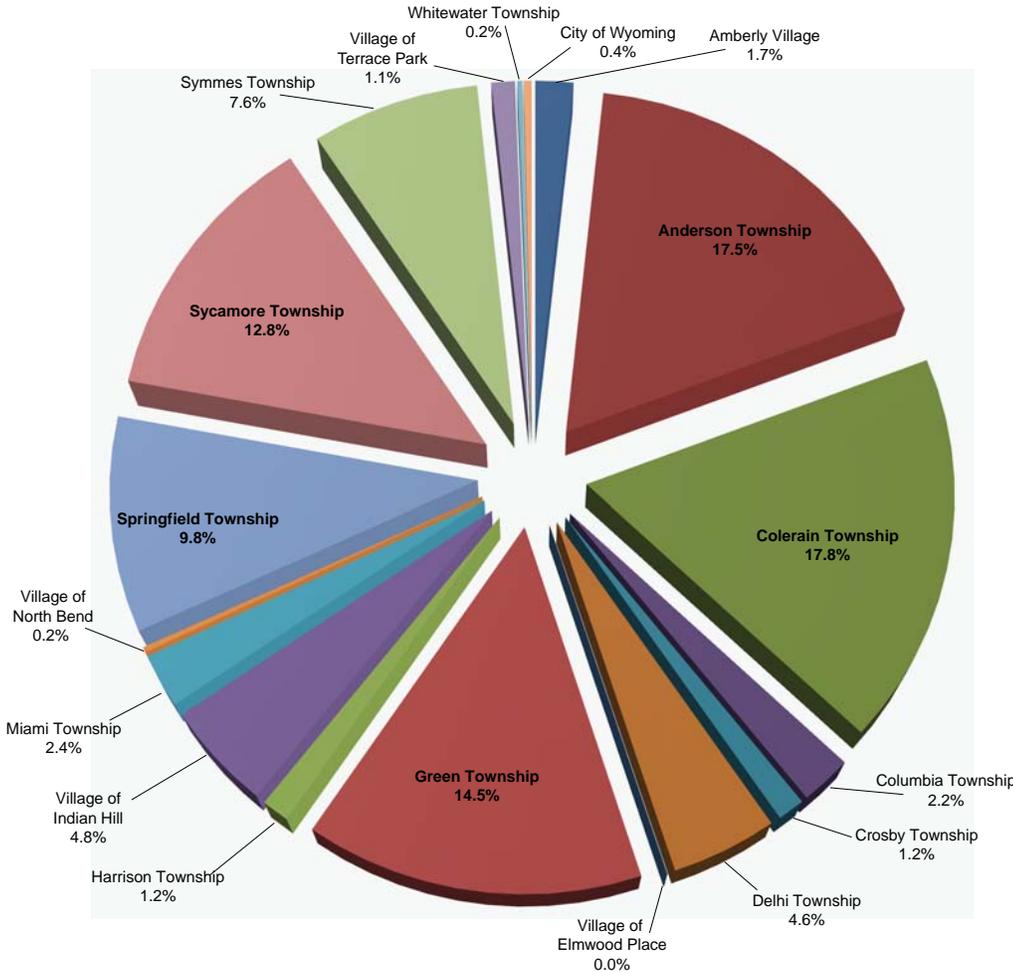
### Annual Commercial Applications Since 2008



### Permits by Location

Hamilton County serves as the building department and building official for all twelve (12) townships (Anderson, Colerain, Columbia Crosby, Delhi, Green, Harrison, Miami, Springfield, Symmes, Sycamore and Whitewater) along with six (6) other municipalities (Amberly Village, Elmwood Place, Indian Hill, North Bend, Terrace Park, Wyoming). For Elmwood Place, Terrace Park and Wyoming, Hamilton County only serves in a capacity for commercial permits. The chart below indicates the percentage of permit applications in 2014 by each location. Colerain Township led with 17.8% (819 permits) of all applications with Anderson Township slightly behind with 17.5% (807 permits).

### 2014 Permit Applications by Location



## 2014 Division Improvements

**Communication** – The division has seen many positive effects from its efforts to provide more communication within the division and with our customers. This has led to some positive results that have increased the division’s capacity while decreasing times that customers have to wait for their permits. Case in point is the review of new single family residential applications by the plans examination unit. Although the amount of permits increased from 197 in 2012 to 243 in 2014, the plans examination unit was able to take almost a day off the average review time and increase the number of permits approved on the first review from 41% to 55%. From the first quarter of 2012 to the last quarter of 2014 the amount of permits approved by the second review increased from 77% to 95%. Our plans examiners have been encouraged to contact customers directly to answer questions regarding permits in order to provide better overall customer service.

**Transparency** – The division strives to increase transparency for our customers. For many years, customers and the general public have been able to use the EZTRAK online approval tracking system to find out information about permits by entering the applicable permit number or project address. However, taking some of the unknown out of the permitting process and providing additional insight into expected wait time before plans were reviewed was a priority. A white board detailing current review times, expected number of days to review permits was added to the lobby for our customers.

**Satellite Office** – In February 2014, the division opened a satellite building office in the Colerain Township Administrative Offices. This office accepts building plans for most permits types without the need for customers to travel downtown. The office accepts building permits from all jurisdictions served by Hamilton County provided customers have a zoning certificate from the applicable zoning jurisdiction. The office is staffed twice a week (all day Wednesdays and Friday mornings) in correlation with Colerain Township’s approval days for zoning permits. An additional satellite office will open in early 2015 in Anderson Township.

**Administrative Approval for Pools** – Changes were made to the permitting procedure that would allow administrative approval for all pools that did not have surcharge. Pools built without load bearing retaining walls or creating pressure to nearby sloped terrain can now be approved once cleared by the Certified Flood Plain Manager. This procedure helps cut down the approval for most pool applications to 48 hours of less.

**Connectivity** – Building inspectors were provided with new smartphones to increase their ability to communicate with customers, supervisors and the main office. Inspectors no longer have to return to the office to retrieve email and documents related to a project in the field. Likewise information can be communicated to the field through these new smartphones devices. Additional connectivity is being contemplated in conjunction with the switch to a new permitting system in the near future.

**Uniforms** – Building Inspectors and Inspection Supervisors were outfitted with new shirts and jackets. The uniforms are emblazoned with the department logo and clearly identify the inspector to customers, contractors and applicants when they are on the project site.

**Vehicles** – Buildings and Inspections replaced three (3) vehicles used for inspection in 2014. Building inspectors complete over 13,000 inspections per year and must travel from downtown to each destination daily. Many miles are added to the services vehicles per year and must be replaced to make sure that maintenance and repair costs are minimized, as well as to ensure that all inspections can be completed in a timely manner.

# Community Development

The primary role of the Community Development Division is to manage programs and projects funded by the US Department of Housing and Urban Development (HUD). In 2014 the Division administered the following grants:

- Community Development Block Grant Program (CDBG) - \$2.9 million
- Home Investment Partnerships Program (HOME) - \$1.0 million
- Emergency Solutions Grant Program (ESG) - \$240,000
- Neighborhood Stabilization Program (NSP) - \$600,000

HUD funds are used throughout the County to benefit low to moderate income households who make 80% or less of the area median income. All cities, villages and townships are invited to participate in the HUD programs.

## Community Development Block Grant Program (CDBG) - \$2.9 million

- About 50% of the funds are used for county wide services and projects; and 50% of the funds are used on services and projects requested by cities, villages and townships who elect to participate in the program
- Funding can be used to make public infrastructure and public facility improvements; acquire and demolish blighted buildings; assist homeowners with housing repair services; and provide social services to residents



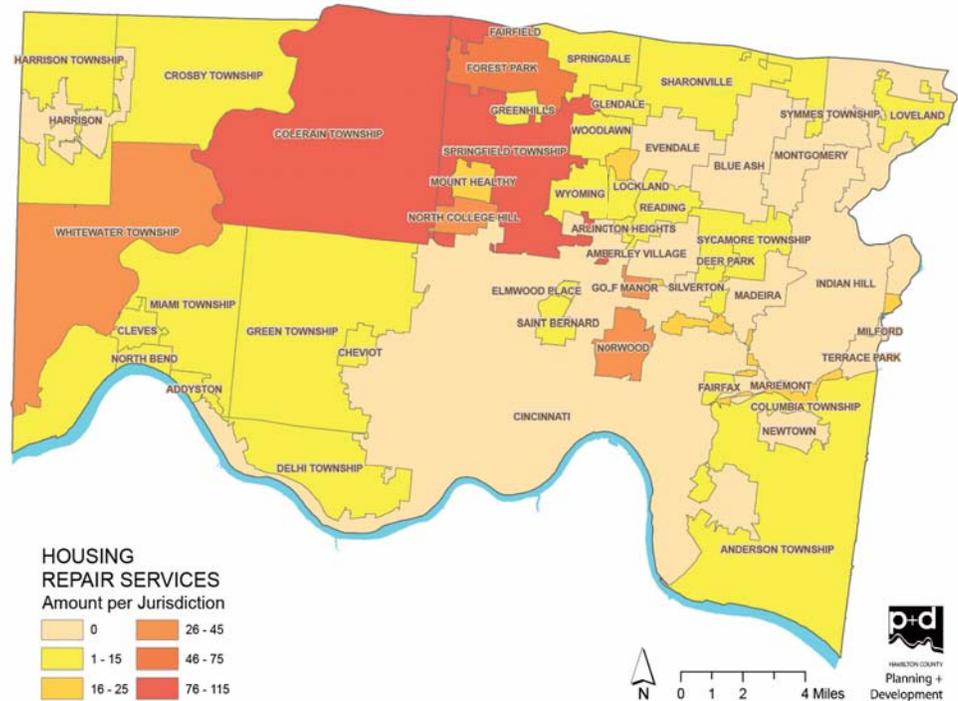
Joy Pierson  
Community Development  
Administrator

## Major Projects Funded in 2014

Community	Project	Amount
Addyston	Demolition	\$47,950.00
Arlington Heights	Sign Replacement	\$50,000.00
Cheviot	Facade Improvement Program	\$2,965.00
Cheviot	Park Improvements	\$49,200.00
Cheviot	Memorial Fieldhouse Renovation	\$150,000.00
Cleves	Street Improvements	\$36,180.00
Colerain Township	Senior Center Improvements	\$39,990.00
Colerain Township	Public Facility HVAC Upgrade	\$128,770.00
Deer Park	Street Improvements	\$65,000.00
Delhi Township	Street Improvements	\$100,000.00
Elmwood Place	Street Improvements	\$57,135.00
Golf Manor	Demolition	\$92,260.00
Mt. Healthy	Acquisition/Demolition	\$19,375.00
Mt. Healthy	Park Improvements	\$100,000.00
North Bend	Street/Sewer Improvements	\$30,000.00
Norwood	Street Improvements	\$96,920.00
Springdale	Home Improvement Repair Fund	\$20,000.00
Whitewater Township	Senior Center Improvements	\$50,000.00
Woodlawn	Street Improvements	\$55,000.00
Wyoming	Acquisition/Demolition	\$58,000.00
	<b>Total</b>	<b>\$1,248,745.00</b>

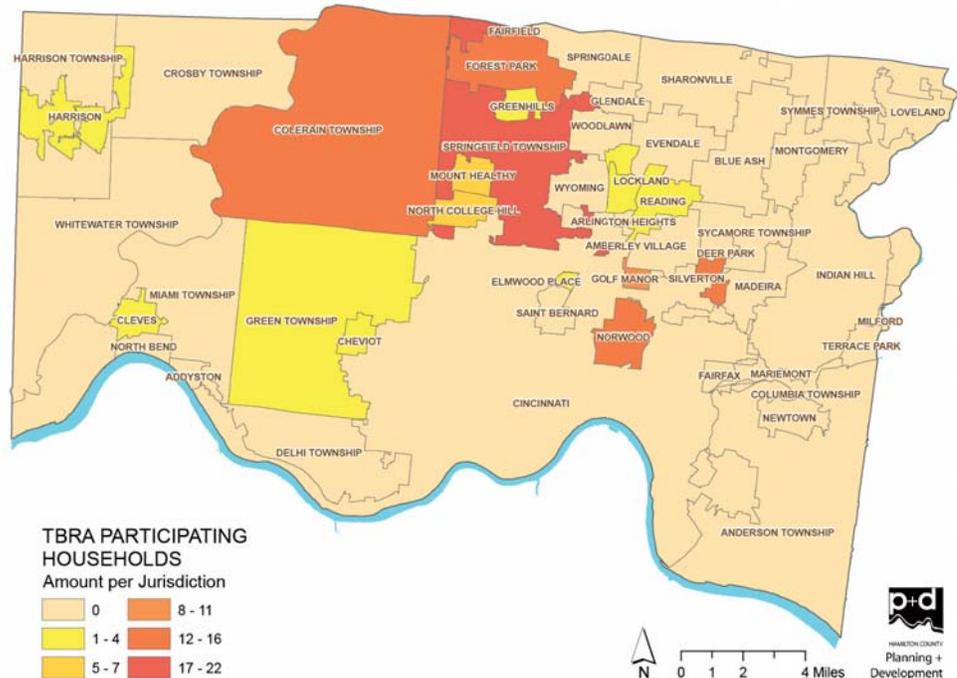
- Housing Repair Services were provided to 600 low income families through People Working Cooperatively. The repairs are for emergency and critical needs such as repairing or replacing roofs, replacing water heaters, or fixing furnaces (?)
- 80% of the homeowners are elderly residents
- 100% of the homeowners make 50% or less than the annual median income
- About 49% of the homeowners were Caucasian, 49% were African American and 2% were of other racial backgrounds.

### Housing Repair Services 2014



### Home Investment Partnerships Program (HOME) - \$1.0 million

### TBRA Participating Households 2014



- Funds must be used to provide affordable housing or rental assistance to low to moderate income individuals and families.

- Funds are used to rehabilitate or build new homes for low to moderate income families. Two projects were begun with Habitat for Humanity in 2014.
- More than 50% of the funds are used for Tenant Based Rental Assistance (TBA) for households with one or more disabled family members. In 2014, the TBA program helped 140 households with monthly rental assistance.

### Emergency Solutions Grant Program (ESG) - \$240,000

- All funds are spent in coordinated efforts through the Cincinnati and Hamilton County Continuum of Care, called Strategies to End Homelessness, for emergency shelter and homelessness prevention activities.
- While emergency shelter services are vital and are provided to approximately 4,500 individuals per year, increased funding has been provided to prevent homelessness.
- Approximately 1400 individuals and families received services through the Rapid Rehousing program and 800 through Shelter Diversion programs.
- Related homelessness services are offered with about \$120,000 in CDBG funds. About 50% of these funds provided facilitation services. The additional funds were provided to 75 individuals and families who were formerly homeless to pay the first month of rent, security deposits and other related expenses.

### Neighborhood Stabilization Program (NSP) - \$600,000

- NSP funds were provided between 2009 and 2013 for targeted revitalization efforts
- Funds were used to acquire and/or demolish 4 buildings
- Five single family homes were sold and down payment assistance was provided to low-, moderate-, or middle-income homeowners. One home was located in Cheviot, one home in Golf Manor and three homes were in North College Hill.
- One additional single family home in North College Hill is currently listed for sale

#### MLS Listing

Address: 1918 Cordova  
 Community: North College Hill  
 Rehab Status: Completed!  
 Price: \$60,000  
 Bedrooms: 2  
 Baths: 1  
 Notes/Contact Info: Bill Cook  
 Star One Realtors, 513-662-8800



NSP Home for Sale in North College Hill

# Community Planning



**Steve Johns**  
Community Planning  
Administrator

The Community Planning Division supports Hamilton County's communities by helping them think outside of their jurisdictional boxes. Be it bike trails, stormwater management, or other shared opportunities, the staff of the Community Planning Division looks for ways jurisdictions can work with their neighbors. Community Planning staff also fosters good planning practices to promote well-planned development which leads to better quality of life.

## The Planning Partnership

The Planning Partnership celebrated its 14th year of supporting community planning and collaborative projects in Hamilton County's 49 jurisdictions. The Planning Partnership Annual Meeting featured Nick Vehr of Vehr Communications who spoke to the importance of community branding and destination marketing. Also at the meeting, Anderson Township was awarded the Frank F. Ferris II Award and 2014 officers were approved by Planning Partnership members. In 2014, the Partnership will be led by Chair, Tony Rosiello, Green Township representative; Chair-Elect, Yvette Simpson, City of Cincinnati representative; and Vice-Chair, Senator Richard Finan, Village of Evendale representative.

**Frank Ferris II Planning Award** was presented to Anderson Township for its Downtown Anderson Plan



The Planning Partnership also held a joint meeting with the First Suburbs Consortium of Southwest Ohio concerning the Port Authority's Land Bank and how it can help Hamilton County jurisdictions.

2014 was also a year of transition for the Partnership. After 16 years of dedicated service, Catalina Landivar moved on to new career opportunities. Her leadership on initiatives such as the Sustainable Hamilton County series and Certified Planning Commissioner Training Program were highlights of her tenure at Hamilton County Planning + Development. In June, Steve Johns assumed leadership of the Community Planning Division and hit the ground running by initiating visits to 31 jurisdictions to reconnect, assess their planning needs, and create awareness of the work of the Partnership.

## Green Initiatives

"Green" or sustainable initiatives played a large part of the 2014 Community Planning work program. Staff worked closely with partner organizations like the Mill Creek Watershed Council of Communities, Green Umbrella, Taking Root, and the Green Partnership for Greater Cincinnati.

Much of this work focused on watershed planning and stormwater management. Brian Wamsley, Senior Planner in Community Planning, led the Green Parking Lot Initiative which looked at ways to design new and retrofit old parking lots with stormwater best management practices like swale landscape islands. Brian's Green Parking Lot slides became a popular presentation at many planning and sustainability venues.



Swale landscape island in City of Blue Ash

Another milestone in watershed planning included the Ohio Department of Natural Resources (ODNR) endorsement of the Lower Mill Creek Watershed Action Plan (LMC WAP). In addition to Community Planning's lead on this project, staff played important roles in the Mill Creek ReCreation Celebration and development of the Mill Creek Strategic Plan.

Community Planning also supported Taking Root, an initiative to plant 2 million trees in the region by 2020. Senior Planner Dean Niemeyer serves on the steering committee of this effort. In addition, staff led a tree planting project in the City of Cincinnati neighborhood of Madisonville.



Paddling during the Mill Creek Recreation Celebration

Helping promote bicycling and walking through the work of the Regional Trails Alliance (RTA) and the Connecting Active Communities Coalition (CACC) was another place where Community Planning helped foster jurisdictional cooperation for the development of a hike and bike trail system throughout the County.

### HIP Loans

Planning Specialist, Jay Springer administers the Hamilton County Home Improvement Program (HIP). HIP is a linked deposit loan program that helps reduce home improvement loan rates by up to three percentage points. HIP helps residents stay in Hamilton County by lowering financial barriers to making upgrades to their existing homes rather than moving to newer homes that are often located outside the County. In 2014, 50 HIP loans were used to make over \$1.1 million of improvements in 18 jurisdictions. Over the course of the program, nearly 2,700 loans have been made; helping to fund over \$46 million worth of improvements.

# Development Services



**Bryan Snyder**  
Development Services  
Administrator

## Overview of Development Services

The Development Services division is primarily responsible for review of new development and redevelopment proposals and plans to guide future development in the unincorporated territories of Hamilton County. This division is charged with the task of overseeing the implementation of adopted resolutions, rules, and procedures relative to the physical development of the county. The three major focus areas that generally require such review are Land Use Plan Services, Subdivision Administration Services, and Zoning Services.

## Land Use Plan Services

In 2014, the Development Services division engaged the majority of Hamilton County townships in discussions regarding required or desired updates to Land Use Plans adopted by the Hamilton County Regional Planning Commission (RPC). This coordination is done annually to keep all townships advised of the status of all adopted plans to ensure that plans are kept up to date and recommendations remain valid. In addition, all plans submitted for adoption are reviewed and presented by staff to RPC for consideration. In 2014, the Development Services division began coordination with the Community Planning division to accomplish these desired updates and to work with townships interested in utilizing the Planning and Development department to assist with the plan update process. Significant projects and coordination efforts in 2014 include:

- Review, report, and recommendation on the Anderson Township Design Guidelines Plan to RPC. These guidelines were created by the township and adopted by RPC in January 2014.
- Began conversations with Symmes and Green townships about assistance with preparation of Land Use Plan Update documents, including facilitation of the update process at the township level and creation of the update documents for presentation to RPC for adoption. These plan updates are expected to be completed in 2015.

## Land Use Plan Map Sample

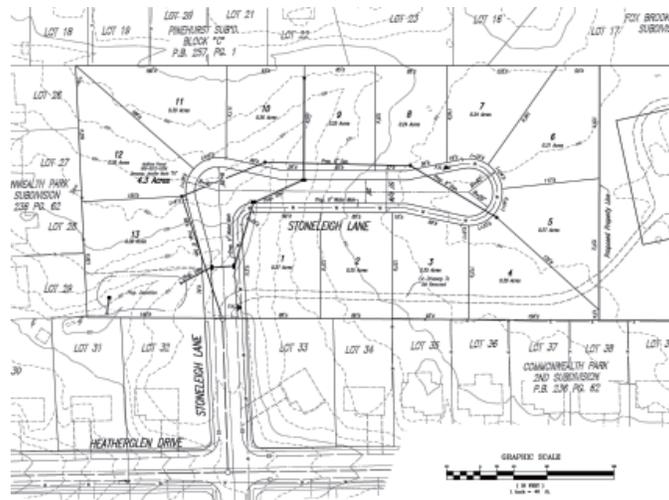


the final document. This included creation of a special area plan for the Bridgetown Road/Shady Lane area of the township to guide future commercial development expansion. This process was completed in December 2014 and the final document was prepared for adoption by RPC in February 2015.

- Several informal conversations with Colerain, Columbia, Crosby, Harrison, Springfield, and Sycamore Townships regarding the statuses of adopted plans and the potential for future plan coordination and adoption.

### Subdivision Administration Services

The Hamilton County Regional Planning Commission is the platting authority for all unincorporated territories of Hamilton County, which includes all 12 townships. Generally, subdivision activity in the townships has been steadily increasing since 2008 and the pace has picked up significantly in the last two years. Subdivision activity includes Preliminary Subdivision review, Improvement Plan review and routing, final Record Plat review, routing, and approval, and minor subdivision (lot split) review and approval. Subdivision activity in 2014 included:

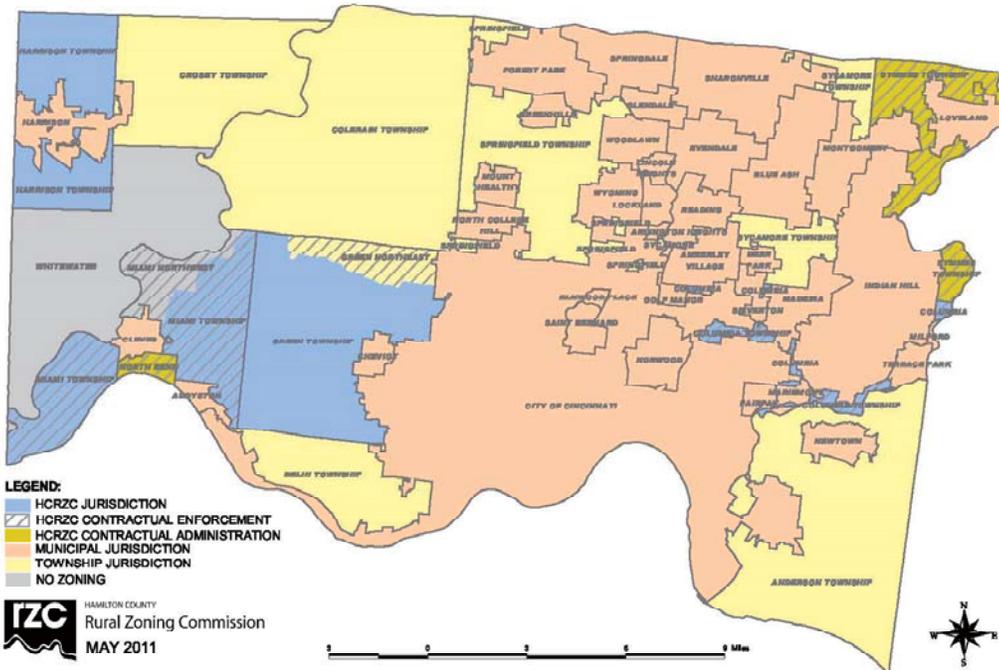


Subdivision Plat

- Preliminary Plans – 6 preliminary subdivision plans were approved by RPC in 2014 including a total of 379 future lots.
- Improvement Plans – 7 Improvement Plans were approved to allow construction of infrastructure for 281 future lots.
- Record Plats – 12 plats were approved to allow final platting of 161 new lots.
- Minor Subdivisions – 13 lot splits were approved creating 30 new lots.

### Zoning Services

Zoning in Hamilton County is broken into three general categories of jurisdiction: zon-



ing adopted for cities or villages, zoning adopted for townships under township trustee jurisdiction, and zoning adopted for townships under county commissioner jurisdiction. Zoning adopted by cities and villages is not required to be presented or processed by county planning staff. Additionally, Ohio state law dictates that zoning adopted under township trustee jurisdiction is only required to be reviewed by RPC when there is a change to the zoning code or zoning map. All aspects of zoning adopted under county commissioner jurisdiction are administered by county staff.

In Hamilton County, zoning in all of Columbia and Harrison Townships and the majority of Green and Miami Townships is under county commissioner jurisdiction. Zoning has been adopted under township trustee jurisdiction for Anderson, Colerain, Crosby, northeastern Green, Delhi, Springfield, Sycamore, and Symmes Townships. Development Services staff is responsible for the required review of township zoning code and map amendments and for all aspects of administration of the Hamilton County Zoning Resolution, which includes development review, zoning certificate plan review, and enforcement. Development Services staff also administers zoning for the Village of North Bend and Symmes Township through contracts for services between these jurisdictions and RPC. Development Services Activity for 2014 included:

- County Zoning Cases – Review, report preparation, presentation, and document approval/recording of 22 development review cases in townships under county jurisdiction (3 zone map amendments, 6 planned unit developments, and 13 major adjustments to approved planned districts).
- County Board of Zoning Appeals Cases – Review, report preparation, presentation, and administration of 28 variance and conditional use requests to the Hamilton County Board of Zoning Appeals.
- Township Zoning Cases – Review, report preparation, and presentation to RPC of 19 development review cases in townships under township trustee jurisdiction (13 zone map amendments and 6 zoning text amendments).
- Symmes Township Contract Cases – Review, report preparation, presentation, and document approval of 30 cases (including variance and conditional use cases presented to the Symmes Township Board of Zoning Appeals and Final Development Plan cases presented to the Symmes Township Zoning Commission).
- Village of North Bend Contract Cases – Review, report preparation, presentation, and document approval of a conditional use request presented to the Village of North Bend Planning Commission.
- County Zoning Plan Review – Review and issuance of 684 Zoning Certificates in areas under county zoning jurisdiction, Symmes Township, and the Village of North Bend.
- County Zoning Enforcement – Zoning inspection and issuance of final approval for 477 Zoning Certificates and issuance of 770 Notices of Violation in areas under county zoning jurisdiction, Symmes Township, and the Village of North Bend.

# Stormwater + Infrastructure

The primary responsibility of the Stormwater + Infrastructure Division is to review, approve and inspect all new developments for stormwater and floodplain management requirements in all the unincorporated townships of the County. Also, through its Field Operations unit, it is responsible for installation and maintenance of fire hydrants and County owned storm sewers as well as responding to storm drainage complaints. Lastly, it is responsible for water line installation in unincorporated areas where approved through a formal petition process approved by the Board of Commissioners.

## Stormwater Drainage System (SDS)

In this capacity, we review proposed plans for storm drainage for subdivisions and commercial developments. We determine compliance with the Hamilton County Storm



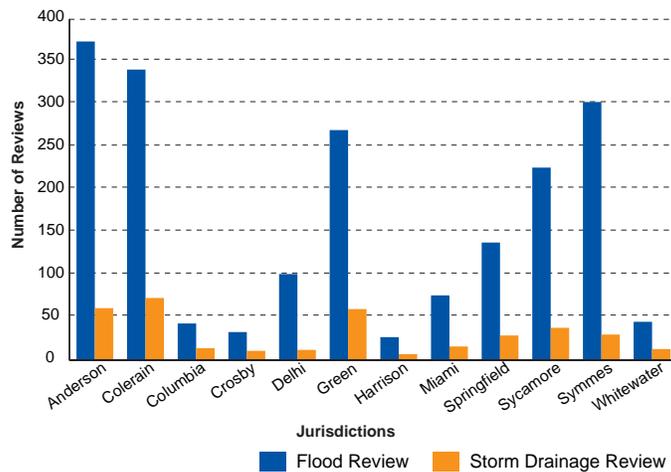
**Mohammad Islam**  
Stormwater +  
Infrastructure  
Administrator



Drainage Rules and Regulations and inspect developments to assure that the storm system was installed correctly.

To comply with the Hamilton County Storm Drainage Regulations, residential subdivisions and commercial developments are reviewed and inspected for storm sewer pipes and detention basins. The detention basins typically consist of earthen basins

with control structures but some utilize inline systems or underground detention basins which include an underground vault or manufactured systems. The manufactured systems serve a dual purpose by holding back the 100 year storm and also infiltrating water into the subsoil. The chart indicates the number of storm permits by jurisdiction



**Flood and Storm  
Drainage Review by  
Jurisdiction**

## Floodplain Management

This Division is responsible for reviewing and approving all building permit applications to determine compliance with the County's Flood Damage Prevention Regulations (FDPR). In 2014, they reviewed over 4,000 applications for permits and issued 24 Flood Permits for development that met the minimum National Flood Insurance Programs (NFIP) requirements to develop within flood prone areas.

Since the County adopted the Flood Damage Prevention Regulations for the unincorporated areas of Hamilton County in 1984, this Division is responsible for monitoring the participation in the program as well as enforcing compliance with the NFIP. The NFIP



requires that all proposed developments, building and non-building alike, proposed within any Special Flood Hazard Area, or the 100 year floodplain, must be reviewed to deter-

mine whether or not the proposed development falls within any Special Flood Hazard Area and meets the minimum requirements under the FDPR. This Division also maintains all Federal Emergency Management Agency Flood Insurance Rate Maps for Hamilton County and assists property owners, real estate agents, insurance companies and other governmental agencies in the determination whether or not a property or development is located within a Special Flood Hazard Area.

### Storm Sewer Mapping 2014

Through an agreement with the Hamilton County Stormwater District, this Division is also responsible for mapping the County's MS4 (Municipal Separate Stormwater System) infrastructure. This involves a structured field data collection program and a centralized geodatabase to store all location and attribute data of the MS4. A Geographic Information System (GIS) is used to process, store, and distribute the details of the stormwater infrastructure. There is a field crew and an office team to complete the MS4 mapping program.



The MS4 data collection program has four phases. Phase I and II are completed in the field. Phase I is the identification and collection of stormwater structure locations. The location, depth, and type of structure is captured using a Global Positioning System (GPS). These data are

then processed and prepared for phase II using GPS software. Phase II is the collection of attributes of the stormwater infrastructure. The attributes, or details, of structures are further collected by way of inspection. The observations of the inspections provide additional details such as material, condition, sizes and directions of stormwater conveyances that stem from the structure. Phase II data is collected and processed using GIS software and prepared for phase III. Phases III and IV are completed in the office. Phase III is the connection of conveyances to their respective structures based on phase II data collected. Phase III is completed using GIS software and tools. Phase IV is the final phase. It is the quality assurance and quality control (QA/QC) of the mapped infrastructure system. This is the process used to measure and assure the quality of a product and the process of meeting products and services to the MS4 program expectations. Even though QA/QC is an ongoing process, a comprehensive QA/QC will be conducted when phase III is completed for all communities of the Stormwater District.

In 2014 the mapping team completed Phase II data collection for Anderson, Delhi, and Springfield Townships. Phase II mapping was completed for Mt. Healthy, Silverton and Sycamore Townships.

### Capital Improvement Projects

This Division also prepares and oversees capital improvement projects involving large storm sewer installations or replacement. In 2014, we had one significant project in Colerain Township on Tobermory Court.

**Project Description:** The public storm sewer located off Tobermory Court was replaced and the hillside was stabilized. Due to stream erosion and an unstable hillside, the public storm sewer was damaged and threatened to undermine the houses on the hillside. The hillside was stabilized with a drilled pier retaining wall and the storm sewer was realigned through the retaining wall to drain into the creek. Eight (8) drilled piers were socketed into the bedrock, the length of the piers were about 25 feet. Concrete laggings were placed between the piers to hold the hillside. The total cost of the project was approximately \$90,000.

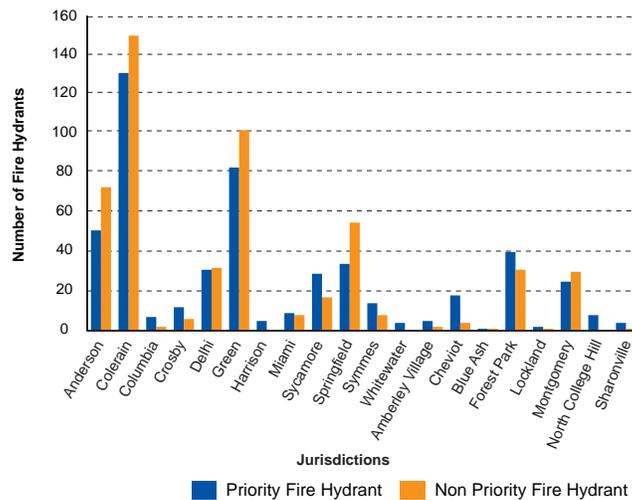


### Fire Hydrant Maintenance

The Field Operations unit maintains Fire Hydrants (FH) in all twelve (12) Hamilton County Townships and nine (9) contracted municipalities. There are about 18,500 FH in



our service area. In 2014, this unit responded to 500 priority hydrants (out of service) within 24 hours and 1,003 non-priority hydrants within 72 hours of reporting. The average out of service FH per day without a holdup was 1.67 days (a holdup is when the local jurisdiction or Greater Cincinnati Water Works needs to do something in advance). Where there was a hold up, average out of service was 5.2 days. The graph indicates the number of FH serviced by communities.



Fire Hydrant Repairs by Jurisdiction

### Storm Sewer Maintenance

The Field Operation unit also repairs County owned storm sewers and assists townships with the maintenance and repair of their storm sewer systems as requested and also clean several county owned storm sewers after large rain event. . The



unit receives and investigates all storm sewer inquiries and drainage runoff complaints from different agencies of Hamilton County but primarily from citizens. In 2014, this unit investigated 90 calls/inquiries from citizens and repaired/cleaned seventeen (17) public storm sewers.

### Snow Removal and Grass Cutting

The Field Operation unit also provides snow and ice removal service to twelve (12) Hamilton County owned sites which include 24 hour service at four sites (Communica-



tions Center, Sheriff's Patrol Head Quarters & Helicopter pad, Coroner's office, and the Justice Center.) They also help perform snow removal and hauling from Paul Brown Stadium on weeks of home football games. During summer months, the unit maintains and cuts grass at these same twelve (12) Hamilton County owned sites as well as maintain a segment of designated flood control channels and county owned detention facilities.

### Fleet Maintenance

The Field Operations unit provides fleet maintenance for 64 vehicles owned by Planning + Development (Building Inspection, Stormwater + Infrastructure and Community Development) and the Hamilton County Facilities Department. The Unit also services small power tools, grass cutting and snow removal equipment for both P+D and Facilities.



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# Information Systems

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## Objectives

- Maintain Planning & Development network (Building Inspections, Community Development, Community Planning & Zoning, Stormwater Infrastructure) and provide “Help Desk” functions as well as Special Requests / Projects
- Support GIS database and file systems for uniformity throughout the department
- Design, maintain and support websites on two different platform to enable citizens to connect to information and services provided by the County
- Organize, analyze and provide reports to both internal and external requests for data analysis and maps

The Information Technology division of the Planning & Development provides and maintains a Local Area Network (LAN) serving Building Inspections, Community Development, Community Planning & Zoning, Stormwater Infrastructure. The 72 workstations and 15 servers in the LAN provide access to the Wide Area Network (WAN) and the Internet, providing all staff members with the tools to excel in their tasks. Our division also provides Information Technology services for internal and external customers so they can make sound decisions in a timely manner based on accurate and timely information presented in an easily understood format. The following provides examples of services provided.

## Help Desk

The It provides support for both internal and external county customers by providing the following:

- reporting for data analysis
- Supporting everyday functions as logging in, printer issues, GIS issues, and training
- Creating and deleting users, both system and emails.

## Second Tier Help Desk, Server and County Web Support

In addition to the design and maintenance of the department virtualized servers, HCPD has taken on the responsibility of maintaining web servers. They include the Hamilton County IIS and Linux web server, Hamilton County intranet, the testing server and the database servers.

Several system improvements targeted at increasing the Office’s performance and reliability were implemented during 2014, they include:

- Upgrade of the networking including deploying new routers and switches. Wi-Fi was added to the office too.
- Virtualization setup was established to house 15 servers in a more secured way and in a four host configuration and used to get rid of older hardware.
- 24/7 remote monitoring that allows the HCPD staff to be notified of impending issues. This also includes coverage after hours by a consultant team that has access to the hardware in the event immediate action is required outside of normal working hours
- Dual web servers that work simultaneously controlled by Load Balancers to



**Chris Porter**  
Information Systems  
Administrator

distribute the load equally between the two. If one server goes down, all traffic is automatically redirected to the remaining server and notification will be sent to the IT Staff.

- Web portion of the IT has built a new linux based CMS for the following departments: Building Hamilton County, Environmental Services, and Hamilton County Law Library
- New backup system that backs up all changes on servers every 3 hours to a dedicated NAS server. This serves as the source for disaster recovery as well as recovering virtual machines, individual files or folders.
- HCPD – IT Division continues to provide design and technical expertise to agencies and departments outside the BOCC.

**Internet Activity by Website**

	2013	2014	% Change		2013	2014	% Change
<b>Countywide</b>				<b>Stormwater Infrastructure (division)</b>			
visits	2,451,133	2,794,626	14.01%	visits	49,195	60,504	22.99%
hits	31,549,486	31,696,458	0.47%	hits	217,093	417,097	92.13%
bandwidth (GB)	994	1,164	17.19%	bandwidth (GB)	9.06	11.70	29.22%
<b>Planning &amp; Development (department)</b>				<b>Planning Partnership (website)</b>			
visits	9,952	122,040	1126.29%	visits	55,353	45,917	-17.05%
hits	41,644	849,505	1939.92%	hits	164,920	108,116	-34.44%
bandwidth (GB)	2.22	22.19	901.05%	bandwidth (GB)	34.00	20.19	-40.62%
<b>Building Inspections (division)</b>				<b>Sustainable Hamilton County (website)</b>			
visits	75,816	56,650	-25.28%	visits	8,861	6,478	-26.89%
hits	244,614	121,672	-50.26%	hits	25,640	11,919	-53.51%
bandwidth (GB)	5.93	3.30	-44.39%	bandwidth (GB)	5.70	2.73	-52.18%
<b>Community Development (division)</b>				<b>Building Hamilton County (website)</b>			
visits	41,662	47,555	14.14%	visits	5,219	15,156	190.40%
hits	121,925	93,897	-22.99%	pageviews	18,398	49,174	167.28%
bandwidth (GB)	13.98	7.53	-46.15%	average stay	2:18	3:41	60.14%
<b>Community Planning (division)</b>				** Building Hamilton County went live August, 2013. New Department site went live May 12, 2014. Planning & Development (department) consists of content under /PD/. Prior to new department site, HCBI, CommDev, HCRPC, and Pubworks were not included in the /PD/ totals. Community Planning (division) consisted on content under /HCRPC/. That content has been moved to their respective divisions and placed under /PD/. The totals for these areas differ greatly due to this.			
visits	188,452	112,157	-40.49%				
hits	1,076,805	566,907	-47.35%				
bandwidth (GB)	159.7	95.84	-39.99%				

# Phone Directory

<b>General Information</b>	(513) 946-4550
<b>Administration</b>	
Ambrosius, Karen - <i>Operations Coordinator</i>	(513) 946-4460
Baker, Sherry - <i>Operations Manager</i>	(513) 946-4748
Jones, Myra - <i>Accountant 1</i>	(513) 946-8233
Kinskey, Todd - <i>Director</i>	(513) 946-4454
Noyes, James - <i>Assistant Director</i>	(513) 946-4440
<b>Building &amp; Inspections</b>	
<b>Building Inspection Requests &amp; Status Reports</b>	
Chief Building Official	(513) 946-4545
Bauer-Nilsen, Otto - <i>Master Plans Examiner</i>	(513) 946-4518
Cruse, Bruce - <i>Senior Master Plans Examiner</i>	(513) 946-4516
D Andrea, Jim - <i>Building Inspector</i>	(513) 946-4538
Derr, Jack - <i>Senior Master Plans Examiner</i>	(513) 946-4519
Dietz, Charles - <i>Master Plans Examiner</i>	(513) 946-4515
Eifert, Bob - <i>Building Inspector</i>	(513) 946-4530
Faulkner, Rick - <i>Building Inspector</i>	(513) 946-4537
Flick, Gerry - <i>Building Inspector</i>	(513) 946-4541
Inman, Mike - <i>Building Inspector Supervisor</i>	(513) 946-4542
Johnson, Lynn - <i>Building Inspector</i>	(513) 946-4534
Kosztala, Steve - <i>Residential Plans Examiner</i>	(513) 946-4467
Lalvani, Latika - <i>Master Plans Examiner</i>	(513) 946-4521
Lattarulo, Billy - <i>Building Inspector</i>	(513) 946-4532
McElroy, Brian - <i>Building Inspector</i>	(513) 946-4533
Mills, Darren - <i>Building Inspector Supervisor</i>	(513) 946-4514
Monroe, Larry - <i>Building Inspector</i>	(513) 946-4540
Peak, Joy - <i>Administrative Assistant</i>	(513) 946-4512
Reatherford, Cindy - <i>Customer Support Supervisor</i>	(513) 946-4528
<b>Community Development</b>	
Hahn-Ambrosius, Bethany - <i>Program Manager</i>	(513) 946-8236
Osbourne, Chris - <i>Secretary</i>	(513) 946-8231
Pierson, Joy - <i>Community Development Administrator</i>	(513) 946-8234
Rademacher, Katie - <i>Program Manager</i>	(513) 946-4478
Van Dulman, Greg - <i>Housing Inspector</i>	(513) 946-8215
<b>Community Planning</b>	
Johns, Steve - <i>Planning Services Administrator</i>	(513) 946-4455
Niemeyer, Dean - <i>Principal Planner</i>	(513) 946-4487
Springer, Jay - <i>Graphics/Communications Specialist</i>	(513) 946-4459
Wamsley, Brian - <i>Senior Planner</i>	(513) 946-4469
<b>Development Services (Zoning &amp; BZA)</b>	
Adler, Lori - <i>Zoning Plans Examiner</i>	(513) 946-4470
Berta-Coggeshall, Mary - <i>Zoning Plans Examiner</i>	(513) 946-4471
Fazzini, Eric - <i>Senior Planner</i>	(513) 946-4484
Huth, John - <i>Senior Planner</i>	(513) 946-4465
Pastoor, Jason - <i>Zoning Inspector</i>	(513) 946-4474
Snyder, Bryan - <i>Development Services Administrator</i>	(513) 946-4464
Stratton, Becky - <i>Development Services Assistant</i>	(513) 946-4452
Witte, Emily - <i>Zoning Plans Examiner/Inspector</i>	(513) 946-4473

<b>Field Operations</b>	
Engstrom, Amy - <i>Administrative Assistant</i>	(513) 946-8950
Gunn, Geoff - <i>Mechanic</i>	(513) 946-8956
McClain, Bruce - <i>Maintenance Superintendent</i>	(513) 946-8955
<b>Information Systems</b>	
Edenfield, David - <i>Web Developer</i>	(513) 946-4456
Goetluck, Karen - <i>IT Assistant</i>	(513) 946-4552
Porter, Chris - <i>IT Manager</i>	(513) 206-9392
<b>Stormwater Infrastructure</b>	
Bowles, Wes - <i>GIS Technician</i>	(513) 946-4759
Islam, Mohammad - <i>Project Engineering Manager</i>	(513) 946-4757
Loesch, Steve - <i>Project Inspector 2</i>	(513) 946-4763
Nagy, Beth - <i>GIS Manager</i>	(513) 946-4755
Smorey, Gregory - <i>Project/Flood Plain Manager</i>	(513) 946-4760
Specht, Jeff - <i>Project Inspector 2</i>	(513) 946-4762
Welber, Jim - <i>Project Engineer</i>	(513) 946-4753



HAMILTON COUNTY

Planning +  
Development

138 E. Court Street, Rm 801  
Cincinnati, OH 45202  
(513) 946-4550  
[www.hamiltoncountyohio.gov/pd](http://www.hamiltoncountyohio.gov/pd)  
[www.building.hamilton-co.org](http://www.building.hamilton-co.org)