

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Code Enforcement Review Board - March 20, 2024

1. **Opening of Meeting**

Meeting begins with Roll Call at 5:59PM

Roll Call: Ms. Baldwin – Present , Mr. Henson – Present, Ms. Miller – Absent, Mr. Shafer – Absent, Ms. Westfall – Present

2. **Pledge of Allegiance**

Ms. Westfall led the pledge of allegiance

3. **Meditation (Moment of Silence)**

4. **Approval of Minutes** Approval of Meeting Minutes from January and February.

Mr. Henson motioned to approve minutes for January, Ms. Baldwin seconded

Vote: Ms. Baldwin – Yes , Mr. Henson – Yes, Ms. Westfall – Yes

Mr. Henson motioned to approve minutes for February, Ms. Baldwin seconded.

Vote: Ms. Baldwin – Yes , Mr. Henson – Yes, Ms. Westfall – Yes

5. **Citizens Address** 3 Minute maximum per resident.

Ms. Westfall called for a motion to open citizens address. Ms. Westfall made a motion to open citizens address, seconded by Mr. Henson.

Stephanie Wright spoke. Question about CERB procedure and when to speak about certain properties. Asked who prepared the CERB documents and if they are considered legal documents. Mr. Byrnes advised that they are documents for the board to make their decisions. Ms. Wright asked how the properties were selected. Staff explained that the properties were either in violation or requested to be reviewed by the property owner.

Kathie Mohr spoke. Asked about what the Stopped, Active, Complete status meant in OpenGov. Staff explained.

Mr. Henson motioned to close citizens address, Ms. Baldwin seconded.

Vote: Ms. Baldwin – Yes , Mr. Henson – Yes, Ms. Westfall – Yes

Law Director swore in speakers for new business.

6. **New Business - Vacant**

a. CERB-24-1 (6662 Daleview Rd)

Staff presented vacant housing case to the Board at 6662 Daleview Rd. Cincinnati, OH.

Staff recommendation: Declare that the property at 6662 Daleview Rd, Cincinnati, OH 45247 is in fact Vacant and should be viewed as such. We recommend the property be assessed \$500, all late fees, administrative fees, and this recommendation be forwarded to the Board of Trustees for formal adoption.

Ms. Westfall asked if anyone would like to speak about the case.

Resident Testimony: Stephanie Wright stated the documents presented to the Board are inaccurate and repetitive. The township needs to present documentation that is accurate. There was no copy of the letter that was sent, just the envelope. Staff stated we send the standard basic form letters, changed to fit the property information.

Regarding the returned letters, Mr. Byrnes explained it was also recommended regular service mail be sent in an additional attempt to communicate to ensure the letter is delivered to the property regardless of its certified mail status. Ms. Westfall stated we need to have a standard that is consistent going forward. Ms. Baldwin wishes to see a full copy of the letter in the agenda packet. Ms. Westfall stated they will discuss this

issue in a future meeting.

Ms. Westfall asked if there was a motion to act on the recommendation.

Mr. Henson motioned to accept Staff's recommendation, Mt. Penley clarified we discussed waiting to send regular mail until this motion can be voted on.

Mr. Henson motioned to table this case until the next CERB meeting. Seconded by Ms. Baldwin.

Vote: Ms. Baldwin -yes, Mr. Henson – yes, Ms. Westfall -yes

b. CERB-24-2 (10342 Moonflower Ct.)

Staff presented vacant housing case to the Board at 10342 Moonflower Ct.

Staff recommendation: Declare that the property at 10342 Moonflower Ct, Cincinnati, OH 45251 is in fact Vacant and should be viewed as such. We recommend the property be assessed \$500, all late fees, administrative fee, and this recommendation be forwarded to the Board of Trustees for formal adoption.

Ms. Westfall asked if anyone would like to speak about the case.

Resident Testimony: Stephanie Wright spoke. Addressed typo and requested copy of the letter sent to the property owner. Asked if the grass cutting was assessed to the property owner's taxes. Ms. Baldwin confirmed that the address for the owner is not the current address.

Ms. Westfall asked if there was a motion to act on the recommendation.

Ms. Baldwin motioned to accept Staff's recommendation, seconded by Mr. Henson

Vote: Ms. Baldwin - yes, Mr. Henson – yes, Ms. Westfall – yes

c. CERB-24-3 (10752 Shipley Ct)

Staff presented vacant housing case to the Board at 10752 Shipley Ct

Staff recommendation: Declare that the property at 10752 Shipley Ct, Cincinnati, OH 45231 is in fact Vacant and should be viewed as such. We recommend the property be assessed \$500, all late fees, administrative fees, and this recommendation be forwarded to the Board of Trustees for formal adoption.

Ms. Westfall asked if anyone would like to speak about the case.

Resident Testimony: Corey Benford, the owner, spoke. Confirmed there was a fire at the house, and they planned on living there by the end of the year. He is doing work on the property. He did not receive the first letter but did receive the second letter. He does not dispute anything and intends to be compliant. He did not get the vacant unit permit, the insurance company could not insure the unit. He is working with an agent to become compliant and apologized for the inconvenience and asked for the time to become compliant. Stephanie Wright spoke. She noted the final certified letter was labeled not sent on her packet, but it was listed as sent in the official agenda packet. She would like to know the exact letter that was sent to him. Mr. Henson asked Mr. Benford if he had a timeline for becoming compliant and rehabbing the property. Mr. Benford stated he could beautify the outside so it is not an eyesore within the next few months.

Ms. Westfall asked how long it will take for the insurance to insure the property. Mr. Benford stated he could have it within the next month.

Discussion: Ms. Westfall asked if the staff could reconsider their recommendation. Mr. Hartwell said they can work with the owner and table this case until the May 15th meeting, waive fees until he can get insured.

Mr. Henson motioned to table this case for review until the May 15th meeting. Ms. Westfall seconded.

Vote: Ms. Baldwin - yes , Mr. Henson - yes , Ms. Westfall -yes

d. CERB-24-4 (9568 Amarillo Ct.)

Staff presented vacant housing case to the Board at 9568 Amarillo Ct.

Staff recommendation: No Action. The property has been brought into compliance with all property maintenance complaints. Overall, the condition has improved drastically. The property is also currently listed for sale with a "sale pending" status.

Ms. Baldwin motioned to skip the review. Mr. Henson seconded.

Ms. Westfall asked if anyone would like to speak about the case.

Resident Testimony: Stephanie Wright spoke mentioning the typo and requesting a copy of the letter sent to the owner.

Ms. Baldwin asked if there was a motion to act on the recommendation.

Ms. Baldwin motioned to accept Staff's recommendation, seconded by Mr. Henson.

Vote: Ms. Baldwin - yes, Mr. Henson -yes, Ms. Westfall - yes

e. CERB-24-5 (9870 Weik Rd.)

Staff presented vacant housing case to the Board at 9870 Weik Rd.

Staff recommendation: Declare that the property at 9870 Weik Rd, Cincinnati, OH 45251 is in fact Vacant and should be viewed as such. We recommend the property be assessed \$500, all late fees, administrative fees, and this recommendation be forwarded to the Board of Trustees for formal adoption.

Ms. Westfall asked if anyone would like to speak about the case.

Resident Testimony: Stephanie Wright asked why the partially completed application was not included in the packet; Ms. Wright asked why the copy of the registration and the full letter sent to the owner was not included. Staff clarified that the partial application is available on OpenGov to the public under case VFPR-23-16

Mr. Henson asked if there was a motion to close the hearing on the property, seconded by Ms. Baldwin.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Ms. Westfall - yes

Mr. Henson asked if there was a motion to act on the recommendation.

Mr. Henson motioned to accept Staff's recommendation, seconded by Ms. Baldwin.

Vote: Ms. Baldwin - yes, Mr. Henson – yes, Ms. Westfall - yes

7. New Business - Rentals

f. CERB-24-6 (2318 Merriway Ln.)

Staff presented rental case to the Board at 2318 Merriway Ln.

Staff recommendation: Declare that the property at 2318 Merriway Lane, Cincinnati, OH 45231 is in fact rental property and should be viewed as such. It is our opinion that while no money is being exchanged, the owner receives a service by having family occupy the property. We recommend if not registered within 14 days, then the property be assessed \$50, all late fees, administrative fees and this recommendation be forwarded to the Board of Trustees for formal adoption.

Resident Testimony: Stephanie Wright spoke stating she misspoke regarding the letter that was not sent to the last property, it was actually this property. She would like to know why the final letter was not sent. Staff advised that residents at the address requested the opportunity to dispute rental status, which is why a final certified letter was not sent. Staff advised that the property was identified through the Hamilton County rental registration but is not registered with Colerain Township.

Ms. Baldwin motioned to table this case to the April 17th meeting so the family can be present for this discussion. Seconded by Mr. Henson.

Vote: Ms. Baldwin - yes, Mr. Henson – yes, Ms. Westfall - yes

8. Old Business None.

9. Adjournment

Mr. Henson motions to adjourn, Ms. Baldwin seconded.

Vote: Ms. Baldwin - yes, Mr. Henson – yes, Ms. Westfall - yes

Adjourned at 7:05 p.m.