

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Code Enforcement Review Board - July, 17 2024

1. **Opening of Meeting**

Ms. Westfall called the meeting to order at 6:02 PM.

Roll Call: Ms. Baldwin – present, Mr. Henson – present, Mr. Schaefer – present, Ms. Westfall – present.

Ms. Westfall explained the rules and expectations for this meeting.

2. **Pledge of Allegiance**

Ms. Westfall led the pledge of allegiance.

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

4. **Approval of Minutes**

Approval of Minutes from the June 20, 2024 Code Enforcement Review Board meeting.

Ms. Westfall called for a motion to approve June 20, 2024 minutes. Mr. Henson noted one typo, 1(a) should read “Weik” not Werk”. Mr. Schaefer motioned to approve minutes for June 20th, Mr. Henson seconded.

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

5. **Citizens Address**

Ms. Westfall asked if any citizens wish to speak during the citizens’ address. Hearing none, Ms. Westfall moved forward from the citizen’s address.

6. **New Business**

a. CERB-24-15 (2856 Sheldon Ave)

Staff Recommendation: Staff presented a vacant housing case to the Board at 2856 Sheldon Ave. Motion to declare that the property at 2856 Sheldon Ave, Cincinnati, OH 45239 is Vacant and should be viewed as such. Staff recommends the property be assessed \$500, all late fees, and administrative fees.

Mr. Henson asked how do we know the letters were sent to the correct address. Hr. Hopewell mentioned staff can scan the envelopes to ensure we know to which address the letter is sent. Mr. Schaefer recommended we add a line that addresses the letter to where it is sent first, then mentions the address that is being referenced.

Mr. Henson motioned to open discussion on this case. Mr. Schaefer seconded. Joe Brunswick was sworn in. Mr. Brunswick stated he has two bad knees and a bad hip. He works on the property when he can and finding help to fix the property is a losing battle. He claims to have several offers to sell the house. This property was confirmed vacant. Ms. Westfall stated the next step would be to register the property as vacant. Mr. Brunswick asked why this was necessary. Lt. Penley

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clarified that this requirement is a part of the municipal code. Mr. Brunswick asked how he would know that this was a requirement. Lt. Penley stated this code has been in effect for at least the last 10 years. Lt. Penley stated there are two options: register it as a vacant property and pay the \$500 or rent the property and register it with the \$50 fee. Mr. Brunswick claimed he may be able to sell the property. Lt. Penley asked if we gave the owner an extra month, would that give him the time to figure out what he wants to do with the property? Mr. Scafer asked if the letters were received. Mr. Brunswick received a letter a few days ago. He came into the administration office to ask for clarification. He was instructed to attend this meeting.

Mr. Schaefer motioned to postpone the decision on this property to the next meeting on August 21, 2024. Mr. Henson seconded.

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

b. CERB-24-16 (7068 Memory Ln)

Staff Recommendation: Staff presented a vacant housing case to the Board at 7068 Memory Ln. Staff Recommendation: Motion to declare that the property at 7068 Memory Lane, Cincinnati, OH 45239 is Vacant and should be viewed as such. We recommend the property be assessed \$500, all late fees, and administrative fees.

Mr. Schaefer motioned to open the floor for discussion on this property. Ms. Baldwin seconded. Mr. Byrnes swore in citizen, Dionte Allen. Mr. Allen claimed the house used to belong to his mother-in-law. There was a letter about tall grass which was addressed, he discovered his mother-in-law is a hoarder. He did not know how bad the property had gotten. She sold the property to Mr. Allen. Ms. Baldwin asked about his plan for the property. Mr. Allen says he plans to fix up the property and keep it clean, then decide what to do at a later date. Mr. Schaefer asked if Mr. Allen received permits for the work he is doing on the property. Mr. Allen confirmed that he did apply for permits. Mr. Hopewell asked if there is a timeline on the repairs. Mr. Allen said he hopes to get everything finished within the next 30 days, including inside renovations.

Mr. Schaefer motioned to postpone the decision on this property to the September 18, 2024 meeting, seconded by Mr. Henson.

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

Mr. Schaefer asked if the township provides a written explanation of why the vacant property and rental properties require registration. Mr. Hopewell clarified that this information is given in letters and when the property owner calls into the

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office. The issue is that the citizens who come to these meetings don't necessarily receive or read the letters given to them. Lt. Penley recommended that we put an informational flyer about this process in the lobby area. Mr. Schaefer stated he would like that informational flyer included in letters sent through the mail. Lt. Penley confirmed this can happen. Mr. Schaefer shared that he thinks if an owner has an active permit, it should be considered a livable property. Mr. Hopewell clarified that the work being done on a property can take months when the property is still considered vacant according to township standards. Ms. Westfall stated we try to work and be flexible with citizens to help them comply. Ms. Westfall clarified that having a building permit does not guarantee that work is actively being done, just that there is an intention to work on the property. Mr. Schaefer is asking the board members to agree to bring this issue to the Trustees to revise the vacant building code requirements. Lt. Penley clarified that the purpose of this Board is to work with residents to comply with code and we try to be flexible. The request to change the law is not necessary because the purpose of that request is already being fulfilled by the CERB.

7. **Old Business**

8. **Adjournment**

Mr. Henson made a motion to adjourn, Mr. Schaefer seconded.

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

Adjourned at 6:54 PM.

Next meeting August 21, 2024.