

COLERAIN

TOWNSHIP - OHIO

Minutes

May 21, 2025

1. **Opening of Meeting**

Board Chair Ms. Westfall opened the meeting at 6:01pm

Roll Call: Present(3) Absent(2)

Board Member Ms. Baldwin: Present; Board Member Ms. Farris: Absent; Board Member Mr. Henson: Present; Board Member Mr. Schaeffer: Absent; Board Chair Ms. Westfall: Present

2. **Pledge of Allegiance**

Ms. Westfall led the Pledge of Allegiance

3. **Approval of Minutes**

Motion: Ms. Baldwin motioned to approve the April 16, 2025, meeting minutes. Mr. Henson seconded the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

4. **Old Business**

a. **CERB-25-02 (6710 Thompson Rd.)**

- The initial letter was sent in December 2024. The second and final certified mail was not sent due to the owner being in communication with staff. A reminder letter for the meeting was sent out to remind the owner of today's meeting.
- Staff believes this property to be vacant due to the negligence of maintenance on the property. The current state of this property is in disrepair and neglect. There are items in the yard and the home appears to be unoccupied and not ready for habitation.
- Staff recommends to view this property vacant and for it to be assessed at \$500, with all late fees and administrative fees. The staff's rationale being, this property has been vacant for an extended period of time with little progress being made to rectify the situation.
- Explain sale and occupation of house
- The owner believes it will take three months before any form of occupation occurs.
- Staff's new recommendation is to register this property as vacant due to the



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owner saying there will be no one occupying the property for another three months. From the start of being claimed vacant to the extrema three months, this will conclude a registration cycle.

Motion: Mr. Henson motioned to take staff recommendation to have 7 days before registration as vacant. Ms. Baldwin seconded the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

b. CERB-25-23 (8813 Planet Dr.)

- The initial letter was sent in January 2025, and a final certified letter was sent in March 2025. The certified letter was confirmed to the tax address. The reminder letter for CERB's May meeting was sent in April 2025.
- The staff's recommendation is to register this property as vacant with a property assessment of 500 dollars, with all late fees, and administration fees.
- This property was reported vacant by a Code Enforcement Officer in January. At the time, there were multiple property maintenance complaints. The daughter, Ms. Anderson, had taken over the house and had previously used it as a rental space, but it was mistreated as a rental and has yet to have another occupant. Ms. Anderson is unsure what she would like to do with the house and understands the condition is not conducive to Colerain Township's regulations.
- Code Enforcement went to the property on May 21, 2025, to survey the property. The property appears to have had its grass cut and structural improvements are being made to the house.
- This case is a continuance from the April 16, 2025, meeting. The continuance was granted so Ms. Anderson can look into all options presented to her from the April meeting and come back with a clear vision of action.
- As of the May meeting date, the property is still not in Ms. Anderson's name but is working towards the change in ownership.
- Ms. Anderson understands that the next step will be to register this property as vacant through Colerain Township's Vacant Registry.

Motion: Mr. Henson motioned to register the house as vacant in the next 7 days. Ms. Baldwin second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

c. CERB-25-31 Through CERB-25-33 (CSMA FT LLC)

- This case was a continuance from the April 16, 2025 meeting due to the lack of representation by the owner and the need to add more properties to the case that are owned by the same owner and are also not registered as rentals in the

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township.

- Staffs recommendation is to take no action since the properties listed and the additional rental properties have been registered on the Colerain Township Vacant Registry.

Mr. Henson asked how many properties were initially discussed that needed to be put on the rental registry. Mr. Hopewell states that there were 11 properties that were registered with the township.

Motion: Ms. Baldwin motioned to take staffs recommendation and to take no action. Mr. Henson second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

5. New Business

a. CERB-25-36 (7681 Livingston Rd.)

- Initial letter was sent in June 2023. The second letter was sent in February 2024. The final certified letter was sent in March 2025. A final notice letter about CERB's May meeting was sent in April 2025.
- All mail was sent and confirmed. The owner has reached out and has registered all properties.
- Colerain Township has taken action to maintain the property with occasional grass cutting, property inspections and inspections to ensure there are no squatters in the vacant house.
- Mr. Henson asked when the stickers on the garage appeared. Mr. Hopewell states they have been there for a couple of years.
- Mr. Henson asked if the property taxes are being paid. Mr. Hopewell references the meeting packet that shows property taxes are 0.
- The staff's recommendation is to declare the property vacant and should be viewed as such. it should be assessed at \$500 with all late fees and administration fees.

Motion: Ms. Baldwin motioned to take staff's recommendation and declare the property vacant. Mr. Henson second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

b. CERB-25-37 (2821 Hyannis Dr.)

- Mr. Hopewell had been in contact with the owner discussing the state of the property. The owner had started to register the property as vacant but

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neglected to pay the Vacant Property Fee. For this reason, this address was brought up to the board to determine further action discussing the status of the property.

- Initially, Mr. Hopewell was told by the property owner that they had no intention of paying the fee and would like to come to a meeting for representation.
- Between the time the property owner stated they would not pay the fee and the meeting date, the owner took action and registered the property as vacant and had payed all fees.

staff recommendation is to take no further action since the property has been registered as vacant

Motion: Mr. Henson motioned to take staff's recommendation to take no further action, Ms. Baldwin second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

c. CERB-25-38 Through CERB-25-40 (Ladisa Investments LLC)

- Letters were sent out regarding the May meeting date.
- The property owner had reached out and registered their properties as rentals through Colerain Township Rental Registry.

Motion: Ms. Baldwin makes a motion to accept staff's recommendation. Mr. Henson second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

d. CERB-25-41 & CERB-25-42 (Tim Jenkins)

CERB-25-41

- It has come to Staff's attention that the property, 9960 Capstan Dr. is registered under a land contract that would make it not qualify for the Colerain registration program since it is recorded under the land contract registration.
- Staff's recommendation is to take no further action

Motion: Mr. Henson makes a motion to accept staff's recommendation to take no action at 9960 Capstan Dr. Ms. Baldwin second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

CERB-25-42

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- The owner of 3392 Lake Meadow has received notification through regular mail and certified mail but has neglected to take any action.
- Staff believes this property to be a rental because the property owner's address is different from the property given. They also have multiple properties under their name. There is no owner occupancy tax credit, there is also a completed Hamilton County rental registration.
- Staff has not had any communication with the property owner. Mr. Hopewell visited the site on the meeting date and did not find any problems with the physical appearance to the house.
- Staff's recommendation is to declare this property as a rental and requests the owner should register this property as a rental within 7 days or it should be assessed for all late fees and administration fees.

Motion: Mr. Henson makes a motion to take staffs recommendation and declare the property vacant. Ms. Baldwin second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

e. CERB-25-43 & CERB-25-44 (John Couch)

- The property owner came into the Township office and register their properties as rentals.

Ms. Baldwin states that the agenda says the property owner had not registered their properties as rentals but Mr. Hopewell is stating that they are now registered. Ms. Baldwin is looking for clarification on which information is correct about the property. Mr. Hopewell states that the agenda starts being created after the certified letter is sent out. If the status of registration changes after it is written on the agenda, it will not be changed but will instead be discussed at the meeting regarding their new status.

Motion: Mr. Henson makes a motion to take no action, Ms. Baldwin second the motion.

Vote Result: . Yes (3), No (0), Abstained (0)

6. **Adjournment**

No other updates at this time.

Mr. Henson makes a motion to adjourn the meeting, Ms. Baldwin second the motion.

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Meeting is adjourned at 6:35pm

Nick Appenell

Ellen M. Westfall