

COLERAIN

TOWNSHIP - OHIO

Minutes

June 17, 2026

1. **Opening of Meeting**

Board Chair Westfall opened the meeting at 6:00pm.

Roll Call:

Present & Voting: Board Member Baldwin, Board Member Farris, Board Member Henson, Board Chair Westfall

Not Present: Board Member Schaefer

2. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

3. **Approval of Minutes**

Motion: Board Member Baldwin approves the minutes from the May 20, 2026 meeting. Board Member Farris seconded the motion.

Vote: Passed. Yes(4), NO(0), ABSTAIN(0)

4. **Old Business**

a. CERB-26-005 (7216 Creekview Dr. #3)

- **Staff Presentation:** Code Enforcement officer, Nick Hopewell
- **Details of case:** The property has sold and is no longer considered vacant. The county auditor reflects such a change.
- **Staff Recommendation:** take no action. The property owner sold the property and it is no longer vacant.

Discussion with Property Owner: N/A

Motion: Board Member baldwin moved to accept staff's recommendation, Board Member Henson seconded the motion.

Vote: Passed. YES(4), NO(0), ABSTAIN(0)

b. CERB-26-012 (4875 W. Kemper Rd.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell



COLERAIN

TOWNSHIP - OHIO

- **Details of case:** This is a reoccurring case from a previous month. This property was first reported vacant on July 7, 2025. In later 2025, the neighbors purchased the property and have been working to remodel the home to put it on the market. In their last meeting, the neighbor was under the impression they would be able to have the house up on the market in May. The Board made a motion at the previous meeting to continue their case until the June meeting to confirm updates on the property.
- **Staff Recommendation:** Staff is seeking guidance from the board as the property has gone through a whole vacant cycle, but the owner continues to make progress, which could mean extending it.

Discussion with Property Owner:

The property owner updated the board on their progress and stated they have had some setbacks due to shipment delays or other varying issues, so the house is not yet on the market but hopes it will be by the end of the month or into July.

Motion: Board Member Baldwin motioned to grant another one-month extension.

Board Member Henson seconded the motion.

Vote: Passed. YES(4), NO(0), ABSTAIN(0)

c. CERB-26-023(11306 E. Miami River Rd.)

- **Staff Presentation:** Staff presentation was given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** This is a reoccurring case from the May meeting. The property is considered a rental as the property owner is not living on site but is allowing a close family friend to live there. The property owner mentioned in the last meeting that the person who inhabits the space is a close family friend who takes care of the property and the adjacent property. The Board motioned staff to look into the ORC for any information regarding an agricultural property with someone outside the family living there for the purpose of property maintenance. The Board also motioned for the property owner to look more into a CAUV for their property.
- **Staff Recommendation:** Staff recommended to motion this property as a rental and shall register as such. If not registered in 7 days, the property is to be assessed for all registration fees, late fees, and administrative fees.

Discussion with Property Owner:

The property owner stated they have the papers that show it will be a CAUV, but they are not allowed to do anything to make it a CAUV until 2027. Staff stated that even with the CAUV pushed off till next year, the CAUV goes for the use of the site,

COLERAIN

TOWNSHIP - OHIO

whereas the code enforcement resolution looks at the habitation of the home. Board Member Henson is unsure of how to make this a rental since the Resolution started after their property was decided as an agricultural property. Staff stated that there have been other cases where a family member is staying on the property and the board has made it a rental property. Board Member Baldwin stated that even with the property functioning as an agricultural site, this property was registered under Hamilton County's Rental Registration back in 2022. Officer Penley stated he applied for their rental registration voluntarily. It was not something mandatory by the county to do. Staff also stated that there is nothing in the ORC or in Code Enforcement's Resolution that states there has to be a benefit to either party.

Officer Penley would also be for the continuation of this case, so all members of the Board are present for the case. Penley asked if this house was considered a landmark. This could help the property keep its historic value and would then opt them out of being a rental.

Motion: Board Member Henson motioned to continue the case into the July meeting. Board Member Baldwin seconded the motion.

Vote: Passed. YES(4), NO(0), ABSTAIN(0)

5. **New Business**

a. **Case Update**

Staff went through all 2026 cases to give an update on their progress/outcome.

6. **Adjournment**

Next meeting will be July 15, 2026 at 6pm.

Board Chair motioned for All in favor of adjournment say aye. All stated Aye.
The meeting ended at 6:30

COLERAIN

POLICE DEPARTMENT



Edwin C. Cordie, III
Chief of Police

Lt. Dean A. Doerflein
Investigative Division

Lt. Jamie L. Penley
Support Services Division

Lt. Jon C. Middendorf
Administrative Division

Lt. William E. Hane
Patrol Division

APPROVAL OF MEETING MINUTES

Code Enforcement Review Board

Meeting Date: Wednesday, June 17, 2026 – 6:00PM

A handwritten signature in blue ink, appearing to read "Nicholas Hopewell", written over a horizontal line.

Code Enforcement Officer, Nicholas Hopewell

07-15-26

Date

A handwritten signature in purple ink, appearing to read "Ellen M. Westfall", written over a horizontal line.

Chairman of CERB, Ellen Westfall

15-JUL-2026

Date



