

# PROPERTY TAX WORKING GROUP

*Protecting homeowners, strengthening neighborhoods.*

## October Meeting Notes

Thursday, October 17<sup>th</sup>, 2019 | 9:00 – 10:30 a.m.  
7<sup>th</sup> Floor Conference Room  
Two Centennial Plaza, 805 Central Avenue

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### Public Meeting Recap

- Notes from the September 24<sup>th</sup> public meeting can be found [here](#)

### Presentation on Code Enforcement

- Art Dahlberg, Director of Buildings and Inspections, City of Cincinnati, presented on the code enforcement process including:
  - Caseload of inspectors
  - How complaints are reported
  - How complaints are processed
  - Financial and educational resources
- His presentation is below.
- Materials related to code enforcement can be found on the Resources and References section of the Property Tax Working Group webpage [here](#)

### Announcements

- Next regularly scheduled working group meeting – Thursday, November 21<sup>st</sup> from 9:00 – 10:30 a.m.



# Department Of Buildings & Inspections

September 25, 2019

# Department of Buildings & Inspections

- The **mission** of the City of Cincinnati Buildings & Inspections Department is to protect the health and safety of the citizenry by ensuring the quality and integrity of the City's Building Environment.
- The **goal** of the department is to promote economic development and maintain the quality of the commercial and residential building stock through the enforcement of established building and zoning codes.

# Department of Buildings & Inspections

## Who's here....

- Business Development Services
- Building Plan Review
- Zoning Administration
- Historic Preservation
- Building Construction Inspections
- Property Maintenance Code Enforcement
- Administrative Boards

# Department of Buildings & Inspections

## Reach us:

- [www.cincinnati-oh.gov/buildings](http://www.cincinnati-oh.gov/buildings)
- Main: (513) 352-3271
- Art Dahlberg, Director  
(513) 352-2424 or [Art.Dahlberg@Cincinnati-oh.gov](mailto:Art.Dahlberg@Cincinnati-oh.gov)
- Lindsey Mithoefer, Communications Manager  
(513) 352-2443 or [Lindsey.Mithoefer@Cincinnati-oh.gov](mailto:Lindsey.Mithoefer@Cincinnati-oh.gov)



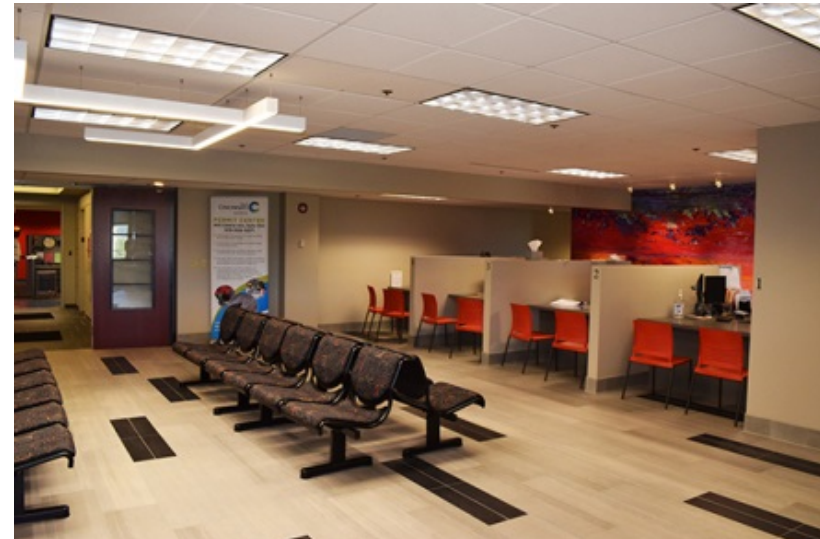
# Permit Center

805 Central Avenue, Suite 500

Cincinnati, Ohio 45202

Monday through Friday 7:30 a.m. – 4 p.m.

- All reviewing agencies sit on the floor to offer a streamlined permitting process
- Offers a three-tier review process
  - Same-Day Review
  - Review by Appointment
  - Traditional Plan Review



# Property Maintenance Code Enforcement

The Property Maintenance Division is charged with eliminating blight and building safety hazards and promotes building repair and renovation through education and enforcement to protect the public health, safety and quality of life.

- **Cincinnati Housing Code**
  - Chapter 1117 of the Cincinnati Municipal Code



# PMCE Caseload

- Manages approximately **18,000** cases
- Receive approximately **7,400** complaints per year
  - Approximately **60%** verified
  - Approximately **40%** unsubstantiated
- Perform approximately **57,000** inspections per year
- Conduct approximately **1,000** Concentrated Code Enforcement
- Monitoring over **2,100** vacant buildings in the city



# PMCE Complaint v Proactive

- **Complaint Based Code Enforcement**
  - If a complaint is received, PMCE is legally obligated to investigate
    - Approximately **60%** verified
    - Approximately **40%** unsubstantiated
- **Proactive or Concentrated Code Enforcement**
  - Neighborhood Enhancement Program (NEP)
    - All properties within focus area are inspected
    - Longer time to comply: 30 days vs 90 days
  - Strategic area identified and adopted by a community council

# PMCE Complaint Process

- **How Complaints are Received**

- Complaints are received through:
  - (513) 591-6000
  - 5916000.com
  - FixItCincy! App

- **Field Verification**

- When a complaint is received:
  - Inspector contacts complainant
  - Schedules inspection within 48 hours
  - Inspector inspects from the right-of-way (ROW)
  - Inspects on or in property if invited by resident or property owner

# Anonymous CSRs for Building and Inspections

## By Year



\*This excludes construction violations, litter and tall weeds/grass

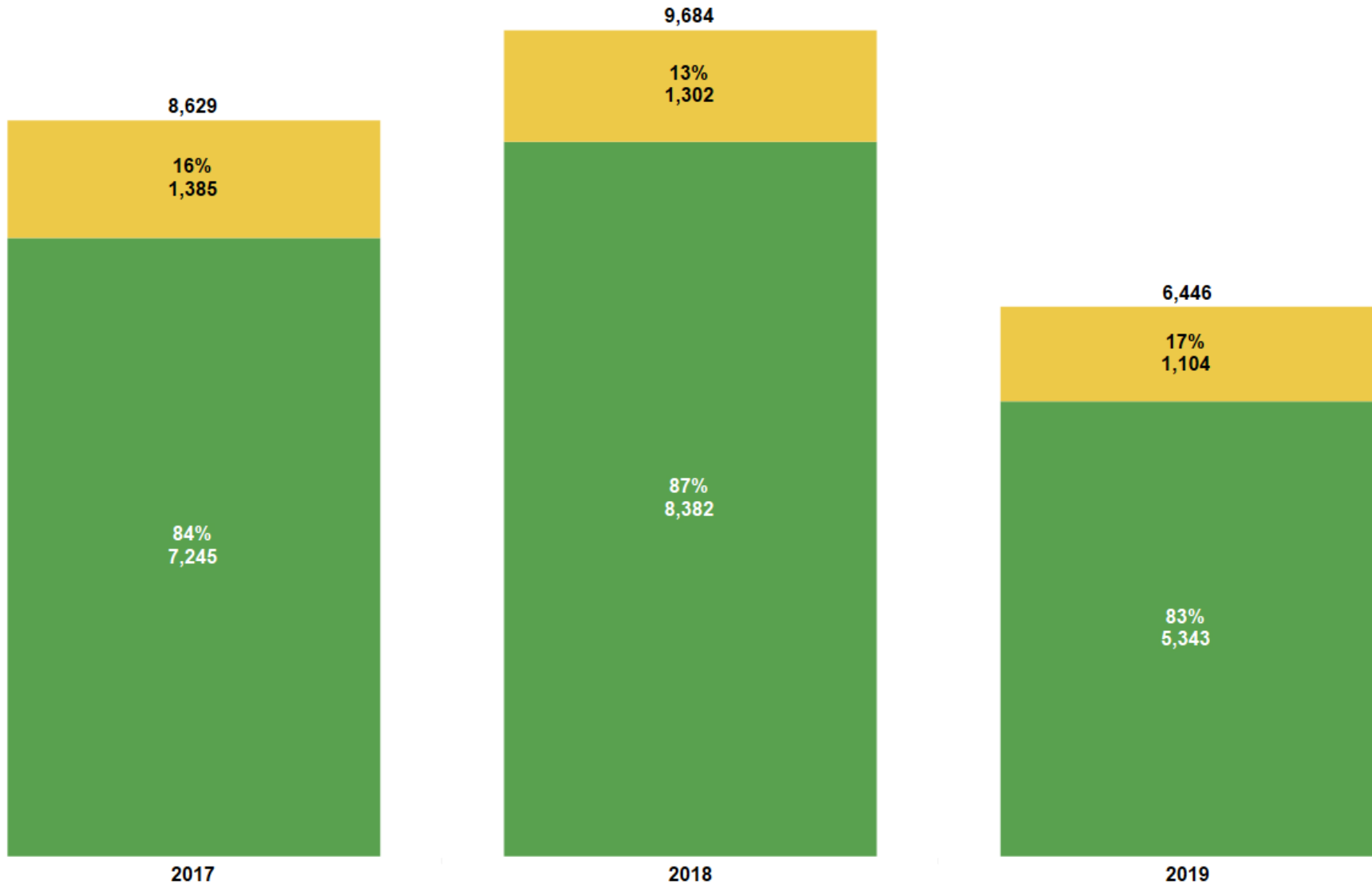
\*\* 2017 and 2018 are full years; 2019 is from Jan to Oct 14, 2019.

\*\*\* This is an approximation of those that considered themselves "Anonymous". Please reach out to OPDA if you need it updated.

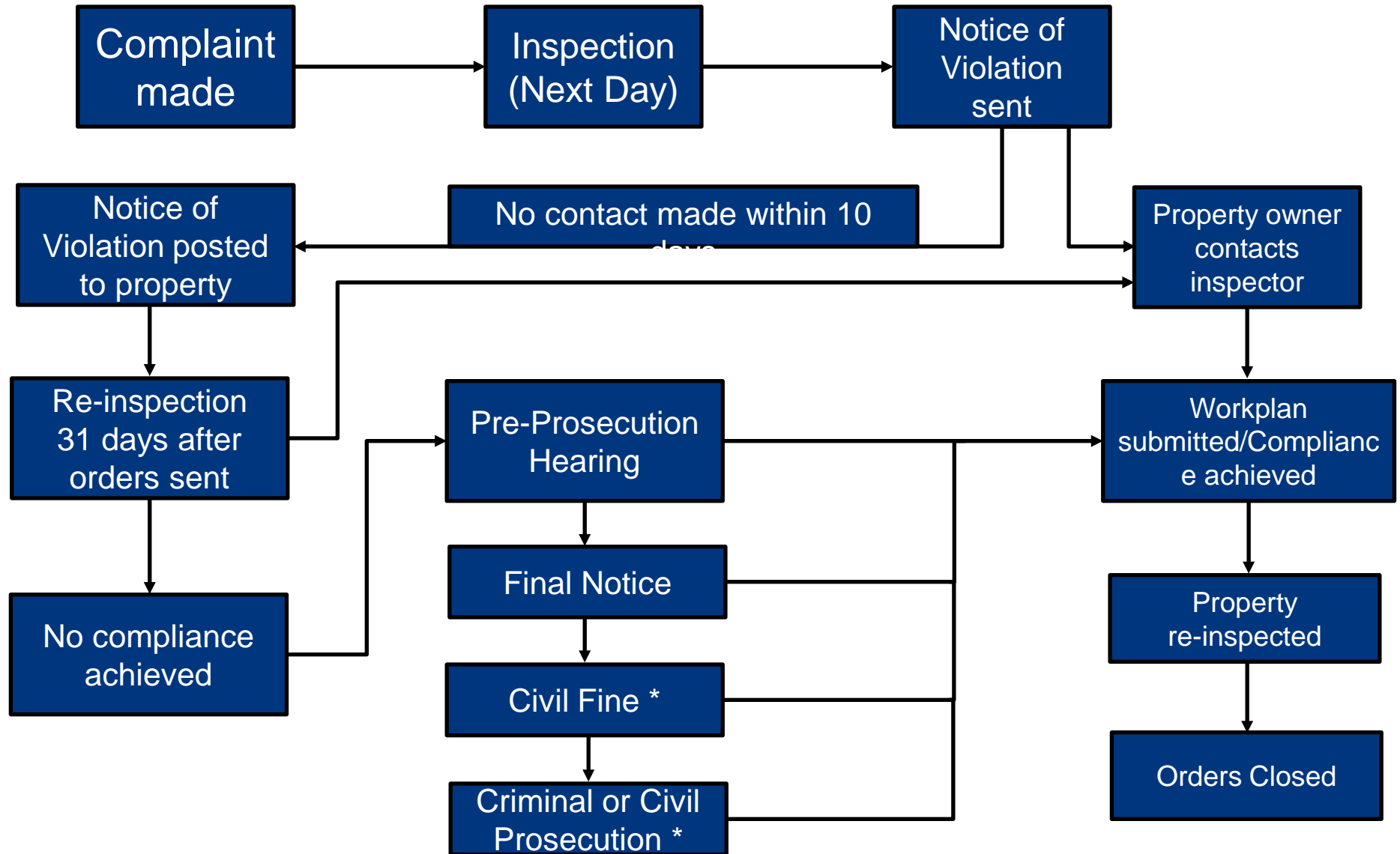
■ Anonymous

■ Not Anonymous

### Anonymous Calls



# PMCE Process



\* For owner occupied properties, this step does not occur without prior approval from Director and Quality of Life Team

# Communicating with a City Inspector

If a property owner receives a notice of violation:

- **You will receive it via mail**
- **Immediately contact the inspector listed on the order**
  - They will be able to explain the order in detail
  - Can provide a walk-thru of the property to explain the violation
  - Will work with the owner to develop a work plan
  - Help to identify available financial assistance resources
- **If the owner does not acknowledge the order within 10 days:**
  - A copy of the order will be posted on the property

## PROPERTY MAINTENANCE CODE

### COMMON VIOLATIONS

The investment you have made in your home is probably the largest single investment you will make in a lifetime. One sure way to protect and potentially increase the value of this investment is through routine preventive maintenance. With timely maintenance of your home comes greater value for you and your neighborhood. Routine checks of the items in the house graphic will enable you to detect problems early and avoid costly replacement of systems prematurely. It is far less expensive to paint and maintain a box gutter than to replace it.

Call the Division of Property Maintenance Code Enforcement at 513-352-3275 for further information.



**(A) ACCESSORY STRUCTURES-GARAGES AND SHEDS  
ACCESSORY STRUCTURES**

Repair or take down and remove the dilapidated accessory structure located on the premises.

**(A1) SWIMMING POOL ENCLOSURE**

Provide a pool enclosure. The enclosure shall extend not less than 4 feet (1219 mm) above the ground. All gates shall be self-closing and self-latching with latches placed at least 4 feet (1219 mm) above the ground. Enclosure fences shall be constructed so as to prohibit the passage of a sphere larger than 4 inches (102 mm) in diameter through any opening or under the fence. Fences shall be designed to withstand a horizontal concentrated load of 200 pounds (91 kg) applied on a 1-square-foot (0.093m<sup>2</sup>) area at any point of the fence. Contact the area inspector for further code requirement information pertaining to specific pool, spa or hot tub enclosures.

**(A2) VENTILATION**

Provide adequate ventilation for all rooms or spaces as required under the Housing Code.

**(B) TREES REMOVE HAZARDOUS TREE**

Take down and remove from the premises, hazardous dead tree or tree limbs.

**(C) CHIMNEYS REPAIR CHIMNEY**

Rake out mortar joints of chimney (s), replace crumbling brick and point up. After a chimney has been repaired, all flues, inlets and cleanouts shall be thoroughly cleaned and left in good operating condition.

**(D) WINDOWS REPAIR WINDOWS**

Overhaul windows, where necessary, provide sound sash, replace broken glass and restore to good working order.

**(E) FLASHINGS REPAIR FLASHINGS**

Repair or replace all rusted, defective, leaking or missing flashing.

**(F) ACCESSORY STRUCTURES - FENCES REPAIR  
FENCE**

Substantially repair or remove dilapidated fence.

**(G) YARD WALKS REPAIR WALKS**

Repair deteriorated yard walks, replacing all cracked, broken or otherwise defective sections in an approved manner. Pitch the walks to drain away from the building.

**(H) PORCHES AND GUARDRAILS**

Provide approved guardrails for all balconies, porches and decks.





**(O) STRUCTURAL MEMBERS**

**REPAIR WALL STRUCTURE- WOOD**

**REPAIR FRAME WALL STRUCTURE**

Repair or replace all defective, studs, sole plates, top plates, headers, bracing and other defective structural members in the wood frame wall system in accordance with standard engineering practice.

**(P) FOUNDATIONS REPAIR FOUNDATION**

Repair defects and large cracks in the foundation and restore them to structurally sound and reasonably watertight condition.

**(Q) DOORS REPAIR DOORS**

Restore doors to good condition and repair.

**(R) CHIMNEY FLUES**

**FLUES TO BE CLEAN/UNOBSTRUCTED**

Clean chimney flues to make them capable of providing the draft necessary to remove the products of combustion from heating of water heating equipment.

**(S) CORNICE REPAIR CORNICE**

Repair cornice, replacing all rotted material and securely fastening all loose parts.

**(T) PAINTING PAINT EXTERIOR**

Paint or otherwise protect all exterior wood and/or metal, which are now inadequately protected against the weather. Existing painted surfaces that must be disturbed to complete this work may contain lead.

**(U) INSECT AND RODENT CONTROL**

**INSECT AND RODENT CONTROL**

Exterminate the insects and/or rodents on the premises.

**(V) REPAIR LINTELS REPAIR LINTELS**

Replace or repair, in an approved manner, all cracked, broken or otherwise defective lintels.

**(W) YARD DRAINS CLOGGED YARD DRAINS**

Clean out yard drains and drain lines and restore them to good working order.

**(X) PAVED SURFACES DRAINAGE OF PAVING REQUIRED**

Provide subsurface drainage for paved area in excess of 800 square feet. If there is no approved sewer the drainage must be disposed of on the property in an approved manner.

**(Y) DOWNSPOUTS REPAIR DOWNSPOUTS**

Repair or replace all leaking, loose, rusted or defective downspouts.

**(Z) SEWER CONNECT DOWNSPOUTS**

**SEWER CONNECT DOWNSPOUTS**

Sewer connected downspouts or otherwise dispose of storm water in an approved manner.

**(I) HANDRAILS PROVIDE HANDRAIL EXTERIOR**

Provide approved handrails for all stairs where necessary. Handrails shall be not less than 30 inches or more than 34 inches above the nosings of the treads or landings.

**(J) ROOF REPAIR ROOF**

Restore the roof to good repair, free of holes, large cracks, and any loose and deteriorated material and make the roof reasonably weathertight and watertight.

**(K) EXTERIOR WALL COVERING WEATHER TIGHT EXTERIOR**

Restore exterior walls, roofs, floors and foundations to watertight and weather tight condition.

**(L) GUTTERS REPAIR GUTTERS**

Repair or replace all leaking, loose, rusted or defective gutters.

**(M) YARD - WEEDS AND RUBBISH REMOVE LITTER**

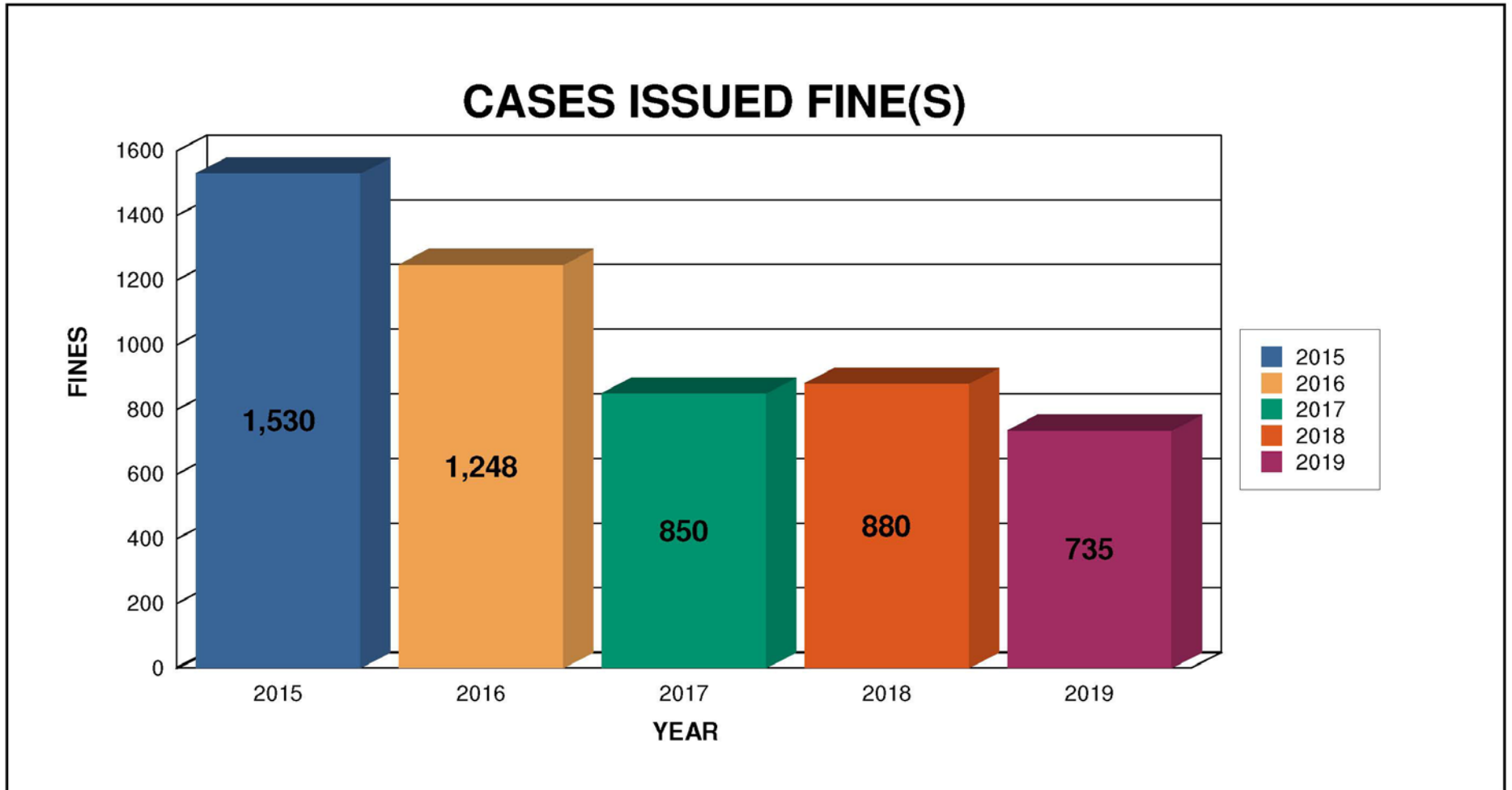
Collect and remove all litter from the premises within 15 days of the date of this notice. If you do not collect and remove all litter from the premises within 15-day period, the City Manager or Commissioner of Health is required to have the litter collected and removed. The cost of collection and removal is placed as a lien on the property or collected by personal judgment against the owner or person in control. Cut or destroy all noxious weeds on the subject property and then remove the cut or destroyed weeds from the premises. Correct this violation within 7 days of the receipt of this notice. If you do not correct this violation within 7 days, the City Manager or Commissioner of Health is required to have the weeds cut or destroyed and removed. The cost of this work is collected as a lien on the property or by personal judgment against the owner or person in control.

**(N) STEPS REPAIR STEPS**

Repair and maintain exterior steps. Replace all defective materials

10/16/2019

## Civil Citations Filed Citywide Since 1-1-2015





# ACTIVE ORDERS



City of Cincinnati, Department of Community Development

Division of Property Maintenance Code Enforcement

10/16/2019

AVONDALE	620
BOND HILL	98
CALIFORNIA	10
CAMP WASHINGTON	264
CARTHAGE	70
CBD	57
CLIFTON	56
COLLEGE HILL	92
COLUMBIA TUSCULUM	48
CORRYVILLE	54
CUF	290
EAST END	28
EAST PRICE HILL	545
EAST WALNUT HILLS	56
EVANSTON	276
EVANSTON-WALNUT HILLS	15
HARTWELL	55
HYDE PARK	65
KENNEDY HEIGHTS	58
LINWOOD	38
LOWER PRICE HILL	94
MADISONVILLE	136
MT ADAMS	16
MT AIRY	58
MT AUBURN	271
MT LOOKOUT	8
MT WASHINGTON	74
NORTH FAIRMOUNT	145
NORTHSIDE	148
OAKLEY	58
OTHER	4
OTR	341
PADDOCK HILLS	50
PLEASANT RIDGE	62
QUEENSGATE	4
RIVERSIDE-SAYLER PARK	21
ROSELAWN	59
S. FAIRMOUNT	173
SAYLER PARK	30
SEDAMSVILLE- RIVERSIDE	126
SOUTH CUMMINSVILLE	91
WALNUT HILLS	350
WEST END	332
WEST PRICE HILL	300
WESTWOOD	363
WINTON HILLS	13
WINTON PLACE	23

# How can we partner?

The Community can partner with the City by:

- **Educating residents about the code enforcement process**
- **Steer homeowners with code violations to available financial resources**
- **Identify problem properties in the neighborhood and refer them to PMCE**
  - ie. Dilapidated and/or unsecured vacant buildings, deteriorating rental properties, etc.
- **Use [www.cincycodeenforcement.com](http://www.cincycodeenforcement.com) to advocate for homeowners**

# Financial Resources for Owner-Occupied Properties

- **Emergency Repair Grants** - People Working Cooperatively, Inc. (PWC)
- **Compliance Assistance Repairs for the Elderly (CARE)** - The Community Action Agency's (CAA)
- **Home Improvement Program (HIP)** - Hamilton County
- **Repairs Corps program** – Habitat for Humanity of Greater Cincinnati (HFHGC)
- **West End Housing Improvement Fund** – Seven Hills Neighborhood Houses

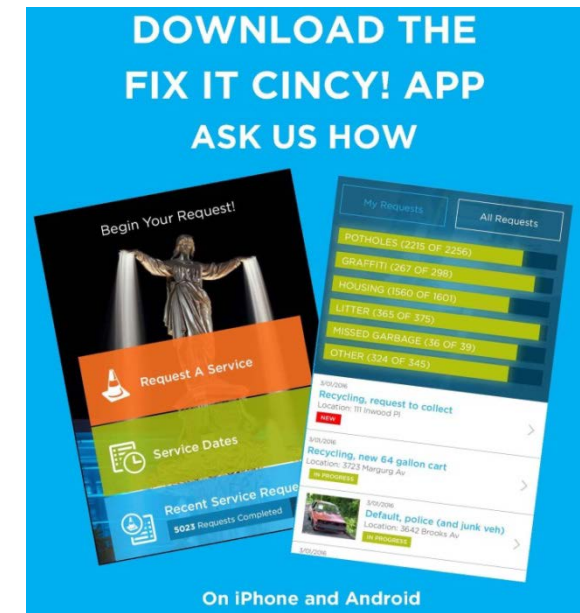
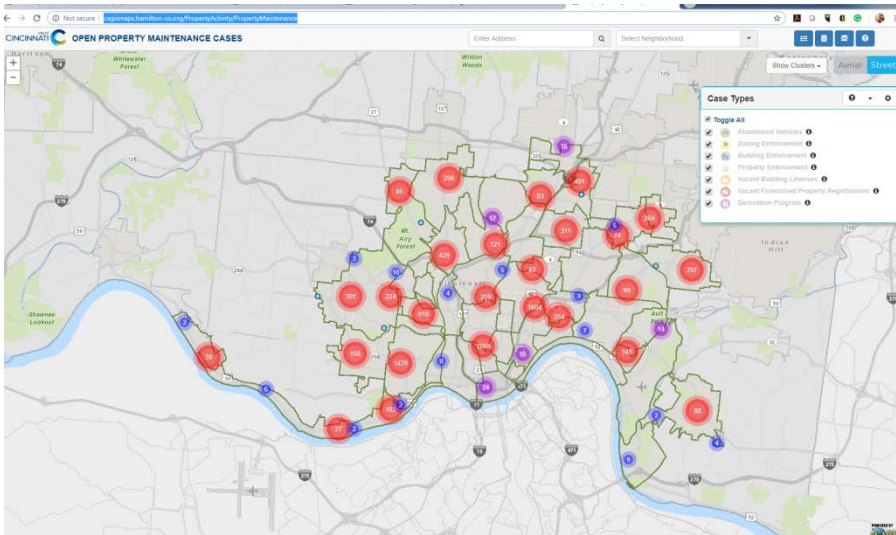
# Educational Resources for Landlords and Tenants

- **Landlord Training**
  - Partnership with Police, Fire, and Law
  - Teaches fair housing law, tenant screening, eviction process, properties maintenance best practices, fire safety, and the role of the police
  - Lunch & Learn series component
  - Approximately people **225** attended the trainings
- **Tenant Training**
  - Partnership with Law and Legal Aid Society of Greater Cincinnati
  - Teaches rights and responsibilities of tenants and landlords
  - Launched training in 2019

# PMCE Complaints

## Submit a Complaint

- FixIt Cincy! App
- (513) 591-6000
- 5916000.com



## Track a Complaint

- [Cincycodeenforcement.com](http://Cincycodeenforcement.com)
- CAGIS Activity Report