CITY OF ATHENS FIRST (EV) ALL ELECTRIC VEHICLE FLEET

OFFICE OF CODE ENFORCEMENT & COMMUNITY DEVELOPMENT

PRESENTED BY RICK SIROIS, DIRECTOR
VISION STATEMENT

Code Enforcement strives to promote and maintain a safe and desirable living and working environment throughout the City. Our goal is to help maintain and improve the quality of our community by administering fair and unbiased enforcement of State laws and local ordinances to correct violations and reduce hazards that create blight and adversely affect the quality of life of residents in the affected areas of the City. We continue to work closely with residents, neighborhoods, public service agencies and other City departments to facilitate voluntary compliance.

MISSION STATEMENT

The Office of Code Enforcement and Community Development is a licensing, permitting, compliance inspection and enforcement agency for the City of Athens. The mission of the Code Enforcement Office is to provide excellent service to the community which maintains, enhances and protects the quality of life.
ORGANIZATIONAL CHART

GENERAL INFORMATION

- Located on Athens west side at 28 Curran Drive, next to Engineering & Public Works and within view of the playground of West Elementary School, hours: 8:00 AM-4:00PM, M-F.

- Telephone (740) 592-3306, FAX (740) 594-6304,
OFFICE OF CODE ENFORCEMENT
AND COMMUNITY DEVELOPMENT

2018 ANNUAL REPORT AND EXECUTIVE SUMMARY

Total Code and Solid Waste Litter Control staff employed in 2018

A Director, an Administrative Assistant, four (4) Code Officers, one (1) part-time General Secretary and two (2) Solid Waste Litter Control Officers, total of nine (9) positions staff the Code Enforcement Office, all are direct reports to the Director.

The primary effort and main focus of the Code Enforcement and Community Development Division is inspection of rental property within the municipality for compliance with Title 29 Housing Regulations, the overseeing and enforcement of Title 23 Zoning Code, and enforcement of other various sections of the Athens City Code including, but not limited to, Title 9 General Regulations, Title 11 Business Regulations, Title 21 Subdivision Regulations, Title 25 Flood Hazard, Title 27 Land Development Regulations, Title 31 Building Regulations, Title 33 Shade Tree Commission, Title 37 Landscaping Regulations, Title 41 Site Plan Regulations, Title 43 Wireless Telecommunications and Title 49 Management, Administration and Control of the use of the City’s Public Rights-Of-Way. In addition, Title 5.07 Stormwater Regulations and Title 39 Wellhead Protection.

2018 Year in Review

The Code Office continues to encompass the motto “Protecting the Quality of Life”, capturing the mission of the Code Office.

- Operations:
  The first year for the Code Office to experience a full year of Rental Inspections having been conducted with in one year time frame, verses previous 6 years of an 18 – 24 month inspection rotation. Code Officers conducted 5,625 scheduled Rental Inspections and 1,986 Rental re-inspections for a total of 7,611 inspections.
  This tasking has Code Officers conducting, on a daily basis, 5 to 15 Rental Inspections a day, for an average of 10.28 inspections. This was made possible by working in close communication with Landlords and Maintenance Personnel and Code administration working through last minute schedule changes, allowing for the efficient use of time and staffing.
  This focus, on rental inspections and limited staffing results in the Office of Code Enforcement operations being complaint driven. In 2018 our office inspected and responded to over 605 complaints. The complaints widely ranged from rental, trash, solid waste, stormwater, animals, parking, snow, grass, weeds and neighborhood blight issues.
Accomplishments:

Saw our second year for using Accela/ Public Stuff, a citizen complaint application, it has proven to be a useful tool in documenting and providing a timely response to citizen complaints. The proof is reflected in the increase from previous years, 2015 – 38 complaints to 2016 – 593 and 674 complaints received for 2017, with a slight drop to 605 for 2018. The Code Office is proud to say that complaints are normally responded to with-in 12 – 24 hours with a 96 % correction rate.

Also, the Code Office computerized applications and permits through Seamles.gov. Code Administrative staff work tirelessly in cooperation with Seamless.gov representatives to computerize applications and permits allowing customers to complete and submit the forms online. In addition; the staff worked with the City Auditors Office and local merchants to enhance the office’s capability of accepting payment through Credit Card on-line or in office services. The addition of a Computer kiosk at the front counter has greatly improved customer relations and payment processing and has been positively received by customers and increasing the office’s collection rate by 25%. We predict a positive increase in collections for 2019.

The Code Officers received I Pads, providing all field staff, to include (SWLCOs) Solid Waste Litter Control Officers, the connectivity to resources which were previously only accessible in an office setting. These have proven to be a great resourceful tool in managing the Code Officers daily activities. In addition, the I Pads provide instant messaging to Landlords on concerning items which need to be immediately addressed. Also, Code Officers now have the capability of reviewing previous inspections and documenting violations on the spot. They can also review satellite pictures of property lines through the Athens County Auditors site to help resolve boundary disputes or identify Right-Of- Way issues.

In our continuing effort to support Athen’s “Green Fleet” initiative, the Code Office was pleased to be the recipient of another new totally (E/V) Electric Vehicle for 2018. We are proud to have the largest energy efficient fleet in the city. In addition: Solid Waste and Litter Control received their second new truck. The efforts of Mayor Patterson to address and replace the Code Office’s aged fleet will meet its goal with an additional EV for 2019.
Our continuing efforts to address Neighborhood Blight, the Code Office issued Condemnation Orders for (3) homes. Through an exhaustive and a strict legal process: one and half years (1 ½) later the Office was able to successfully address a home which had been in disrepair for over seventeen years (17). Note; that our office works to extremes with home owners and provides numerous avenues of options before even considering taking Condemnation into consideration. This demolition cost $7950, which was then placed on the property as a tax lien.

We also addressed several garages which were identified as neighborhood blight and as harbors of illegal activities identified by Athens Police Department. The owners of these structures were directed to repair or remove the structures.
The excessive rains made it a banner year for individuals not taking responsibility for cutting their grass or removing weeds. The Code Office mailed 372 Certified Letters to owners in violation at a cost of $2444, spending $6658 on contracted mowing and an additional $8,000 for weed removal.

This was the first year for the Code Office to work closely with Ohio Department of Natural Resources (ODNR) in addressing Stormwater Pollution Prevention. This process took the Code Office in a whole new direction and an increase in responsibilities. Working with ODNR and Athens City Public Works, the Code Office inspected construction sites and potential stormwater pollution areas. With ODNR staff, the Director of Code continually monitors construction sites, addressing soil retention and stability issues. In 2018, we identified several violations where silt from construction was being dumped into city catch basins which had direct access to the Hocking River. These sites were sited and directed to clean up, and find a different method of silt disposal.

Working closely with Athens County Health Department (ACHD), we addressed Bed Bug issues in a commercial building, hotel and rental housing units. We also cooperatively worked with ACHD on mosquito control in standing water issues such as ponding on properties, pools gone bad, hundreds of used tires, and back yard collectors. In addition, our office coordinated efforts with Athens County Children Services to help find housing for a family with children discovered squatting in a condemned home and unsanitary environment.

Our office continues to coordinate with local and state law enforcement agencies in the identification and removal of illegal homeless sites in several Athens areas.
• **SWPP. Stormwater Pollution Prevention:** The Director of Code and Ohio Department of Natural Resources (ODNR) staff inspected new home and commercial building sites. During one inspection it was discovered that a builder had attempted to dispose of construction debris into a stormwater stream. Builder was sited and directed to immediately remove the debris.

• **Inter-Departmental Support:** The Code Office continues to work closely and frequently with the City Planner on development, sub-division and flood hazard related issues, the Fire and Police Departments for fire and enforcement related issues, the Engineering and Public Works Department for curb cut, water, sewer, Right-Of-Way and Wellhead issues, the Athens City/County Health Department for public health, sanitation and wellhead issues, and the Athens Soil & Water Conservation District for stormwater management, regulations and soils investigations.

• **Organizations:** Organizational meetings frequently attended by the Director and/or the SWLCO include Athens Metropolitan Housing Authority (AMHA), Athens Uptown Business Association (AUBA), Keep Athens Clean & Beautiful (KACB), Move-Out, Stormwater Pollution and Prevention, neighborhood association meetings, and University Off-Campus Housing organization through Ohio University.

• **Commission and Boards:** In addition, Director provides zoning reviews for Title 41 applications which is presented at monthly Planning Commission meetings. Title 37 reviews for the Shade Tree Commission. The Code Office staff also administers applications and present cases for the monthly Board of Zoning Appeals. Administrative staff assist the Director and Code Officers with licensing, permitting and/or registration for rental housing, landlord/tenant occupancy forms, solicitors, vendors, contractors, and sign/zoning related permits and other additional administrative duties.

• **Events:** The Code Office staff participated in (3) three Fests activities, Halloween, Beautification Day, Move-Out, Move-In and River Sweep activities and events. The introduction of the first annual “Coffee with Code” was held at Ohio University’s Baker Center, this provided an opportunity for students to address a wide range of topics. The event was well received and well attended and OU staff were supportive in making this a regular event.
• **Halloween:** The Code Office is primarily responsible for vendors, from their application process to after event removal. We had 9 (nine) vendors set up during Halloween, 3 (three) were local and 6 (six) were from out of town. Throughout, the event Code Officers work closely with Law Enforcement, providing additional eyes and ears. Pre-event, Code Director, along with Athens Fire Chief and Athens County Health Department conduct health and safety checks on vendor food buggies. In addition, Code and Solid Waste Litter Control Officers monitor structures, alleys and businesses for code violations.

• **Fests:** The Code Office continues to provide additional coverage in support of The Athens Police Department, beginning with the distribution of 400 informative flyers provided to all residents in the Fest area to include adjoining side streets. On the morning of the Fest, Code Staff go door to door providing positive resident interaction and stressing the importance of resident responsibilities. During Fests, Code Staff continuously monitors activities being conducted on decks and porches for structural overloads. In addition, at the completion of the Fests, Code and Solid Waste staff interact with the resident’s again providing instruction and direction in area clean up.

Fests for 2018 were relatively calm. Although during a High Street Fest party, we discovered that a rental unit’s first floor had collapsed into the partial basement. Fortunately, no was injured in the event. Code responded by inspecting the unit after the event and after the reconstruction. Code also sent out an Emergency Notice, sending out over 500 email notifications to Landlords, Ohio University staff and flyers to various Sororities and Fraternities. We addressed and expressed warning them of overcrowding and the danger of jumping up and down in unison in one spot, especially in structures which were not designed to have mass group parties. Mill Street Fest had code officers identifying two potential porch and staircase structural failures and had owner’s maintenance personnel respond immediately, preventing a possible loss of life and property damage.
RENTAL HOUSING

The number of building addresses registered in the city was 1,979 with rental inspection units totaling 5,625 (5,587 in 2017; 5,607 in 2016; 5,586 in 2015; 5,580 in 2014; 5,532 in 2013; 5,430 in 2012; 5,356 in 2011; 5,214 in 2010; 5,191 in 2009; 4,986 in 2008; and 4,874 in 2007). Of the total number of inspection units, 86 addresses were rooming houses with a total of 741 rooms and 1,286 occupants.

According to the maximum permitted occupancy levels for unrelated persons established by the Zoning Code, the total number of permitted occupants/tenants for 2018 was 16,637.


Solid waste and Litter Control: Warnings and tickets were issued related to improper disposal of solid waste. 2,572 warnings and 928 citations (3,791 in 2017; 1,106 in 2016; 715 in 2015; 755 in 2014; 709 in 2013; 611 in 2012; 474 in 2011; 858 in 2010)

Code Office Parking Tickets: Warnings or violations for parking on the sidewalk or in the front yard, 33 warnings and 8 citations. Grass and Weeds: 578 violations, Signage, Handbill Removals: 645, Complaint Investigations: 605 investigations were conducted in 2018. (674 in 2017; 593 in 2016; 38 in 2015; 88 in 2014; 96 in 2013; 89 in 2012; 111 in 2011; 153 in 2010) throughout the year. A total of 973 visitors were logged in for the year.

At the close of 2005, Ordinance #0-129-05 was adopted amending Athens City Code section 29.03. This ordinance added Section 29.03.08.1 Tenant/Occupant Education Form. The clerical staff continued to work closely with the Athens City Law Director’s Office to enforce landlord submittals of this form.
Sampling of the 251 warning Snow Removal Tickets written in 2018 issued with attached information sheet.
Inspections/Violations Summary for Years 2013 – 2018

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<thead>
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<th></th>
<th>2013</th>
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<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<td>Rental Re-inspections</td>
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<td>1,909</td>
<td>1,054</td>
<td>2,314</td>
<td>1,986</td>
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<td>SWLCO - Trash Warning/Violations</td>
<td>2,483</td>
<td>3,788</td>
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<td>3,096</td>
<td>3,791</td>
<td>3,500</td>
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<td>Code Officer - Trash Warnings/Violations</td>
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<td>2,512</td>
<td>180</td>
<td>165</td>
<td>86</td>
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<td>Grass</td>
<td>356</td>
<td>255</td>
<td>75</td>
<td>163</td>
<td>562</td>
<td>578</td>
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<td>Snow</td>
<td>45</td>
<td>210</td>
<td>97</td>
<td>38</td>
<td>0</td>
<td>217</td>
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<tr>
<td>Signage</td>
<td>248</td>
<td>233</td>
<td>180</td>
<td>740</td>
<td>918</td>
<td>645</td>
</tr>
</tbody>
</table>

**ZONING CERTIFICATES/BUILDING PERMITS**

1. **105 zoning certificates** were issued in 2018.

2. **195 permits were issued** for other activities such as signs, land development, flood hazard area development, demolition, lot splits, curb cuts, revocable licenses, Title 41, 72 HR parking, etc.

3. **478 licenses/registrations were issued** for specific trades and activities such as contractors, vendors, and taxi businesses. *(See attached sheet for specific types and totals).*

4. **179 rental permits** were submitted, being either updates or new rentals.
Number and type of construction permits and total improvement valuation of those permits:

**RESIDENTIAL**

1. **NEW CONSTRUCTION**:  
   7 permits issued in 2018 (21 in ’17; 18 in ’16; 7 in ’15; 13 in ’14; 3 in ’13; 4 in ’12; 3 in ’11; 7 in ’10; 6 in ’09) were for new single-family homes/structures.

   3 permits issued in 2018 (1 in ’17; 4 in ’16; 1 in ’15; 0 in ’14; 3 in ’13; 0 in ’12; 6 in ’11; 9 in ’10; 5 in ’09) for new multi-family structures.

   The total valuation of new residential construction was $2,266,305.91 in 2018 compared to $7,736,850 in ’17, $7,017,700.00 in ’16, $21,780,000.00 in ’15, $4,620,648.00 in ’14, $2,825,000.00 in ’13, $850,000.00 in ’12, $3,467,000.00 in ’11, $8,723,033.00 in ’10, $2,644,876.00 in ’09. The wide disproportion with comparison to previous years is due to a lack of large projects and a downturn in the economy.

2. **ALTERATIONS**:  
   37 permits issued in 2018 were for residential alterations or renovations with a total valuation of $3,786,694.00 compared to $3,385,046 in 2017 $712,725.06 in 2016, $1,362,420 in 2015, $1,342,027 in 2014, $1,169,376 in 2013, $1,849,606 in 2012, $1,371,342 in 2011, $1,635,983 in 2010, $1,794,505 in 2009.

**COMMERCIAL**

1. **NEW CONSTRUCTION**:  
   4 permits totaling $1,725,000.00 issued in 2018 for new commercial construction. Figures for past years include 5 in 2017, 8 in 2016, 6 in 2015, 3 in 2014, 4 in 2013, 9 in 2012, 1 in 2011, 2 in 2010, 0 in 2009, 2 in 2008, and 8 in 2007 with project costs totaling $13,150,000 in 2017, $6,403,900 in 2016, $3,653,500 in 2015, $5,402,000 in 2014, $3,437,000 in 2013, $1,863,000 in 2012, $400,000 in 2011, $550,000 in 2010, $0 in 2009.

2. **ALTERATIONS**:  
Construction Permits Issued for Years 2012 – 2018

Construction Permits Valuation Totals for Years 2012 – 2018
BOARD OF ZONING APPEALS

12 meetings were conducted. 29 cases presented involving requests for 29 variances before the Athens City Board of Zoning Appeals. Code Officer Paul Eschenbacher continues to serve as the Board Secretary for the nineteenth year beginning in 2000. Total application fees collected were $2,175.00 ($75.00 per case, $50.00 application fee plus $25.00 advertising fee).

VARIANCE SUMMARY

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<th>Denied</th>
<th>Withdrawn/Tabled</th>
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<tr>
<td>Lot coverage</td>
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<td>0</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Setbacks</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>14</td>
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<tr>
<td>Use</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Temporary Use</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Conditional Use</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Substitution Use</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parking</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Signs</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Bulk Controls</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Flood Protection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Review</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>26</td>
<td>3</td>
<td>0</td>
<td>29</td>
</tr>
</tbody>
</table>

Before 4 Dalton Ave After.
After 30 years, 2 Dalton was renovated and now is a suitable rental. 4 Dalton was removed and a new home was built on the same foundation.
BUDGET

Revised appropriations to the department budget totaled $635,361.68 for 2018. Total expenditures and encumbrances were $627,370.08. $7,991.60 was returned to the general fund.

1. Building permit revenue totaled $40,352 which was 101% of anticipated revenue.
2. Rental permit fees totaled $563,649 which was 102% of the anticipated revenue.
3. All permit and license fees collected totaled $697,242. Rental permit fees as a percentage of total fees collected was 81% holding to a six-year average of 80% and rental fees as a percentage of total expenditures was 78% for a six-year average of 79%. A 6 year, revenue/expenditure report is included.

Revenue/Expenditure Comparison for Years 2013 - 2018

![Revenue/Expenditure Comparison Chart]
FACILITIES

At year end, 2012, City Council appropriated $12,885.00 for the purchase and installation of a new filing system which was installed in early 2013. Further improvements in the main office area included the purchase of two new reception desks resulting in a more streamlined appearance.

In 2011 City Council appropriated $41,623.00 for building renovations in accordance with recommendations from Perfection Group. The Code Office building had its HVAC system upgraded to a new 90% efficiency gas unit, new insulated windows, and new energy savings light bulbs.

In 2017, funds were appropriated for minor renovations to include: shelves for the basement to improve Site Plans storage and filing. Staff re-painted parking lines and accessible parking spots.

In 2018, funds were appropriated for minor upgrades. Office entrance and Code Conference room were painted, also Code Conference room received updated visual equipment. This allows officers to provide and review dated zoning issues through satellite picture representations, identifying violations, property lines and topography. The office, also installed a shower, allowing staff to clean up after being subjected to hazards of the position such, as bedbugs, fleas & ticks, subjected to odorous smells and materials.
DEVELOPMENT ORDINANCES

HISTORY:
After several years of citizen input and professional coordination with Poggemeyer & Associates, the Comprehensive Plan for the City of Athens was adopted. The Athens City Planning Commission had reviewed and reformatted the plan and forwarded it to Athens City Council. The original plan was nominated by the Ohio Planning Conference for Best Small Jurisdiction Comprehensive Plan in 2005 and subsequently received the award. Since the start of the comprehensive planning process, Athens City Council has passed two ordinances that extensively revised Title 21, Subdivision Regulations (Ordinance No. 0-116-03) and Title 23, Zoning Code (Ordinance No. 0-53-03) and subsequently has adopted minor modifications to both. An ordinance establishing a Wellhead Protection Plan and Overlay Zone was passed in 2002 (Ordinance No. 0-76-02). In 2001, Title 37, Landscaping Regulations, were passed (Ordinance No. 0-07-01) and then amended in 2002 (Ordinance No. 0-97-02) and in 2009 (Ordinance No. 0-88-09). Also in 2001, Planned Unit Development (PUD) Regulations were extensively revised (Ordinance No. 0-72-01) and placed in Title 21 where they had previously been contained in Title 23. A small reference in Title 23 to Planned Unit Developments is the only remaining connection in the Zoning Code to Title 21 [ACC 23.04.01 (A) (5)] where the PUD regulations now exist. Since that time, the regulations have been modified to permit variances only when recommended by the Planning Commission and approved by a ¾ majority of Council (Ordinance No. 0-100-04) and to impose the requirements of the Zoning Code when they conflict with and are stricter than those of the PUD regulations (Ordinance No. 0-03-04).

In 2006, Ordinance #0-130-05 became effective which limits earth disturbing activity related to Title 27, Land Development. Ordinance #0-09-06 was passed to expand the retrofitting thresholds of Title 37, Landscape Regulations and Ordinance #0-08-06 was passed to amend Title 21, Subdivision Regulations, to increase Major Subdivision and Planned Unit Development application fees and pass City expense for review fees of technical subcontractors back to the Developer.

In 2007, minor revisions were made to the Subdivision Regulations, Ordinance #0-37-07, the Zoning Code, Ordinance #0-38-07, and the Flood Damage Prevention Code, Ordinance #0-82-07. The major change was the addition of Title 41, Site Plan Review which basically added review, oversight and permitting to the Planning Commission for new multi-unit residential projects and new commercial projects with new building areas greater than 5,000 square feet.

In 2009, the Flood Damage Prevention Code was significantly amended, Ordinance #0-100-09.

In 2010, Title 23, Zoning Code, was amended for permitted uses in the R-1 zones, Ordinance #0-10-10. Ordinance #0-41-10 and Ordinance #0-42-10 were amended to Title 11 and Title 31 respectively, requiring contractors to register with the City of Athens and amending our building regulations. Ordinance #0-52-10 made slight changes to Title 41. Ordinance #0-59-10 was amended to Title 29 requiring carbon monoxide detectors in
residential rental dwellings and rooming houses, with said requirement to be instituted on January 1, 2012.

The preceding summary of development regulation modifications is intended only to indicate changes occurring since the start of the comprehensive planning process to date. With final adoption of a Comprehensive Plan and associated legislation related to implementation, this Office will continue to work through the changes in development criteria passed by Council and provide the highest possible level of service to citizens and developers affected by new and changing regulations.

In 2011 two ordinances were adopted which will require enforcement specifically for residential rental housing including Ordinance #0-59-11 which amends Title 29, Housing Regulations, requiring carbon monoxide detectors in residential rental dwellings and rooming houses equipped with a gas furnace, hot water tank, stove, fireplace, etc. or having an attached garage. The other ordinance which will have a significant impact on rental housing is Ordinance #0-116-11 which amends ACC 23.03.13, Sign Regulations, specifically related to rental, property management and for sale signs.

Other ordinances adopted include Ordinance #0-04-11 which adds the Total Lot Coverage rule to the Schedule of Bulk Controls (ACC 23.10.01) at 60% for all projects in a residential (R) zone, Ordinance #0-117-11 amending Title 23 to include an off-street bicycle parking requirement, and Ordinance #0-56-11 was passed amending Title 23 to include Sweepstake/Internet Café business uses.

In 2012 one significant Title was added. Title 43, Ordinance #0-33-12, Wireless Telecommunications Facilities, was passed to affirm the City of Athens authority concerning the placement, construction and modification of wireless telecommunications facilities.

In 2014 three ordinances were adopted in relation to trash, trash storage and/or rentals and associated fees. Ordinance 0-90-14 amended ACC 29.12.01(A) to include broken trash bags, loose garbage, overflowing containers or an accumulation of excessive waste in a storage area.

Ordinance 0-99-14 amended ACC 29.03.08 Rental Permit Fees, ACC 29.12.02 Sanitary Violation fines, ACC 29.34.04 Solid Waste Disposal Violation fines, ACC 5.02.03 Garbage and Rubbish Violation fines, and ACC 13.07.07 Littering Violation fines.

Ordinance 0-89-14 amended ACC 5.02.03 Preparation and Storage to all solid waste and recyclables shall be kept in containers stored out of view from the addressed street number. Waivers may be granted.

Ordinance 0-46-17 amended ACC 5.02.03 (D) Preparation and Storage. Changing appeal process from 72 hours to (3) three business days.

Ordinance 0-123-17 amended ACC 7.03.39, Bicycling on Certain Sidewalks, ACC 7.03.50, Riding Skateboards or Roller Skates/In Line Skates and ACC 7.09.99, Penalties.
Changing from listing streets to “No person shall ride bicycle and sidewalks adjacent to Union, Washington, Court Street, or Mill Streets between Congress and College.

Ordinance 0-124-17 amended ACC 29.03.08. 1, Tenant / Occupant Education Form and Section 29.03.09 Display of Permit. This change removed the requirement for the Tenant / Landlord Education form and replaces it with the Occupancy Permit and Compliance Form.

Ordinance 0-48-18 amended ACC 11.04. - Vending, Peddling and Soliciting 11.04.13. - Vending areas. All LICENSED vending on the public streets of Athens, Ohio, UNLESS MODIFIED BY CITY COUNCIL FOR SPECIAL OCCASIONS, shall be conducted only on East Union Street between Court Street and College Street in the designated vending areas. NO OTHER VEHICLE MAY PARK IN AN AREA RESERVED FOR VENDORS FROM 4:00 A.M. UNTIL NOON. VENDOR SPACES WHICH HAVE BEEN RESERVED SHALL BE MARKED WITH APPROPRIATE SIGNS TO INDICATE THAT NO OTHER VEHICLE MAY PARK IN THE AREA FROM 4:00 A.M. UNTIL NOON, EXCEPT ON SUNDAYS.

Ordinance 0-114-18 amended ACC 29, Housing Regulations, Chapter 29.22, Water System, and Section 29.22.04 Water Heating Facilities. This change removed “All water heaters must be installed by licensed plumbers” and replaced with “Water heaters shall be installed in accordance with manufactures instructions.

Ordinance 0-134-18 amended ACC 11. Business Regulations, Chapter 11.04, Vending, Peddling and Soliciting. Changing license fees payment: “monthly payments due and payable five (5) business days before the 1st day of the month. This also addressed “all unreserved spaces shall revert back to public parking until assigned to a specific vendor. The Code office may at its discretion retain one space to accommodate access for vendors”.

Ordinance 0-148-18 amended ACC 1.03 Code Fees Established. This ordinance adjusted fees addressing the increase in administrative cost and operational requirements of various departments.

Ordinance 0-149-18 establishing ACC Title 49, Management, Administration, and Control of the use of the City’s Public Rights-of-Way.

**LICENSING AND REGISTRATION**

In 2006, Ordinance #0-31-06 was a major amendment to Athens City Code sections 11.05 Licenses and 11.08 Taxicabs. This ordinance created the Athens City Taxicab Board and sets protocol for licensing of new taxicab companies and drivers. Ordinance #0-41-10 and Ordinance #0-42-10 amended Titles 11 and 31 respectively, requiring Contractor Registration with the City of Athens and amending our building regulations.
### CODE OFFICE ANNUAL SUMMARY

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<th>Year</th>
<th>Rental Inspections</th>
<th>Re-Inspections</th>
<th>TOTALS</th>
<th>SWLCO Litter</th>
<th>Code Officer Litter</th>
<th>TOTALS</th>
<th>Grass</th>
<th>Snow</th>
<th>Signage</th>
<th>Other (parking)</th>
<th>TOTALS</th>
<th>Zoning Permits</th>
<th>Vendors/Contractors</th>
<th>Rental Permits</th>
<th>Complaints/Investigations</th>
<th>Visitors</th>
<th>TOTALS</th>
<th>OVERALL TOTALS</th>
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<td>6,755</td>
<td>2,206</td>
<td>923</td>
<td>3,129</td>
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<td>106</td>
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<td>474</td>
<td>265</td>
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<td>111</td>
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<td>130</td>
<td>179</td>
<td>605</td>
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*Divided by 236 workdays per year, then divided by 6 (number of Code Officers and SWLCO)*

**DAILY TASKS PER**

<table>
<thead>
<tr>
<th>Year</th>
<th>Rental Inspections</th>
<th>Re-Inspections</th>
<th>TOTALS</th>
<th>SWLCO Litter</th>
<th>Code Officer Litter</th>
<th>TOTALS</th>
<th>Grass</th>
<th>Snow</th>
<th>Signage</th>
<th>Other (parking)</th>
<th>TOTALS</th>
<th>Zoning Permits</th>
<th>Vendors/Contractors</th>
<th>Rental Permits</th>
<th>Complaints/Investigations</th>
<th>Visitors</th>
<th>TOTALS</th>
<th>OVERALL TOTALS</th>
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<td>9.2</td>
<td>9</td>
<td>10</td>
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<td>8.9</td>
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</table>

The beginning of 2018 the Code Office had four Code Officers and two Solid Waste Control Officer (SWCO). The SWCO enforces litter control, street cleanliness, business sanitation and trash can placement. Three of the four Code Officers do rental inspections 3 of the 4 weeks a month, the other Code Officer assists with permits in the office and patrols the city for issues such as trash, signs, etc. The fourth week of the month the officers will do re-inspections from the previous month. Every Friday, each officer patrols his particular zone, looking for any of the above mentioned items. So to summarize, in a 20 day work month with 4 officers, a total of 80 man work days, the Code Officers doing inspections 48 of those days and 32 days are spent doing their other job obligations.
Office of Code Enforcement 2019 Goals and Objectives

- Work with City Council, City Planner, Planning Commission, Department Heads and Code Staff in identifying, modifying and clarifying parts of Athens City Code.

- Work with property owners and businesses to bring forward building improvements for the betterment of City of Athens and it’s citizens.

- Provide clear and clarified direction for the progress of development within the City of Athens

- Streamline processes for new and redevelopment projects

- Work towards improving public relation and perceptions through community and university involvement.

- Continue to address any and all code violations in a timely manner

- Continue to review Code staffing requirements and bring them in-line with work demands, departmental directives and objectives

- Address the increasing levels of rental inspections in a timely manner

- Aggressively work towards reducing rental violations

- Continue to pursue administrative enforcement actions on neighborhood blight

- Enhance Code Officer(s) capabilities through educational programs

- Digitalize rental applications

- Use Citizen Serv software to its potential

- Continue to address means to go paperless

- Improve staff moral through work style environmental changes and improvements

West Union Property, Owner owned retaining wall damage. With owner and adjoining property owner, the failed retaining wall was repaired. City of Athens Public Works helped with stormwater management.
Office of Code Enforcement and Community Development 2019 Continuing Activities

- Continue to conduct Rental Inspections in a timely manner
- Continue to perform re-inspections on failed units in a timely manner
- Continue to address daily code violations
- Continue to respond to citizen complaints with 24 hours
- Continue to individually address and meet with “Fest” residents prior to and during the event and monitor health, safety and compliance
- Continue to help citizens with preliminary reviews of small projects before application submission
- Continue to collaborate with Law Director’s office and City Council
- Continue to work with Ohio University Student Legal Office concerning Landlord and Tenant disputes
- Continue to work towards implementation of Stormwater Protection Plan dedicating time for land management enforcement
- Continue to work with Rural Action, TAG, Move Out Day and Beautification committees with increased emphasis on recycling and repurposing, Keeping Athens Clean.
- Continue to commit to office administration improvements
- Continue to work towards increased staffing
HISTORY

• 1955  Athens City ordinances codified
• 1960  First Zoning Code adopted
• 1965  First Housing Code adopted
• 1969  Major revision to Zoning Code
• 1971  Ohio University turns off-campus housing inspection over to the City of Athens
• 1972  Office expanded to a Director and 2 Officers
• 1975  Major revision to Housing Code
• 1980  Flood Damage Prevention Code adopted
• 1984  Major revision to Housing Code
• 1989  Land Development Code adopted
• 1990  Office expanded to a Director and 5 Officers
• 1998  Office moved from City Hall to current facility
• 2000  Major revision to Housing Code
• 2001  Landscape Code adopted
• 2001  Major revision to Sign Code
• 2001  Major revision to Planned Unit Development (PUD) Code
• 2002  Wellhead Protection Ordinance adopted
• 2003  Major revision to Zoning Code
• 2005  Major revision to Fee Schedule
• 2005  Addition of Tenant/Occupant Education Form for rental properties
• 2006  Landscape Code revised to expand retrofit thresholds
• 2006  Subdivision Code revised to increase application and review fees
• 2006  Land Development Code revised to limit extent of earth disturbing activity
• 2006  Major revision to Licensing and Taxicabs Code creating the Taxicab Board
• 2007  Adoption of the Comprehensive Plan
• 2007  Adoption of Title 41, Site Plan Review
• 2010  Adoption of Contractor Registration to Title 11
• 2010  Major revision to Title 31 Building Regulations
• 2011  Revision to Schedule of Bulk Controls for total lot coverage
• 2011  Revision to Title 23 for rental and property management signs
• 2012  Title 43 Wireless Telecommunications Facilities adopted
• 2014  Rental Fees increased
• 2014  Trash, litter, trash storage, etc. fines increased
• 2014  Rules regulating trash can placement and trash definition established
• 2015  Change in Contractor Registration requirements and those not required to be registered
• 2015  Taxicab, rule change excluding those who operate one-way outside city limits
• 2016  Garbage and Rubbish amendment adding a violator’s right to appeal within 72 hours.
• 2018  Introduced new City of Athens Rental Occupancy Permit & Compliance Form. 11X17 poster size form identifying Code requirements of Landlords and Tenants. The form is also part of the rental inspection and required to be posted on the main entrance of the rental unit.
DUTIES

- **PERMITTING (under original jurisdiction):**
  Title 23, Zoning Code, including signs, parking, new construction and remodeling
  Title 29, Housing Code, including rental and occupancy permits
  Title 31, Building Code, including demolition

- **PERMITTING (after authority review):**
  Title 5, Stormwater Management
  Title 11, Business Regulations, including contractors, vendors, solicitors and taxicabs
  Title 21, Subdivision Regulations, including PUD’s and minor lot splits
  Title 25, Flood Damage Prevention, including new construction and remodeling
  Title 27, Land Development, including soil types and large development projects
  Title 31, Building Regulations
  Title 33, Landscaping, including parking lots and building premises
  Revocable Licenses for City Council
  Title 41, Site Plan Review
  Title 43, Wireless Telecommunications Facilities

- **LICENSING/REGISTRATION**
  Contractors, Vendors, Peddlers, Solicitors and Taxi Cab Companies

- **INSPECTIONS:** 5,587 Rental Units, approximately 28,000 smoke detectors and 10,000 fire extinguishers, Health and Safety issues, windows and doors for operation and security, waste and litter, exterior items such as gutters, decks, porches, sidewalks and driveways.

- **NUISANCE COMPLAINTS:** solid waste (to include pet waste), parking, grass and weeds, sidewalk snow removal, and signage.

![Neighborhood Blight](image)

<table>
<thead>
<tr>
<th>Neighborhood Blight</th>
<th>127 N. Lancaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolished after 30 years</td>
<td></td>
</tr>
<tr>
<td>Before</td>
<td>After</td>
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</table>
The first (SWLCO) Solid Waste Litter Control Officer position was created in 2007 and the second position was created August 2016. These positions are funded through a proprietary fund established through the Utilities Billing Department. As of 2010, a $1.00 per unit fee is assessed to all water and sewer utility bills. The SWLCOs issued 3,500 warnings and tickets in 2018 (3,791 in 2017, 3,096 in 2016, 3,016 in 2015, 3,788 in 2014; 2,483 in 2013; 2,221 in 2012; 2,163 in 2011; 1,083 in 2010). SWLCO’s work (7) seven days a week and throughout the summer. This allows the Code Office to provide coverage in areas which were previously neglected.
SWLC Budget

The proprietary fund budget for 2018 was $1,789,806 where $926,555 was the base Athens/Hocking Solid Waste Contract with a total amount paid of $1,074,972. Total expenditures and encumbrances were $1,662,709; therefore $127,097.30 was not used. Litter violation revenue totaled $59,675 through utility billing revenues ($71,300 in 2017; $76,200 in 2016; $86,237 in 2015; $51,351 in 2014; $20,215 in 2013; $20,500 in 2012).

Solid Waste Litter Control Section 2018 Goals

- Ongoing efforts to educate the public on proper disposal / containment of trash and litter. With the newer blue recycle containers now being used city wide, have a stronger focus of proper recycling, containment and increased awareness of acceptable materials.

- Continue city wide monitoring of properties for illegal trash storage, illegal dumping and improper hazardous waste storage.

- Continue to grow relationships with other outside agencies from surrounding areas to search for shared ideas and solutions in dealing with trash, litter, and dumping.

- Increase efforts on cigarette butt cleanup and containment past the Uptown corridor; working with all commercial establishments in the city limits.

- Work closer with Engineering and Public Works water division to help identify illegal dumping / improper disposal of materials into sewers and drains.

- Refine reporting and strengthen investigative skills used to provide more accurate information when called to appear for hearings when an appeal is filed.
ACCOMPLISHMENTS

The following items are just a small sampling of the over 150 (one hundred fifty) items the Solid Waste Litter Control Officers corrected in 2018.

- Columbus Rd: After receiving notification from the Deputy Service Safety Director, on a report of an oil spill coming from an automobile salvage yard out onto public right of way and culvert area. The ODNR Environmental Officer, Code Enforcement and Athens Fire department inspected the area and discovered a large oil spill. The Athens City-County Health Department, Athens Soil and Water Conservation District and Athens City Code Enforcement (SWLCO’s) were notified. An Order to Comply was issued for immediate clean up. During this inspection it was discovered that numerous additional violations existed on the property. The oil spill was immediately cleaned and one week later all other violations were addressed.
- Richland Ave: At an auto repair business on Richland Ave the SWLCO’s identified poor property conditions and tire storage issues. The Athens City-County Health Department, Ohio Environmental Protection Agency, and Athens City Code Enforcement office were notified, property inspected and issued a citation. The severity of the situation resulted in an Order To Comply for immediate clean up. Within 48 hours the property was in compliance on all matters.

- East State Street: A complaint was received from a commercial retailer on East State Street about illegal dumping of containers from medical suppliers and the possibility of improper medical waste disposal. It was discovered that the commercial retailer had paid hundreds of dollars in a previous incident for the same type of items. The Athens City-County Health department was contacted to address the possibility of medical waste being disposed in the dumpster. It was discovered that a medical supply company had hired a sub-contractor for supply deliveries and the sub – contractor was illegally dumping the containers. The company was notified and containers were properly disposed of and no further incidents were reported.
• East State Street: During their normal city run, SWLCO discovered improper disposal of Styrofoam packing pellets. Further investigation discovered that the materials were improperly discarded at several locations. In addition, the pellets were spreading throughout the city. Supporting agencies were notified, Athens City Public Works sewer crews were notified to inspect city storm drains. Inspections revealed the Styrofoam Pellets had made it into the sewer and to the Hocking River. Requesting help from Athens Soil and Water Conservancy and Athens City Fire Department, we were able to coordinate cleanup in numerous areas. In a joint effort between SWLCOs, Law Enforcement and Ohio Department of Natural Resources, it was determined the location and who committed the violations. Those who committed the violations were sentenced to do 400 hours Community Service.

Over 25 bags of pellets were discovered in several dumpsters. Violators were discovered on security camera footage removing the bags and jumping on them in an attempt to burst them. This resulted in the pellets making their way to the Hocking Rivers via city storm sewers.

As part of the Service- Safety Director’s recommendations and the Director of Code Enforcement, the implementation of a Community Service component was added to those found guilty through the Athens County Court of serious Solid Waste and Litter violations.

Violators performing part of their obligated 400 hours of community service
Fests:
- During Fest SWLCO’s monitor and act as an extension of the Code Office. Their duties involve monitoring outlying streets and observing any additional party flare ups and trash violations, reporting those to the Police Chief for follow-up. At the closing of all Fests, SWLCO’s work in conjunction with Code Officers and Athens Police Department in initiating end of day clean up. This program involves direct interaction with students, tenants, bystanders, and the public to facilitate after event clean up. We address every resident and offer advice, suggest clean up methods and providing trash bags and latex gloves. This has been an extremely successful program with noted results in 75% reduction in Trash Tickets and noted violations.

Community Service:
- In addition; those individuals who participate in the cleanup are classified as community service workers and are contributing to the program. For example; one of the most active, Palmer Fest, over 250, 33 gal trash bags were issued to community service workers which helped to recover approximately 4,800 pounds of trash.
- SWLCO’s continue to work with various groups and organizations affiliated with the University Off Campus Living and Community Service Assistant Director. Approximately 1800 pounds of trash were recovered from Athens city streets after events.
- Working with the Athens County Courts diversion program recovered 350 pounds of trash from public areas within the city and power wash 185 red recycle containers for re-use.
- SWLCO’s participates in community cleanups such as Beautification Day and Ohio Department of Natural Resources annual River Sweep events.
- Represented Code Enforcement at Safety Days held at Lowe’s with other Public Service and Safety agencies from the city and surrounding Athens County communities.
Just a regular weekend for SWLCOs.

**Other duties as assigned:**

- SWLCO’s assist with cleanup at central trash sites

- Remove signs from ROW and posted handbills

- Provide pickup of dead animals when in places that may affect the days activities or cause a hazard, such as walkways and right of ways during move in / move out, around public events and gatherings

- Identify structural hazards that may warrant inspection / investigation for a code officer

- Assist to identify those contractors working within the city limits that are / are not registered with the City of Athens.

- Request investigations by the Fire Department of fire safety issues; such as extreme amounts of grease around restaurant cooking hoods and exterior vents.

- Monitor fast food areas for (FOG) Fats, Oil and Grease violations.

- Recover items left on roadways and public spaces such as televisions, furniture, paints, trash, tires, etc.
**Reasons For Rental Inspections**

- Pet feces in pressed into living room carpeting. (Health & Sanitary)
- Holes in Walls (Structural & Safety)
- Stove and Cabinets covered in cooking grease (Sanitary and Fire)
- Shared Bathroom filth, faucet covered in toothpaste spit (Health & Sanitary)
- Private Bedroom door kicked in, damage (Safety & Security)