



**Housing Renewal Commission
Thursday March 25, 2010, 4:00 p.m.
City Hall Conference Room #2
85 South Main Street, Oberlin, Ohio**

Members Present: Doren Harley, Glen Turnbull, John Hall, Peter Crowley and Thomas Monroe

Members Absent:

Others Present: Scott Broadwell, City Council Liaison; Steve Polinski, Residential Building Official; Sandra Phillips, Secretary to the Housing Renewal Commission

Harley called the meeting to order at 4:08 p.m.

I. APPROVAL OF MINUTES

a) **Meeting Minutes – January 28, 2010**

Monroe made a motion to approve the meeting minutes. Hall seconded. Motion carried.

II. OLD BUSINESS

a)

b)

II. NEW BUSINESS

a) **Update on Demolition – 225 S. Pleasant Street**

Polinski told the Commission that the bid for the demolition of 225 S. Pleasant Street was awarded to the lowest bidder, Clark Brothers, Inc. The contractor was given thirty (30) to sixty (60) days to complete the demolition project. The hole in the lot has to be filled, the premises than has to be graded, seeded and straw placed. Polinski also told the Commission that once the work has been completed the Contractor is expected to call and set up a final inspection.

b) Review of the Updated Fee Schedule

Polinski explained what the changes would be to the present fee schedule and how the fees would be determined.

The Commission members agreed after asking questions to table the update of the fee schedule for further discussion.

III. OTHER BUSINESS

a) Update – Condemnation Process (submitted to Law Director)

Polinski explained to the Commission of the demolition process he has forwarded to the Law Director, Eric Severs for his approval.

- Complaint received or observed will cause the building(s) or structure(s) to be inspected by the Building Official.

Optional: Request Fire and/or Police to also inspect the building(s) or structure(s), for their input as to property being dangerous, unsafe and being a public nuisance.

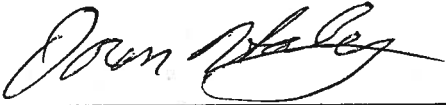
- Notification in writing to owner(s) of record, occupant(s), lessee(s), mortgagee(s), agent(s), all holders of legal or equitable liens or record upon such property and all person having interest of any property found to be dangerous, unsafe and a public nuisance. A description of property, statement of violations, order to vacate property, securing of property and correction abatement time. Also the interested parties will be notified of their right to appeal.
- Placarding on all dangerous condemned building(s) stating “Condemned”, “Shall Be Vacated upon Posting”.
- Procedure to advertise for demolition of building(s)/structure(s) and restoration of site (minimum of three (3) quotes are required before review and award shall be given).
- Demolition will occur after time allotted.
- Prior to issuing a contract for demolition contact the Title Company to prepare a final updated title search to verify any possible changes (if no major changes proceed with the demolition).
- The City shall enter into contract with the contractor which meets and/or exceeds the required specifications (if quotes exceed \$25,000, bids shall be sent to City Council for approval and funding before demolition contract will be awarded).
- Lien - Upon demolition and acceptance of the completed project, payment shall be authorized. Immediately upon payment the Law Director shall be notified. The Building/Code Official shall total all costs of such repair, vacation or demolition, including the costs of service and/or publication of notice(s) and certify these to the Law Director. Together costs and proper description of property will then be forwarded to

County Auditor, for placing the same, as a lien, on the property tax duplicate, together with all interest and penalties allowed by law, by the Law Director.

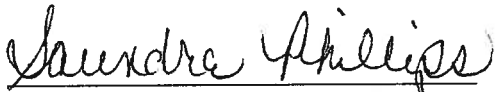
Polinski told the Commission there will be five (5) to six (6) more condemnation/demolition orders in the near future.

IV. Adjournment

There being no further business, the meeting was adjourned at 4:56 p.m.



Doren Harley, Chair, Housing Renewal Commission



Sandra Phillips, Staff Support