

September 2025

For Rental Code Inspection Processes Subcommittee

Project Phases – Note that some steps can be done simultaneously so not all is chronological

- I. **Establish Goals/Measurable Objectives (DRAFT)** Recommendations for the city and/or university to implement that will attain or create
 - a 100% annual inspection rate; a 10% reinspection rate
 - consistent inspection practices
 - maximum efficiency through technology and other practices
 - transparent code compliance records on Code Enforcement websites
 - a cooperative ongoing relationship between the Ohio University off-campus housing office, the city code office, fire department, landlords and other stakeholders
 - a Landlord Network
 - educational programs for landlords and renters (students and others)
- II. **Collect Background information**
 - a. Determine what is available and what we need
 - a. Review Code Office Annual Reports
 - b. Review all data/information we currently have and what we need
 - c. Establish study information storage and maintenance strategy
 - d. Assign tasks based on available data and interest areas
 - b. Identify all relevant ORC, city ordinances and legal issues
 - a. Laws/Ordinances
 - b. Rental Permitting process
 - c. Legal Rental Lease requirements
 - d. Landlord Rights, Responsibilities and Requirements
 - e. Tenant Rights, Responsibilities and Requirements
 - c. Review code inspection policy and processes
 - a. Inspection policies
 - b. Inspection checklist – Any changes
 - c. Inspection scheduling process
 - d. Post Inspection Reporting process
 - e. Reinspection process/issues to reduce reinspections
 - f. Use of software/CitizenServe and other or additional options
 - d. Collect and review Metropolitan Housing Authority/Public Housing inspection practices/forms
 - a. Code Inspection Checklist
 - b. Inspections processes
 - c. Reporting processes
 - e. Locate Best Practices/Models
 - a. Columbus and OSU
 - b. Others – include Professional Organization Best Practices & Models
 - f. Compare and Contrast with other cities
 - a. Review OU off-campus housing program and issues
 - b. Interview other town-gown cities and elicit ideas/feedback
 - g. Identify & Review local Landlord information from code enforcement
 - a. Set Standards for and Compile list of code compliant landlords
 - b. Code compliance history records of all landlords

For Rental Code Inspection Processes Subcommittee

- c. Review patterns and trends
- d. Identify issues and assess risk factors
- e. Review reinspection patterns/timing/consistency/trends/problem areas
- h. Review & Analyze Available Tenant-Landlord Information
 - a. Review patterns and trends
 - b. Identify issues
- III. Collect Stakeholder/Expert Information**
 - a. Surveys – Students renters, low-income renters, other renters, landlords
 - b. Focus Groups – Student/Other/Disabled Renters, Small and Large Landlords, Fire Department, Health Department
 - c. Individual interviews with city officials, attorneys, best landlords, OU Off-Campus Housing, Public Health, Law Director, Drew Daniels Chauncey Code Director, OSU Off-Campus Housing staff, Columbus Code Enforcement staff, LASCO and Student Legal Services staff
- IV. Review Technology Use and Options to Increase Efficiency**
 - a. Update Rental Locations on GIS Maps & Explore option to link rental info and records from GIS maps
 - b. Determine feasibility of iPad use for inspections; other technology options
 - c. Determine best software/services for public access of code inspection records/reports
- V. Review Code Enforcement funding/expenses**
 - a. Determine time required to inspect units based on recommended strategies/standards
 - b. Analyze data to determine
 - a. Cost of hiring code officers/training
 - b. How many inspections can they do annually based on current numbers?
 - c. How many inspections needed based on recommended strategies/standards?
 - d. Cost of conducting the inspections/reinspections with current and with new strategies/standards?
 - e. Cost of any software/hardware
 - c. Funding options
 - a. Increase rental permit fees?
 - b. Small student fee?
- VI. Compile, Analyze and Report all Data and Information**
- VII. Recommend New Policies, Ordinances, Processes, Educational Strategies for Renters and New Landlords, List Action Steps with Priorities**
- VIII. Prepare Report/Plan and Propose task force to shepherd changes**