



**ORDINANCE 18-2018**

**AN ORDINANCE CREATING TITLE THIRTEEN; CHAPTER 1301 RENTAL  
REGISTRATION**

**WHEREAS**, Recognizing that the preservation of existing rental housing stock is of tremendous importance. Rental housing provides needed, affordable housing for many and is a valuable asset that must be preserved and maintained. The Village has a significant interest in ensuring that rental housing remains a desirable housing option for its citizens. Over time rental housing often deteriorates because of intentional and unintentional neglect by property owners, managers and tenants. This deterioration often results in substandard conditions that adversely affect the economic values of neighboring structures, and that are hazardous to the public health and safety. In many cases, property owners choose not to make the necessary repairs because of cost, and tenants do not report the deficiencies out of lack of knowledge or because they fear being evicted for doing so. A robust rental housing inspection program will be self sufficient with funds generated by income being used for personnel costs.

**WHEREAS**, The Village of Johnstown recognizes a need to compel the disclosure of information about any residential rental units in the Village and the need for a registration program; and

**NOW THEREFORE**, be it ordained by the Council of the VILLAGE OF JOHNSTOWN, Licking County, Ohio, as follows:

**Section One.** Title Thirteen; Chapter 1301 is hereby adopted as the Rental Registration program of the Village of Johnstown, in the State of Ohio and is attached to this ordinance.

**Section Two.** Village Council finds that establishing a rental registration program is necessary to protect the health, safety, and welfare of the public; and prevent deterioration and blight conditions that adversely impact the quality of life in the Village

**Section Three.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

**Date of Introduction: May 15, 2018**

**Public Hearing/Vote: June 5, 2018**

**Effective Date: July 5, 2018**

BY: Dutcher

Benjamin Lee  
Mayor Benjamin Lee



Ord 18-2018

ATTEST TO:

A handwritten signature in blue ink, appearing to read "Teresa Monroe", written in a cursive style.

Teresa Monroe, Clerk of Council

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Yazan Ashrawi", written in a cursive style.

Yazan Ashrawi, Law Director

# RENTAL REGISTRATION PROGRAM

## PART ELEVEN - PLANNING AND ZONING CODE

### Creating Title Thirteen

### Creating Chapter 1301 Rental Registration

#### CHAPTER 1301 - RENTAL REGISTRATION

**1301.01 Scope** - Recognizing that the preservation of existing rental housing stock is of tremendous importance. Rental housing provides needed, affordable housing for many and is a valuable asset that must be preserved and maintained. The Village has a significant interest in ensuring that rental housing remains a desirable housing option for its citizens. Over time rental housing often deteriorates because of intentional and unintentional neglect by property owners, managers and tenants. This deterioration often results in substandard conditions that adversely affect the economic values of neighboring structures, and that are hazardous to the public health and safety. In many cases, property owners choose not to make the necessary repairs because of cost, and tenants do not report the deficiencies out of lack of knowledge or because they fear being evicted for doing so. A robust rental housing inspection program will be self sufficient with funds generated by income being used for personnel costs.

The Village of Johnstown recognizes a need to compel the disclosure of information about any residential rental units in the Village and the need for a registration program.

Village Council finds that establishing a rental registration program is necessary to protect the health, safety, and welfare of the public; and prevent deterioration and blight conditions that adversely impact the quality of life in the Village.

**1301.02 Registration Requirements** - No person shall hereafter allow to be occupied or lease to another person for occupancy any residential rental property within the Village for which a registration statement has not properly been made and filed with the Office of the Village Manager of the Village of Johnstown. Registration shall be made upon forms furnished by the Office of the Village Manager of the Village for such purpose and shall specifically require the following minimum information:

- (1) Name, address and phone number of the property owner and an individual who is an officer of a corporate entity property owner, if applicable.
- (2) Name, address and phone number of a designated local property manager or contact agent if the property owner lives or has its principal place of business outside the metropolitan area of the Village, which shall be defined as a 20 mile radius from the municipal corporation limits.
- (3) The street address and Licking County Auditor Parcel Number of the rental property.
- (4) The number of units within the rental property.
- (5) The maximum number of occupants permitted in each dwelling unit.
- (6) The name, address and phone number of the person authorized to make or order repairs or services for the property, if in violation of Village or state codes, if that person is different from the owner or local manager or contact agent.

**1301.03 Manner of Registering** - The rental registry will begin on January 1, 2019. Owners of rental properties shall register their units as hereinafter provided within ninety (90) days of the program's inception. Thereafter registration must be made every two (2) years on or before the 1st day of January by the property owner, the contact agent or designated local property manager in the office of the Village Manager. The registration fee for the two year period shall be as follows:

One to four Units: \$25.00

5-49 Units: \$50.00

50-above: \$100.00

Each time the registrant adds an additional unit to the registration, there shall be a Ten Dollar (\$10.00) charge per unit, which shall be the only charge for that unit until the renewal date for that unit, (the "Interim Registration Fee").

**1301.04. Transfer of Property** - Every new owner of residential rental property (whether as fee owner or land installment contract vendor) shall be required to furnish to the Office of the Village Manager the information required in Section 1 before taking possession of the property. Except for the interim registration fee, no registration fee shall be required of the new owner during the year in which possession takes place, provided that the previous owner has paid all registration fees and has complied with all requirements of this ordinance and any notices from any

applicable governmental agency concerning violations of health, zoning, fire or safety codes.

**1301.05 Exemptions** - This ordinance does not apply to hotels and motels, bed and breakfast, housing units owned by a religious institution and occupied by a member of a religious community or congregation and housing units in any licensed hospital, hospice, community care facility, intermediate care facility or nursing home.

**1301.06 Forms** - Rental registration forms shall be made available on the Village's website and the Village of Johnstown may use the data collected to inform the owner, contact agent or rental agent of police, fire, building code violations and/or any other incident reports or inspection orders applicable to the property. The Village may also investigate and contact persons or legal entities who are covered by this ordinance and who have not registered their rental properties.

**1301.07 Penalties** - In addition to any other remedy available at law or equity, the following penalties shall be imposed for not registering with the Village. Any person or entity that fails to comply with any requirement of the Rental Registration program shall be subject to a penalty of One Hundred Fifty Dollars (\$150.00), which may, at the Village's discretion, be placed as a lien against the properties. Willful failure or refusal to register shall be a minor misdemeanor. The Village may pursue the civil penalty and the minor misdemeanor simultaneously, where appropriate, in the sole discretion of the Law Director.