



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 5, 2021
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *B.S.*
RE: Rental Licensing Program

The pending litigation filed against the City of Kent, for the Rental Licensing Program administered by the Community Development Department, precludes City staff from commenting on the case.

The Community Development Department staff, however, does maintain various records for the program, including the names of rental property owners, addresses for the units inspected, and the number of rental licenses issued. Staff also evaluates the program's efficacy by tracking information on identified and corrected safety, property maintenance, and zoning code violations.

I've attached a summary report of this information that can be shared with members of Council and the public that provides greater context on the Community Development Department's Rental Licensing Program.

If you have any questions after reviewing the attached, please let me know.

Thank you.

Cc: Hope Jones, Law Director
Eric Fink, Assistant Law Director
Paul Bauer, Code Enforcement Officer
Eric Helmstedter, Code Enforcement Officer

Attachment

Community Development Department Rental Licensing Program

Timeline

- **April 2016:** Legislation adopted to amend “Title Seven-Environmental Health and Housing Maintenance Code” (Rental Licensing) of the Kent Codified Ordinances (KCO) to expand the City’s rental licensing program to include the inspection and licensing of all rental residential dwelling units not previously inspected and licensed through the existing City of Kent Health Department Rental Licensing Program.
- **May 2016-December 2018:** Community Development Department identifies properties and compiles database of residential dwelling units, not inspected by the Health Department, that will need to be inspected and licensed through the rental licensing program administered by the Community Development Department. Program forms and materials are created and financial and computer protocols are developed for documenting and tracking properties.
- **January 2019:** First round of inspections and licensing begins.
- **April 2021:** First round of inspections and licensing is complete. Second round of inspections and licensing begins (licenses are issued annually, but inspections occur every other year).

Program Data

- 1,258 properties inspected between January 2019 and April 2021.
- Of the 1,258 properties inspected, 785 required re-inspection.
- 1,435 licenses issued to 637 different landlords and/or rental entities.
 - **NOTE:** More licenses issued than inspections conducted because the Community Development Department does not inspect voucher assisted rental property units. Portage Metropolitan Housing Authority (PMHA) inspects these units, but the Community Development Department still issues licenses because these are rental units that fall under the purview of the Community Development Department program, as specified in Title Seven of the KCO.
- 51 properties, represented by 9 different landlords and/or rental entities, have not been inspected. These rental properties represent 4% of all of the rental residential properties that are required to be inspected and licensed by the Community Development Department.

Violations Identified

VIOLATION TYPE	Fire Safety	Interior Property Maintenance	Exterior Property Maintenance	Zoning Use
First Round Inspections	1,155	789	310	25
Second Round Inspections (as of 10-5-21)	74	84	34	4