

North Canton City Council
Community and Economic Development Committee

ORDINANCE 11 - 2021

An ordinance establishing the Department of Development Services for the City of North Canton.

WHEREAS, the City wishes to provide the best possible services to residents and business owners for development services such as building permits, zoning applications, and property maintenance enforcement; and

WHEREAS, the restructuring of the Division of Permits and Inspections will better facilitate the proper administration of such programs.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

- Section 1. That there be, and is hereby, established the Department of Development Services under the direction of the Director of Permits who shall have supervision and control of the department subject to the direction of the Director of Administration.
- Section 2. That the Director of Permits shall perform such duties as may be required by the Director of Administration or may be required or prescribed by resolution or ordinance of Council.
- Section 3. That the Superintendent of Permits and Inspections shall become the Director of Permits and any reference to the Superintendent of Permits and Inspections in the laws, rules, regulations, or procedures of the City of North Canton shall be treated as reading "Director of Permits".
- Section 4. That the Department of Development Services shall be composed of the following divisions which shall have the functions hereinafter set forth and such other matters as may be delegated to them by the Director of Administration.
- a. Building Division;
 - b. Permitting Division;
 - c. Planning and Zoning Division; and
 - d. Property Maintenance Code Enforcement Division
- Section 5. That the Building Division shall:
- a. Administer the Residential Code of Ohio and Ohio Building Code;
 - b. Maintain the City's certification for a Residential Building Department issued by the Ohio Board of Building Standards; and
 - c. Maintain the City's certification for a Commercial Building Department issued by the Ohio Board of Building Standards.
- Section 6. That the Permitting Division shall:
- a. Issue all permits and licenses except as otherwise specifically provided in the Codified Ordinances of the City of North Canton;
 - b. Coordinate and/or perform all inspections necessary in conjunction with the issuance of permits; and
 - c. File daily with the Department of Finance a report of all permits and licenses issued and fees collected.
- Section 7. That the Planning and Zoning Division shall:
- a. Interpret and administer the planning and zoning codes;
 - b. Draft and maintain the Zoning map of the City of North Canton pursuant to the acts of Council; and
 - c. Provide administrative support staff functions for the North Canton Planning Commission and the North Canton Zoning and Building Standards Board of Appeals.

- Section 8. That the Property Maintenance Code Enforcement Division shall:
- a. Enforce the provisions of the Property Maintenance Code and render interpretations of such Code and adopt policies and procedures in order to clarify the application of their provisions;
 - i. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of such Code.
 - ii. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in such code.
 - b. Make all of the required inspections for the enforcement of the Property Maintenance Code or shall accept reports of inspection by approved agencies or individuals; and
 - i. Reports of such inspections shall be in writing and be issued by a responsible officer of such approved agency or by the responsible individual.
 - ii. Where it is necessary to make an inspection to enforce the provisions of the Property Maintenance Code, or whenever a City official has reasonable cause to believe that there exists in a structure or upon a premise a condition in violation of such codes, Division Officials shall be authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by such codes, provided that if such structure or premises is occupied they shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, they shall first make a reasonable effort to locate the owner, owner's authorized agent, or other person having charge or control of the structure or premises and request entry. If entry is refused, City officials shall have recourse to the remedies provided by law to secure entry.
 - iii. The Division may engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.
 - c. Issue all necessary notices, orders, and any other necessary documentation to ensure compliance with the Property Maintenance Code.
 - i. City officials shall carry proper identification when inspecting structures or premises in the performance of these duties.

Section 9. That if a provision of this ordinance is or becomes illegal, invalid, or unenforceable, it shall not affect the validity or enforceability of any other provision of this ordinance.

Section 10. That the Clerk of Council and Mayor of the City of North Canton be, and are hereby, authorized to make such amendments as may be needed to the codified ordinances of the City of North Canton to accurately reflect this ordinance upon approval of such amended pages by voice vote of Council.

Section 11. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this 12th day of April, 2021.

Attest: Benjamin R. Young
Benjamin R. Young, Clerk of Council

Stephan B. Wilder
Stephan B. Wilder, Mayor

Signed on: 12 April 2021