

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: January 7, 2014

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

January 2, 2014 (revised)
Date Prepared

Agenda Title:	Repeal Section 1305.02 Additions, Insertions and Changes of the Oxford Property Maintenance Code and Adopt New Section 1305.02 Additions, Insertions and Changes of the Oxford Property Maintenance Code
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Recommendation:	Approval
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Discussion:

There are several amendments being proposed for City Council's consideration under this legislation, that specifically deal with carbon monoxide/photoelectric smoke detectors, foreclosed property notifications, tall grass notifications, and vacant lot mowing issues.

City Council has been discussing this legislation since December, 2013 and tabled it at the last regular meeting on December 17, 2013, recommending further clarification of the proposed language in relation to photoelectric smoke detector requirements. Councilor Keebler recommended that photoelectric smoke detector requirements be placed in the appropriate section of the property maintenance code.

The requirements for carbon monoxide smoke detectors will appear in Chapter 6. Chapter 7, which governs fire safety requirements, will be the appropriate location for smoke detectors. There will be a 3-year transition period from the ionization-type interconnected detection systems' conversion to a photoelectric smoke detection system. However, during this 3-year period, individual battery-powered photoelectric smoke detectors shall be installed to supplement the existing ionization detection system. Additionally, any new or replacement smoke detectors within a sleeping room shall be a photoelectric type after the adoption of this legislation. All changes are highlighted in blue in the attachment "Exhibit A".

No additional changes to foreclosed property notifications, tall grass notifications, as well as vacant lot mowing issues were made.

Staff is asking City Council to approve this legislation.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

JHC | 1/2/14

DRG | 1/2/14

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1305.02 ENTITLED ADDITIONS, INSERTIONS AND CHANGES (TO THE OXFORD PROPERTY MAINTENANCE CODE) AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1305.02 ENTITLED ADDITIONS, INSERTIONS AND CHANGES (TO THE OXFORD PROPERTY MAINTENANCE CODE) AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager and the Community Development Director recommend Oxford Codified Ordinance Section 1305.02 entitled Additions, Insertions and Changes be repealed, and new Oxford Codified Ordinance Section 1305.02 entitled Additions, Insertions and Changes be adopted to provide necessary updates and clarifications within the Property Maintenance Code.

SECTION 2: Council accepts the recommendation of the City Manager and the Community Development Director and hereby repeals Oxford Codified Ordinance Section 1305.02 entitled Additions, Insertions and Changes and adopts new Oxford Codified Ordinance section 1305.02 entitled Additions, Insertions and Changes as set forth on exhibit "A" attached hereto and incorporated herein by reference.

SECTION 3: If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held unconstitutional, such decision shall not affect the validity of the remaining portions of the ordinance. The Council of the City of Oxford hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 4: Nothing in this ordinance or in the Property Maintenance Code shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of actions acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 5: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

Exhibit A

PM-101.1 Replace “*International*” with “City of Oxford”.

PM-102.3 Replace “*International*” with “City of Oxford adopted”.

PM-103.5 Fee Schedule: The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as set forth in the most current annual fee schedule adopted by Council.

PM-104.2 Replace entire Paragraph with “**Inspections and Enforcement.**

a) The Code Official is hereby authorized to make inspections to determine the condition of rooming houses, lodging houses, dwellings, dwelling units, or fraternity houses and other premises located within the City. The Code Official is hereby authorized to enter, examine, and survey at all reasonable times, or at such times as may be necessary in all dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity houses and premises. Single-family, owner-occupied dwellings will not be routinely inspected by the Code Official but will be inspected upon the filing of a written complaint as set forth hereinafter, or when the Code Official has personal knowledge of specific conditions that warrant inspection, or upon request of the owner/occupant. The Code Official will inspect owner-occupied dwellings only with the owner’s permission or in accordance with due process of law and the obtaining of an appropriate court order.

b) The Code Official will inspect any dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity houses, any premises upon the formal written filing of a complaint signed by a person alleging a violation of this code.

Such inspection will take place within five working days from receipt of the complaint. All dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity houses and premises requiring a rental permit shall be inspected on a regular and systematic basis. Notice shall be given to the owner or occupant or owner’s agent 24 hours in advance of any such inspection except;

1. In an emergency situation, or
2. For the purpose of validating there is no violation of Section PM-404 Occupancy Limitations, or
3. In those cases where the owner, agent, or occupant consents to inspection or when the premises are open and accessible to inspection.”

Add PM-104.7 “Coordination of inspections. Whenever in the enforcement of this code or another code or ordinance, the responsibility of more than one code official of the jurisdiction is involved, it shall be the duty of the code officials involved to coordinate their inspections and administrative orders as fully as practicable so that the owners and occupants of the structure shall not be subjected to visits by numerous inspectors or multiple or conflicting orders. Whenever an inspector from any agency or department observes an apparent or actual violation of some provision of some law, ordinance or code not within the inspector’s authority to enforce, the inspector shall report the findings to the code official having jurisdiction.”

PM-106.4 Replace entire paragraph with “**Violation Penalties.**

Any person who shall violate a provision of this code shall, upon conviction thereof, be subject to a fine of \$250.00 or imprisonment for a term not to exceed thirty (30) days, or both, at the discretion of the court. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

PM-107.3 Replace entire paragraph with “**Method of Service.**

1. Delivered personally: or
2. Sent by first class mail with Certificate of Mailing to the last known address: or
3. Posting in a conspicuous place on or about the structure or property affected by such notice and by first class mail to the last known address.”

PM-110.1 Replace “two years” with “one year”.

PM-111.2 Replace “three” with “five”.

PM- 111.2.1 Add “but may be employees of the jurisdiction”.

PM-111.4 Replace “two-thirds” with “three-fifths”

PM-112.4. Insert “\$100.00” and “\$500.00”.

PM-201.3. Replace “*International*” with “City of Oxford adopted”.

PM-202.0 Insert the following definitions:

“Building.

Any structure occupied or intended for supporting or sheltering any occupancy.

Dormitory.

A space in a building where group sleeping accommodations are provided in one room, or in a series of closely associated rooms, for persons not members of the same family group.

Hotel.

Any building containing six or more guestrooms, intended or designed to be occupied, or which are rented or hired out to be occupied, for sleeping purposes by guests.

One-family dwelling.

A building containing a dwelling unit designed for a family.

Two-family dwelling.

A building containing two (2) dwelling units, each unit designed for a family.

Family.

A person living alone, or two or more persons related by blood, marriage or adoption, including minor children in the lawful custody of an adult member or members of the family, living together as a single housekeeping unit and occupying a single dwelling unit, or a group of not more than four unrelated persons living together as a single housekeeping unit occupying a single dwelling unit and using only common entrances and exists.

Fraternity/Sorority.

A building which is occupied only by a group of university or college students who are associated together in a fraternity which is chartered by a national/international fraternity or recognized by Miami University and receive from the fraternity or its agents lodging and/or meals on the premises for compensation. Occupants may also include employees and pledges of the fraternity or its agents, and non-members not to exceed ten percent (10%) of the maximum occupancy of the building whom the fraternity or its agents permit to live in the house.

Lodging house.

A dwelling where lodging, but not meals, is provided for compensation for no more than twelve (12) persons who are not transients or members of the owner's family, and do not live as a single housekeeping unit in a family-like environment on a relatively permanent basis, and in which no cooking or dining facilities are provided in individual rooms.

Public nuisance.

Includes any of the following:

1. The physical condition or occupancy of any premises regarded as a public nuisance at common law;
2. Any physical condition or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations and unsafe fences or structures;
3. Any premises that has unsanitary sewerage or plumbing facilities;
4. Any premises designated by the code official as unsafe for human habitation;
5. Any premises that is manifestly capable of being a fire hazard, or is manifestly unsafe or insecure so as to endanger life, limb or property;
6. Any premises from which the plumbing, heating or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided;
7. Any premises that is unsanitary, or that is littered with rubbish or garbage, or that has an uncontrolled growth of weeds; or
8. Any structure that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent so as not to provide shelter; in danger of collapse or failure; and dangerous to anyone on or near the premises."

PM-302.4 Replace the entire paragraph with" Weeds"

All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches. All noxious weeds shall be prohibited. Weeds shall be defined as all

grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers, ~~and~~ **gardens and fields used for agricultural purposes.**

(1) All properties within the City of Oxford must be maintained in accordance with § 302.4 of the Oxford Property Maintenance Code as amended and adopted by the City of Oxford, which prohibits grass or weed growth in excess of ten inches (10”).

(2) If grass or weed growth exceeds ten inches (10”), the City will cause notice to the owner, occupant, or person having charge or management of any residential, commercial, or industrial lot or land within the corporate limits of the City. If the grass or weeds are not brought into compliance within ten (10) days of receiving notice, the City shall cause the weeds or grass to be cut at the owner’s expense. The City will place a lien on the property for the amount owed in accordance with O.R.C. § 731.54.

(3) If a property is found to be in violation of §302.4, notice shall be issued in the following manner:

- a. For properties which are occupied:
 - i. Notice will be issued by a posting placed on or near the front door of the structure and a placard conspicuously placed in the front yard of the property. Said posting and placard shall be of a size, shape and color to be clearly visible and shall contain the following information:
 1. The nature of the Code violation; and
 2. An order to cut or remove the weeds or grass within ten days; and
 3. Statement indicating that should the property owner or current tenant fail to comply with the order, the City will cause the weeds or grass to be cut or removed at the owner’s expense, and the City will place a lien on the property for the amount owed in accordance with O.R.C. § 731.54; and
 4. The penalties provided for removing the posting and placard before bringing the property into compliance; and
 5. Contact information of the appropriate city agency.
 - ii. Such posting and placard shall remain on the property until the property is brought into compliance with §302.4 of the International Property Maintenance Code as amended and adopted by the City of Oxford. Removal of the posting and placard before the property complies with § 302.4 shall constitute a violation of this section.
- b. For properties which are not currently occupied:
 - i. If the property owner’s address is known, notice will be issued by certified mail, return receipt requested, to the owner’s address. If the owner’s address is unknown, notice will be published in a newspaper of general circulation in Butler County. The notice shall contain the following information:
 1. The nature of the Code violation; and

2. An order to cut or remove the weeds or grass within ten days; and
3. Statement indicating that should the property owner fail to comply with the order, the City will cause the weeds or grass to be cut or removed at the owner's expense, and the City will place a lien on the property for the amount owed in accordance with O.R.C. § 731.54; and
4. Contact information of the appropriate city agency.

PM 302.4.1 Vacant lots: Vacant lot shall be mowed in the manner described below on a regular basis complies with § 302.4

(1) The front yard of the vacant lot shall be mowed in accordance with the front yard setback stipulated either on the recorded subdivision plat or the minimum front yard setback of the zoning district where the vacant lot is located, whichever is larger.

(2) The side yard of the vacant lot shall be free of tall grass when the lot is abutting a developed lot with a house. The side yard is defined by the Oxford Zoning Code.

PM 302.4.2 One notification per calendar year shall be deemed notice for all subsequent violations during the same calendar year.

PM-304.1.1 Delete Paragraph.

Add "PM-304.3.1 Residential House Sign: All residential house signs shall be maintained in good repair with proper anchorage and in a safe condition.

- a.) The sign may be either a wall sign or a freestanding sign but not both.
- b.) No more than six square feet in area.
- c.) Indirect illumination only.

Add "PM-304.3.2 Interior unit identification: Every rooming unit and every dwelling unit in every rooming house, lodging house or fraternity house of more than three units shall be numbered in a plain and conspicuous manner, the number to be placed on the outside of the door, or within thirty inches (30") of the door, to such rooming unit or dwelling unit."

PM-304.14 Insert "May 15" and "October 15".

PM-305.1.1 Delete Paragraph

PM-308.2.1 Replace with "Rubbish storage facilities.

It shall be the responsibility of the owner to supply such facilities or containers for all dwelling units in a dwelling containing more than four dwelling units and for all dwelling units located on premises where more than four dwelling units share the same premises. In all other cases it shall be the responsibility of the occupant to furnish such facilities or containers unless the owner has agreed to supply such facilities."

PM-308.3.1 Replace with “**Garbage facilities.**

It shall be the responsibility of the owner to supply such facilities or containers for all dwelling units in a dwelling containing more than four dwelling units and for all dwelling units located on premises where more than four dwelling units share the same premises. In all other cases it shall be the responsibility of the occupant to furnish such facilities or containers unless the owner has agreed to supply such facilities.”

PM-310 Add “**SECTION 310 RENTAL PERMITS****PM-310.1 Permits required.**

No person shall operate a rental unit(s), rooming house, lodging house, multiple dwelling, or fraternity house unless he has a valid rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house permit issued by the Code Official in the name of the operator for the specified rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house. No person shall rent or lease a dwelling unit, except to a member of his or her family, without a dwelling unit rental permit issued by the Code Official in the name of the owner or operator for the specific dwelling unit. The operator shall apply to the Code Official for such permit, submitting the required form, plans and paying the required processing fee. The initial required permit shall be issued by the Code Official as soon as feasible after the Code Official has an opportunity to determine by an on-premises inspection, that the rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house complies with the applicable provisions of this chapter and is lawfully occupied under the relevant building code. A copy of this permit shall be protected and displayed in a conspicuous place on the premises at all times and shall state the maximum occupancy permitted under the provisions of this chapter, if any, as well as the name of the designated agent. Every person holding such a permit shall return such permit to the Code Official within ten days after having sold, transferred, given away or otherwise disposed of the ownership, interest, control or operation of any such rooming house, lodging house, multiple dwelling unit, dwelling unit, or fraternity house. Every rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house rental permit shall expire at the end of one year following the effective date of issuance, unless sooner revoked pursuant to PM-310.4, or by operation of PM-110. A rooming house, lodging house, multiple dwelling, dwelling unit or fraternity house rental permit may not be reissued to another operator without re-inspection of the premises by the Code Official.

Application and payment of fees for renewal of a rooming house, lodging house, multiple dwelling, dwelling unit or fraternity house rental permit shall operate as authority for the operator to continue operation of the rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house for which renewal application is made, until such time as the Code Official, in writing, denies or issues subsequent permit. No permit will be renewed more than once without an inspection by the Code Official.

PM-310.1.1 Exceptions.

Permits are not required for Single family homes that are subject to a two (2) party agreement where no monetary compensation is paid by either party and the exchange does not exceed two (2) years in duration, whereby owners occupy each other’s single family home.

PM-310.2 Agent required.

Every owner of a dwelling not residing on the premises shall appoint and designate an agent to act in his behalf and shall notify the Code Official with the telephone number of the appointed agent and the notification shall contain an acceptance of such appointment signed by the designated agent. An individual may act as his or her own agent. The agent required by this section shall be a permanent resident of Butler county, Ohio, or an adjoining county or an entity operating a permanent office in Butler county, Ohio or an adjoining county. Adjoining counties are Hamilton, Montgomery, Preble and Warren Counties in Ohio, and Dearborn, Franklin and Union Counties in Indiana.

PM 310.2.1 Definitions - Agent. An Agent is defined as a responsible person or entity who acts for, or in place of, the owner of a property with the responsibility of providing a healthy and safe environment for the inhabitants by complying with all applicable rules and regulations.

PM-310.3 Appeal of permit denial.

Any person whose application for a permit has been denied may request and shall be granted a hearing on the matter pursuant to PM-111 Means of Appeals.

PM-310.4 Revocation of rental permits.

Whenever, upon inspection of any premises requiring a rental permit, the Code Official finds that conditions or practices exist which are in violation of any provision of this chapter, the Code Official shall give notice in accordance with PM-107 to the owner, or owner's agent, of such premises. At the end of the time period specified in the notice, the Code Official shall re-inspect the premises and if the Code Official finds that such conditions or practices have not been corrected and if no petition for hearing has been filed, the Code Official shall give notice in writing to the owner or owner's agent that the permit has been revoked. Upon receipt of such notice, the owner or owner's agent shall immediately cease operation of such rental unit or rental units and no person shall let for occupancy or occupy for sleeping or living purposes any dwelling unit therein.

PM-310.5 Appeal of permit revocation.

Any person who has received notice that his permit is to be revoked unless existing conditions or practices at the rental premises are corrected, may within ten days after the date of such notice request and shall be granted a hearing upon the matter pursuant to PM-111.0."

~~**PM 310.6.1 Carbon monoxide detector required**~~~~In any residential rental property that has either fossil fuel burning equipment or an attached enclosed garage, a carbon monoxide detector must be installed in the immediately vicinity outside of each sleeping area.~~~~**PM 310.6.2 Photoelectric smoke detectors required**~~~~A photoelectric smoke detector must be installed outside of each sleeping area and on every level or rental residence. A minimum of one photoelectric smoke detector must be installed for every 1200 square feet of living space per level. Photoelectric smoke detectors or dual sensor smoke detectors may be used to meet the existing building code requirements or be installed supplemental to the existing building code requirements.~~

PM— 310.6.3 Installation

~~Detectors must be installed according to the manufacturer's instructions. Smoke Detectors retrofitted in a rental residence that has a hardwired battery back-up smoke detection system shall be may be connected in to such a system.~~

PM-401.3. Replace "*International*" with "City of Oxford".

PM-404.1.1. Add "Every window of every room used for sleeping shall be supplied with shades, draw drapes, or other devices or materials which when properly used will afford privacy to the occupant of the room."

PM-404.4.1 Replace "50" with "70" and "4.6" with "6.5".

PM404.5. Table. Living room for 1-2 occupants – replace "120" with "No requirement"

PM-505.1 Replace "*International*" with "Ohio".

PM-602.2 Replace "locality indicated in Appendix D of the *International Plumbing Code*" with "City of Oxford".

PM-602.3 Insert "October 15" and "May 15".

PM-602.3. Replace "Appendix D of the *International*" with "City of Oxford".

PM-602.4. Insert "October 15" and "May 15".

PM-603.3 Add "Access to outdoor mechanical equipment shall be maintained under all weather conditions".

PM-604.3.1.1 Replace "*International*" with "City of Oxford".

PM-604.3.2.1. Replace "*International*" with "City of Oxford".

PM 608 Add SECTION 608 CARBON MONOXIDE DETECTORS**PM 608.1 Add Carbon Monoxide Detector.**

In any residential property that has either fossil fuel burning equipment or an attached enclosed garage, a carbon monoxide detector must be installed in the immediate vicinity outside of each sleeping area.

.PM-702.1 Replace "*International*" with "City of Oxford".

PM-702-2. Replace "*International*" with "City of Oxford".

PM-702.3. Replace "*International*" with "City of Oxford".

PM-704.1. Replace “*International*” with “City of Oxford”.

PM 704.2 Replace the entire paragraph with: **Smoke Alarms.**

Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies, regardless of occupant load at all of the following locations:

1. In each room used for sleeping purposes.
2. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics, one for every 1200 sq. ft. of area per level. In dwellings or dwelling with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the low level is less than one full story below the upper level and the covered area does not exceed 1200 sq. ft.

ADD PM 704.3 Smoke Alarm Type. Effective March 1, 2014, smoke alarms required under 704.2.2 (outside sleeping area) and 704.2.3 (each level) must be photoelectric type detectors, and any new or replacement smoke alarms installed within a sleeping room after that date shall be photoelectric type detectors.

RENUMBER PM 704.3 to PM 704.4

RENUMBER PM 704.4 to PM 704.5 and replace the entire paragraph with “Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm shall activate all alarms within the dwelling unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise level with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.
3. Where ionization type interconnected detection systems were installed prior to March 1, 2014, the requirement for photoelectric detectors may be satisfied either by replacing the interconnected detectors or by installing supplemental, battery-powered, individual detectors and maintain both systems. After March 1, 2017, all interconnected detection systems shall be changed out to photoelectric type detectors.

ADD PM-704.6. Fire Extinguisher “All rental units for which a permit is required pursuant to PM-310 shall be equipped with a fire extinguisher in or near the kitchen

CHAPTER 8

Replace in its entirety with **“REFERENCED CODES”**

This chapter lists the standard codes which the City of Oxford has adopted and that are referenced in various sections of this document. The standards are listed herein by the title and version. The application of the referenced standards shall be as specified in Section 102.7.

Title:	Version
National Electrical Code	2011
Ohio Building Code	2011
Ohio Fire Code	2011
Ohio Mechanical Code	2011
Ohio Plumbing Code	2011
Residential Code of Ohio	2013

CHAPTER 9 NOTIFICATION OF FORECLOSURE FILING**SECTION 901 DEFINITION****901.1 DEFINITION**

(a) **“Person” means a natural person or any legal entity including, but not limited to, a corporation, firm, partnership, trust or association, and specifically including the attorney and/or law firm representing a party initiating a foreclosure complaint or action.**

(b) **“Vacant” means that no person actually resides in any part of the building on the property, or that no person conducts a lawful business in any part of the building located on the property, or that there is no primary structure on the property.**

SECTION 902 NOTICES TO THE CITY OF FORECLOSURE FILING

902.1 NOTICE REQUIREMENT. Any person who files a complaint or otherwise initiates a foreclosure involving real property located within the corporation limits of the City of Oxford shall notify the Code Official of the filing of the foreclosure complaint, within ten (10) days after filing the complaint with the relevant court, by filing with the Code Official a complete copy of the complaint and the contact name, address and phone number of the complainant.

SECTION 903 PERSONS RESPONSIBLE FOR MAINTENANCE**903.1 Responsible person for maintenance.**

(a) **If the building or structure located on the property that is the subject of the foreclosure is vacant at the time of the filing of the foreclosure, or if the property is otherwise vacant, then the person filing the foreclosure complaint shall also notify the City of the name, address and contact information of the person who will be responsible for maintaining the property.**

(b) **If the building or structure located on the property that is the subject of the foreclosure becomes vacant at any time after the filing of the foreclosure, then the person filing the**

foreclosure complaint shall notify the City of the name, address and contact information of the person who will be responsible for maintaining the property within ten (10) days of the vacancy.

(c) If at any time during the foreclosure proceedings there is a change in the person(s) responsible for maintaining the property, then the person filling the foreclosure complaint shall notify the City of the name, address and contact information of the person who will, or who has, assumed responsibility for maintaining the property within ten (10) days.