

Rules of Engagement

1. Your attendance is critical for your hearing. Show up or request a change 48 hours before the scheduled hearing date.
2. Bring proof to support your side of the story (i.e. documents, photos, witnesses, etc.).
3. Understand the Code (i.e. ask questions to the inspector and Appeals Board members).
4. Comply with the Appeals Board order in a timely fashion. If you cannot comply, let the City know and explain why.
5. If you do not follow the Appeals Board order or fail to show up to a hearing, the City can take enforcement action against you and your property.

Everyone is responsible for the future of Youngstown's neighborhoods. If there is a property that requires attention, please contact the City at:



<http://www.youngstownohio.gov/>



(330)742-8888

A neighborhood is only as safe and healthy as the worst property on the block!

City of Youngstown

Property Code Enforcement and Demolition Office
26 South Phelps St., Youngstown, OH 44503

PROPERTY MAINTENANCE APPEALS BOARD



This guide provides an overview of the Property Maintenance Code and the role of the Property Maintenance Appeals Board.

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What Cases Can be Appealed?

Code enforcement's mission is to protect the public health and safety and to facilitate neighborhood stabilization and revitalization. Youngstown has adopted Property Maintenance Codes to encourage and require owners to keep their properties well-maintained. If you receive a Notice of Violation for property maintenance, you can appeal to the Property Maintenance Appeals Board.



What is the Property Maintenance Appeals Board?

It is a Mayor-appointed, citizens board that hears appeals from property owners that have received a Notice of Violation of the Property Maintenance Code. The Appeals Board can only review violation notices regarding Property Maintenance Code or citations from the Quality of Life Ordinance. Per Section 546.10, the Appeals Board has the authority to:

Grant time extensions: The Appeals Board grants an order of compliance providing information on what needs to be done, how, and when. A new hearing is scheduled. The Appeals Board grants time extensions when the request will not be detrimental to the public health, safety, and welfare of the community.

Grant appeals or waive extensions: The Appeals Boards grants applications for variances and waivers where deviations are minor.

Property Maintenance Appeals Process

1. Complete Property Maintenance Appeals Board Form

Appellant obtains and mails form to Property Code Office within **15 days** after receiving notice of violation along with **\$15 filing fee**.

Appellant is the person or entity requesting the appeal.

2. Notice of Hearing is Mailed to Appellant

Property Code Office schedules hearing within 60 days & sends notice of hearing with date, time, and place to Appellant.

*If you cannot make the hearing, you **MUST** contact Property Code Office immediately to reschedule!*

3. Property Reinspection

City staff will reinspect property the day before or day of the hearing.

If in Compliance:
Hearing is cancelled and case is closed.

If NOT in compliance:
Case goes to hearing.

4. Hearing

Appellant attends hearing & may bring witnesses & documents to support the case, such as: deeds, official records, contracts for repairs, financial statements (to show financial need), and pictures.

5. Appeals Board Decision

Appeals Board can:
1) Deny appeal and order compliance;
2) Grant variance/waiver and provide more time;
3) Approve appeal and close case. Any of its decisions can impose reasonable conditions, set a rehearing, and/or establish firm deadlines for compliance.