The Ohio State University
CRP 852: POLICY AND PLANNING STUDIO
Winter Quarter, 2003 Course Syllabus and Schedule

Instructor: Jennifer Evans-Cowley, Ph.D, AICP
Course Time: 2:30 to 5:30 pm
Office Phone: 247-7479
Office Location: Room 289A
Office Hours: Tues 9-11 a.m.; Wed 12-2 p.m.; or anytime by appointment
E-mail: cowley.11@osu.edu

Course Overview:
The goal of city planning is to create livable communities that meet up to the community’s standards. However, in traveling throughout the community one can find areas that are neat and orderly with well maintained homes and businesses and other areas where the neighborhood has declined and there is peeling paint, trash in yards and graffiti on buildings. What is the difference between these neighborhoods? What policy tools are available to help improve the condition of declining neighborhoods?

One of the implementation tools available to planners is code enforcement. Cities have developed many rules and regulations in order to ensure a healthy community, however without enforcement neighborhoods can decline. This course examines the role of code enforcement and how it can be used to improve the livability of neighborhoods.

Course Objectives:
You should upon completion of this course:
• Understand the structure and function of code enforcement within local government organizations;
• Be able to critically think about and analyze code enforcement problems;
• Identify and distinguish the stakeholders involved in policy development;
• Improve your skills in working with citizens through a participation process;
• Understand the ethical context of working in planning;
• Be able to critically analyze policy alternatives and make recommendations;
• Improve your research, writing, and oral communications skills.

Assigned Reading

Enforcing Zoning and Land-use Controls by Eric Damian Kelly

A course packet is available from Cop-EZ

Students will be responsible for reading each week’s assigned readings prior to the class meeting. The instructor will also distribute handouts periodically on topics timely to classroom discussion.
Class Website
This course is using WebCT. To log onto the class website go to http://class.osu.edu. To log in you need your OSU user ID which is your name.number. Your password is the standard password you use to register and access other university resources. The course website includes discussion boards for you and your classmates to discuss assignments, readings and news stories. It also includes class assignments, lecture notes and the course syllabus.

Grading Policy
Class Participation 10%
Documentation Project 30%
Legislative Analysis 20%
Legislative Presentation 10%
Final Report/Presentation 30%

Transformation of numerical grade to letter grade will be according to the schedule summarized below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92.9</td>
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<tr>
<td>B+</td>
<td>87-89.9</td>
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<tr>
<td>B</td>
<td>83-86.9</td>
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<tr>
<td>B-</td>
<td>80-82.9</td>
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<tr>
<td>C+</td>
<td>77-79.9</td>
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<tr>
<td>C</td>
<td>73-76.9</td>
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<tr>
<td>C-</td>
<td>70-72.9</td>
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<tr>
<td>D+</td>
<td>67-69.9</td>
</tr>
<tr>
<td>D</td>
<td>60-66.9</td>
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<tr>
<td>E</td>
<td>&lt; 60</td>
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Assigned Projects

Participation
Participation in class discussion is just one way you will be participating in this course. You are also expected to participate by completing the following:

1. Two focus groups will be held with neighborhood residents. Each student should attend one of the two focus groups. These focus groups will be held Monday, January 13, 2003 - 7:00 pm to 9:00 pm and Saturday, January 18, 2003 - 10:00 am to Noon

2. One member of each team will be expected to attend the monthly Code Enforcement Task Force meetings. These meetings are held on the second Tuesday of the month at 2 pm at the Northwood High Building. This building is just north of campus at the corner of High Street and Northwood.

3. Additionally students are expected to participate fully in their group and in class. Each week a portion of the classroom time will be allocated to discussing your experiences in working in the University District.

Documentation Project
Students will be divided into teams of two (2) for this project. Each team will be assigned a subarea within the University District. Each team will be provided with a list of code enforcement problems to look for, such as cars parked on front lawns. The teams will be responsible for taking pictures of all violations, documenting the time, date and location of each violation. Students will then prepare a summary of violations. How many instances of each type of code violation were there in this area?
**Legislative Analysis**
Students will form groups of three (3). Each group will prepare a legislative analysis based on a code enforcement problem in the University District. The first step is to identify current City of Columbus codes that apply to this problem. Discover how code enforcement currently handles this problem (if at all). Next determine how other cities have addressed this problem. Legislation/Policies may be obtained from individual cities, the Engineering Library, or from the Internet. A few examples have been provided on the class website. If you choose to use web-based legislation/policies, please include the website(s) in your paper. The legislative review should be approximately eight to ten pages in length. The purpose is to identify the different ways that communities have addressed particular code enforcement problems. In some cases the city may have a law; in other cases the problem may be addressed through resident education. Students will then be asked to prepare a presentation of the legislative alternatives available to deal with the code enforcement problem assigned.

**Final Report**
Each group will be responsible for working with community representatives about their particular code enforcement problem. Students will present the results of their documentation and legislative analysis to these community representatives. Each group will then be responsible for developing a final report that summarizes information from the documentation and legislative analysis, recommended alternatives, fiscal impact of alternatives, and provides a draft piece of legislation for consideration by the City Council. The group will also be responsible for preparing a poster that will be used to illustrate the problem and the recommended solution(s). Students will turn in a final draft of their paper and present their research to the class. Then each group will prepare a 15-minute presentation of their work at the March meeting of the University District Code Enforcement Task Force.

**Grading Policies**
All grading will be done as fairly and as consistently as is reasonably possible. Assignments that are turned in late for any reason will have 20 points taken off the first day late, 30 points the second day and 50 points after that point.

Students wishing to appeal the grading of an assignment must make the appeal in writing within 5 calendar days after a paper is returned.

Plagiarism will not be tolerated in the classroom. Plagiarism is passing off as one’s own ideas, words, writings, etc., which belong to another. You are committing plagiarism if you copy the work of another person and turn it in as your own even if you should have the permission of that person. Any instances of academic misconduct will be reported to the Committee on Academic Misconduct (University Rule 3335-5-487).

**Attendance Policy**
Regular attendance and participation in class is expected, and is important to performing well in the class. Students should note that class attendance is defined as being present
for the entirety of a class session. Class participation is defined as actively participating in class exercises and discussion.

Participation may be in a variety of forms, including answering questions, blurring out in the spirit of debate or quietly submitted the professor in memo form, i.e. “Suzie’s remarks were insightful/idiotic for the following reasons…”

**ADA Policy Statement**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Office of Disability Services at (614) 292-3307.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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| 1    | Jan. 8 | **Introduction. The Role of Code Enforcement in Planning.**  
Read: Kelly Ch 1 and 2, S&H Ch 2  
**Guest Speaker:** Ben Brace University District Organization |
| 2    | Jan. 15| **Code Enforcement Process**  
Read: Kelly Ch 4, S&H 4-6  
**Guest Speaker:** Andy Baumann City of Columbus Code Enforcement  
Supervisor University District  
**Focus Groups:** Monday, January 13, 2003 - 7:00 pm to 9:00 pm and  
Saturday, January 18, 2003 - 10:00 am to Noon |
| 3    | Jan. 22| **Problems in University Areas and Communicating with Neighborhoods**  
Read: “Coping with Colleges: How Communities Address the Problems of Students Living Off-Campus” by Craig Raborn  
“Student Housing: Home is Where the Futon Is”  
“Eyes on the Street: Citizen Involvement in Code Enforcement” by Megan Lewis |
| 4    | Jan. 29| **The Legislative Process**  
**Documentation Project Due** |
| 5    | Feb. 5 | **Fiscal Impact of Code Enforcement** |
| 6    | Feb. 12| **Enforcing Codes through the Court System**  
Read: S&H Ch 7-9  
**Guest Speaker:** Judge Rick Pfeiffer Columbus Municipal Court –  
Environmental Division |
| 7    | Feb. 19| **Class Presentations of Legal Analysis** |
| 8    | Feb 26.| **Administration and Management of Code Enforcement**  
Read: Kelly Ch 3, S&H Ch 3  
“Making Zoning Enforcement Effective”  
“Improving Zoning Enforcement”  
“What’s Wrong with This Picture” by Carr and Silva-Martinez |
| 9    | Mar. 5 | **Presentation of Policy Recommendations**  
Final Reports Due |
| 10   | Mar. 11| **Presentation to the Code Enforcement Task Force 2:00 pm** |
|      | Mar. 12| **Wrap-up** |