

HOUSING CODE & RENTAL PROGRAM INFO AVAILABLE ON-LINE



www.kalamazoo.org/rental-housing-inspections

CERTIFICATE ISSUANCE POLICY

As a reminder, 40 month certificates will only be issued to properties which meet certain criteria AND complete the recertification cycle PRIOR to the expiration date of the valid certificate. **No exceptions will be made.** You may renew certificates up to 90 days in advance, so mark your calendars, call **EARLY** for inspections, and leave plenty of time for a reinspection to occur should one be necessary.

THANK YOU!

Inside this issue:

Help Us Keep Kalamazoo Clean!	2
Eviction Diversion Program	2
Multi-Unit Recycling	2
Installing a Fence?	2
Watch Your Certificate Expiration Date	2
If the Yard is Growing...	2
Permits Required	2
Address Changes	2
Renting to Persons with a Disability	3
Rental Registration Database	3
Fire Extinguishers	3
11th Annual Fair Housing Conference	3
How to Reach Us	4
Avoiding Fines & Enforcement	4



IMPROVING PROPERTY IN HISTORIC DISTRICTS

If you have a rental property in Stuart, Vine, South Street (between Westnedge and Oakland) or West Main Hill, the house is probably in a local historic district. If you are planning improvements, READ THIS!

- **ALWAYS APPLY FOR PROJECT REVIEW BEFORE WORK BEGINS!**
- **HISTORIC DISTRICT REVIEW IS LIMITED TO THE EXTERIOR OF THE HOUSE.**
- **THE HISTORIC DISTRICT COMMISSION (HDC) DOES NOT REVIEW PAINT COLORS.** However, do not paint previously unpainted masonry, and any bare wood should be painted (except decks and fences).
- **THE HDC DOES NOT REVIEW LANDSCAPING WITH NATURAL MATERIALS OR PAVING.** The exception is where original historic paving, like a ribbon driveway, will be removed.

Historic District review is very quick. About 80% of the time, when the improvement will not permanently change the historic building, an administrative-only review is required.

- Roofing—medium to dark color roof, dark drip edge and flashing.
- Gutters—Metal, half round or K-style.
- Repairs—to match existing historic materials.
- Fencing—wood or traditional materials in the front yard up to 4 feet tall; other fencing types up to 6 feet in the back yard. Zoning restrictions also apply.
- Storm windows—mounted on the blind stop, wood is preferred, colored metal combination storms accepted.
- Door replacement, including storm doors.
- Satellite dish or antenna installation.

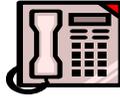
Administrative approval takes one or two business days and costs \$32 for projects which require a building permit, but are free for those not requiring a permit. About 20% of applications require a HDC hearing, for work that **changes** the historic building. HDC meets on the 3rd Tuesday each month with the application deadline on the 2nd Tuesday. There is a \$79 hearing fee payable before the project is placed on the agenda. Typical items requiring a HDC hearing include:

- Restoration of any missing feature like a porch or ornament.
- Windows—replacement, relocation, removing and/or adding. Includes basement windows. All window applications require a site visit.
- Doors—replacement of original doors.
- Roofing—slate, tile or metal.
- Additions and new structures, as well as demolition and relocation of structures.
- Chimney removal.
- Signs.

Find complete standards at: www.kalamazoo.org/local-historic-districts. For further assistance, call Sharon Ferraro, Historic Preservation Coordinator, at 269-337-8804 or email ferraros@kalamazoo.org.



Help us Keep Kalamazoo Clean!



- ◆ Call **337-8221** to report curb lawn, herby curby trash container and private property trash violations.
- ◆ Call **337-8847** to report tall grass and weed violations.

Eviction Diversion Assistance Available to Tenants & Landlords

A collaborative program in Kalamazoo County can help pay back rent to stabilize an existing tenant through eviction diversion. Tenants must be no more than three months behind in rent, landlords must want the tenant to stay and the tenant must be able sustain rent payments after assistance. Tenants may call 211 to be screened for eligibility in the Eviction Diversion Program.

Multi-Unit Recycling Available



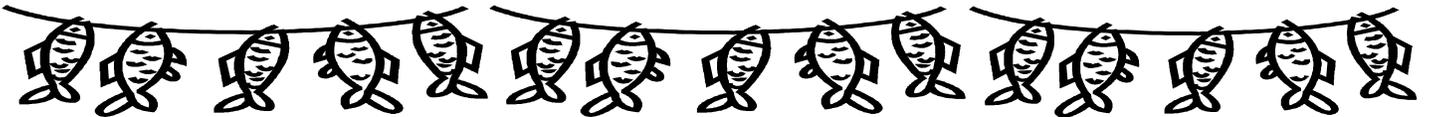
Kalamazoo offers a free multi-unit recycling program for the managers, owners and occupants of residential properties with five or more units, which is funded by the solid waste millage. The recycling program offers a variety of container sizes, depending on the volume. Collections range from weekly to monthly, depending on need. Multi-unit recycling collects paper items, cardboard, plastic (#1, #2, #3, #4, #5 & #6), glass, tin/aluminum and other kitchen metals, as well as empty aerosol cans.

If your rental property is not currently participating in the City's recycling program, call 337-8215 to start today!



Installing a Fence?

The Zoning Ordinance has specific fence regulations which apply to residential property. The maximum fence height allowed in the front yard is four feet and the opacity cannot exceed 75%. The fence may be decorative metal, wood picket, vinyl or other types; however, chain-link fencing is not permitted in a front yard. The side and rear yard areas of a property may have a fence with a maximum height of seven feet and may be solid or have openings. There is no restriction on the type of fence used in the side or rear yard, other than that it cannot be made of scrap or junk materials. The more finished side (no horizontal cross members) of the fence in all areas of a property must face out toward the public street or neighboring property. Questions about fencing regulations can be directed to the Zoning Inspector at 337-8026.



Rental Inspection Fee Schedule:

www.kalamazoo.org/rental-housing-inspections

If The Yard is Growing... Time to Start Mowing!



A friendly reminder that grass and weeds higher than 12 inches, or noxious weeds of any height, are in violation of the City of Kalamazoo Nuisance Ordinance. Please keep property mowed throughout the growing season. There is a cost recovery fee if the City has to send out a Tall Grass/Weed Violation Notice. Further, if the City has to send the approved contractor to mow, that charge will also be billed to the property owner.

Watch Your Certificate Expiration Date: The Early Bird Gets the Worm

Rental property owners and managers are reminded to call **EARLY** for your recertification inspections. There are four housing inspectors performing the majority of all rental inspections, and their calendars can get booked 8 to 10 weeks in advance. Calling early will ensure you can schedule your inspection prior to the current certificate expiring, get a discounted fee for the inspection and potentially be eligible for a 40 month Certificate of Compliance. **Call 337-8026 to schedule.**

PERMITS REQUIRED

Permits are required for the replacement of any furnace or water heater. Rental property owners must have these installations performed by licensed professionals. If you have any questions, call the Building Official at **337-8026**.



HAVE YOU CHANGED YOUR ADDRESS LATELY?

Please keep your owner and agent contact information current! Submit all address related changes using a Rental Registration Application within 10 days of a change. Call 337-8026 to request a form, or find the form on-line at www.kalamazoo.org/housing.

Renting to a Person with a Disability and Fair Housing

As a landlord you may have caught yourself thinking, "You have a disability and you want to do **what** to my apartment?" Here are some pointers about renting to persons with disabilities so you don't end up in hot water with the fair housing laws. First, some basics:

- **Fair Housing:** The right to choose housing free from discrimination.
- **Fair Housing Laws:** Protect people from discrimination in housing transactions based on a disability. These laws require property owners to make reasonable accommodations for a tenant with a disability and permit a tenant with a disability to make reasonable modifications to their dwelling.
- **Reasonable:** An identifiable relationship exists between the request and the individual's disability, and the accommodation would not pose an undue financial or administrative burden on the housing provider.
- **Reasonable Accommodation:** Change in a rule, policy, procedure or service needed in order for a person with a disability to have equal access to and enjoyment of their home. For example, allowing a service or companion animal despite a "no pets" policy.
- **Reasonable Modification:** Physical change to a dwelling or public/common area that provides accessibility to someone with a disability. For example, a ramp or grab bars.

If a tenant has made a request for an accommodation or a modification and you feel it is unreasonable, what should you do? As a housing provider you have an obligation to provide a prompt response. An undue delay may be deemed a failure to permit a reasonable modification.

Before refusing a request because you feel it would pose an undue financial or administrative burden, discuss possible alternative accommodations or modifications that would adequately address the needs of a tenant and would not be overly burdensome. If there is an acceptable alternative, it must be provided. This interactive process is helpful to all concerned because it offers a win-win outcome.

For more about fair housing laws, other protected classes, reasonable accommodations, or any other information regarding housing discrimination and your rights and responsibilities as a housing provider, contact the Fair Housing Center of Southwest Michigan.

The Fair Housing Center can also provide "custom-fit" fair housing training for housing providers. Call the Center for more details at 269.276.9100 or visit their website at:

fhcswm.org

For information on the Lead Paint
EPA Renovation, Repair & Painting Rule
visit

michigan.gov/leadsafe

RENTAL REGISTRATION DATABASE

The city's property search database includes a search engine for registered rental properties. The rental database will allow the viewer to search, by address or street, all the registered rental properties in Kalamazoo, see the number of units, whether the property is certified and the name of the rental agent. To access this information go to:

www.kalamazoocity.org/rental-housing-inspections



Fire Extinguishers: What the Fire Marshal Wants you to Know

Fire extinguishers are required in all rental units, including guest sleeping rooms in hotels and motels. The extinguisher must be in good condition, fully charged, and at least 1A10BC type to fight various types of fires. Fire extinguishers should be mounted in a path of egress, and not be located in closets, cupboards or other places that aren't easily accessible. Those already in cupboards which are properly labeled, may remain until replacement is necessary. Smaller extinguishers, like those typically found in homes and apartments are not rechargeable, and are recommended for replacement every three years. Check the extinguishers in your units. If they do not have a manufacturer's date, and appear in good condition and are fully charged, write today's date on it with a permanent marker. City inspectors will be checking these dates and requiring replacement of extinguishers per the Fire Marshall's directive. If extinguishers are not dated at the city's next inspection, and are in good condition, you will be asked to date it at that time. If the manufacturer's date has expired, or the extinguisher otherwise doesn't comply, a replacement will be required.

11th Annual Fair Housing Conference *Removing Barriers to Create Inclusive and Accessible Communities*

September 17, 2014 — 8:00am-2:30pm
Radisson Hotel, Kalamazoo, MI

For more info or to register call 269-276-9100



How to Reach Us...

Community Planning & Development
Code Administration
415 Stockbridge Avenue, Kalamazoo, MI 49001

Inspectors are happy to answer questions. The best time to reach an inspector is before 9 a.m. or after 4 p.m. Every effort is made to return all calls within 24 hours.

Please call the inspection scheduling line to schedule an inspection.

<u>INSPECTOR</u>	<u>AREA SERVED</u>	<u>PHONE</u>
All Inspection Scheduling (please do not call inspector directly)		337-8026
Debra Miller, Housing Inspection Supervisor		337-8026
Tina Perry	Housing Inspector (Vine, Central Business, S. Westnedge, Milwood)	337-8507
Yvonne Wright	Housing Inspector (Burke Acres, Eastside, Northside, Stuart, Fairmont)	337-8506
Mike Deitz	Housing Inspector (Edison, Southside)	337-8515
Vacant	Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)	337-8567
Karleen Steppenwolf	Rental Registration Coordinator	337-8589
Pete Eldridge, Code Compliance Supervisor		337-8806
Nancy Hess	Code Compliance II Inspector	337-8553
Mike Nelson	Code Compliance II Inspector	337-8447
Rachael Luscomb	Code Compliance II Inspector	337-8212
Becky Gnatuk	Code Compliance II Inspector	337-8154
Bobby Durkee	Zoning Inspector	337-8172
Robert McNutt	Building Official	337-8026
Brad Dygert	Seasonal Weed Inspector (May thru October)	337-8366
Sharon Ferraro	Historic Preservation Coordinator	337-8804
Deanna Benthin	Building Permit Tech (all building & trade permit questions)	337-8173
Marvella Vincent	Dangerous Building Board Coordinator	337-8165
WEED HOTLINE (24 HOUR)		337-8847
TRASH/TRASH RECEPTACLE HOTLINE (24 HOUR)		337-8221
GENERAL CODE ENFORCEMENT HOTLINE (24 HOUR)		337-8221
VACANT/ABANDONED/DANGEROUS PROPERTIES		337-8026
SOLID WASTE & RECYCLING QUESTIONS		337-8215
WATER SUPPLY/QUALITY		337-8576
WATER/SEWER EMERGENCY		337-8149
WATER/SEWER EMERGENCY AFTER HOURS		337-8148
SIDEWALK CONCERNS		337-8731
CITY TREES (TREES IN RIGHT-OF-WAY)		337-8731
POTHOLES		337-8731
STREET CONSTRUCTION		337-8601
TRAFFIC SIGNALS/SIGNS		337-8601
TREASURY (TAX/PROPERTY VALUATIONS/BILL PAYMENT)		337-8036
ASSESSING (CHANGE YOUR ADDRESS)		337-8011
PARKS & RECREATION		337-8191
CITY CLERK		337-8792
JUNK CARS (Public Safety Dispatch)		337-8994
PUBLIC SAFETY NON-EMERGENCY		337-8120
PUBLIC SAFETY EMERGENCY ...		911

Avoid Costly Fees & Enforcement Action

The City of Kalamazoo Code Administration division handles trash nuisance violations. Avoid costly fees and nuisance enforcement by removing unsightly trash, litter and garbage and properly storing trash receptacles on your property. Please note that increased enforcement of City Ordinances may subject property owners to violation notices and subsequent cost recovery fees. Please be sure to share this information with tenants.

- ◆ Curblawn Nuisances: Furniture, trash, brush or any other unsightly materials that are placed in the curblawn outside of bulk trash collection are considered a public nuisance and subject to immediate corrective action without notice. Clean-up costs are billed to the property owner of record.
- ◆ Trash on Private Property: Keep all litter, trash, junk and debris picked up. Property owners in violation are subject to nuisance violation notices, which have a \$74 cost recovery fee.
- ◆ Garbage Container Storage: Garbage and recycling containers must be stored on private property no closer to the street than the front façade of the dwelling. Keep garbage containers sealed at all times. Containers stored in violation of the ordinance are subject to immediate relocation which is billed to the property owner.
- ◆ Know your trash pick up day and only place trash containers recycle bins out the day prior to scheduled pick up.
- ◆ Know your bulk trash pick up day and only place items out for collection the day prior to scheduled pick up.