

**Community Planning & Development Office Hours Will Be Changing March 1**



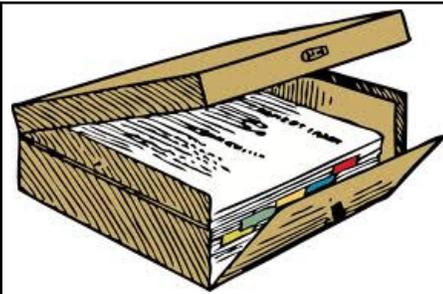
**Hours**  
**8 a.m. — 4:30 p.m.**



**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!**



## Housing Code Undergoes Facelift

After significant analysis and public outreach, amendments to the City of Kalamazoo Housing Code (Chapter 17) were approved by City Commission, effective December 12, 2014. The housing code now references standards contained in the International Property Maintenance Code (IPMC), along with several pages of local addendums. Although the items inspectors are looking for during an inspection have not changed, correction notices may look a little different and violations will be cited using the new IPMC standards. For anyone interested in reviewing the revised housing code please visit [www.kalamazoo.org/rental-housing-inspections](http://www.kalamazoo.org/rental-housing-inspections) and look under "What's New". Here you will find a link to the revised Chapter 17 (Housing Code), a link to the local addendums, as well as a link to the IPMC.



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**Are You Ready for Your Rental Inspection?**

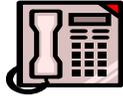


The vast majority of rental inspections result in violations, many of them simple items like smoke detectors, missing cover plates, broken handrails and missing fire extinguishers. Use the Housing Inspection Checklist to help beat the odds by checking and fixing obvious problems prior to your scheduled inspection. It saves time and money! Find the checklist at:

[www.kalamazoo.org/rental-housing-inspections](http://www.kalamazoo.org/rental-housing-inspections)




## 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.

## Multi-Unit Recycling Available



Kalamazoo offers a free multi-unit recycling program for the managers, owners and occupants of residential properties with 5 or more units. Funded by the Solid Waste Millage, the recycling program offers a variety of container sizes and pick up schedules based 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. Please note that property owners are responsible for communicating to their tenants that recycling carts should not be contaminated with household trash. Continued contamination could result in charges to the property owner or termination of the service.

If you are not currently participating in the City's recycling program, you can find out how easy it is to begin by calling 337-8215. Start today!



## Eviction Diversion Assistance Available to Tenants & Landlords

Kalamazoo County's Eviction Diversion Program is a collaborative program designed to help pay back rent to stabilize an existing tenant. In order to be eligible tenants must be no more than three months behind in rent, and be able to sustain rent payments after assistance. Landlords must want the tenant to stay, and be willing to sign a Conditional Dismissal instead of a Judgment. A tenant may receive assistance through the Eviction Diversion Program one time. Tenants may call 211 to be screened for eligibility in the Eviction Diversion Program.

## Housing Resources Inc. Can Help You Find a Tenant



Housing Resources Inc. (HRI) can help you find a tenant for your rental property. HRI maintains a housing list of units that are currently available. This list is updated weekly, and is made available to anyone searching for housing. If you are interested, call 382-0287 x100 to list a rental unit.

## Fees Increased Slightly Jan. 1, 2015

Rental Inspection Fee Schedule:

[www.kalamazoo.org/rental-housing-inspections](http://www.kalamazoo.org/rental-housing-inspections)



## Think Spring! Bar-B-Q Grills and Multi-Occupancy Housing



Section 308 of the Kalamazoo Fire Prevention Code prohibits gas or charcoal grills within ten feet of combustible construction or on balconies and decks of multiple residential housing (three units and over). The storage and use of propane and charcoal starting fluid is also prohibited.

## Inform Your Tenants About Monthly Bulk Trash Pick Up

The city provides once monthly bulk trash pick up. Visit [www.kalamazoo.org](http://www.kalamazoo.org) and search "bulk trash schedule" to determine the pick up day for your street. Items may be placed at the curb the day before pick up. Up to 7.5 cubic yards will be accepted each month. Items placed at the curb too early or allowed to remain more than 48 hours after scheduled pick up day, are subject to nuisance enforcement, potential corrective action and cost recovery fees.

## 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](http://www.kalamazoo.org/housing).



## IMPROVING PROPERTY IN HISTORIC DISTRICTS

If you have a rental property in Stuart, Vine, South Street (between West-nedge 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.

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

## Fifth Rental Housing Inspector Added

We are happy to announce that Code Administration has added a fifth rental housing inspector to the department to help improve customer service. We welcomed Jim Graham in as Housing Inspector II on December 29, 2014. Jim has significant experience as a housing inspector in East Lansing, Michigan, and was previously a Code Compliance I inspector for the City of Kalamazoo. Jim is certified by the International Code Council as a Property Maintenance and Housing Inspector. Jim is currently training and should be ready for his newly assigned area by the end of February. He will be working in the Eastside neighborhood and the northern portion of the Edison neighborhood. Jim's position was funded by the Community Development Block Grant program through the Department of Housing and Urban Development.



Please help us welcome Jim to the rental registration and certification program!

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

[michigan.gov/leadsafe](http://michigan.gov/leadsafe)

## RENTAL REGISTRATION DATABASE

The city's property search database includes a search engine for registered rental properties.



[www.kalamazoo.org/rental-housing-inspections](http://www.kalamazoo.org/rental-housing-inspections)



## City Contracts for Fair Housing Services

Because the city is the recipient of Community Development Block Grant (CDBG) funds, it is required to affirmatively further fair housing. This means that the city will undertake actions to ensure housing discrimination does not occur in Kalamazoo. In doing this, the City is required to develop a report called "The Assessment of Fair Housing", which determines if there are obstacles to fair housing based upon race, religion, sex, color, national origin, disability or familiar status. This report can be found on the city's website. The goals outlined in the report include:

- Improve City policies and organizational systems in a more proactive way to affirmatively further fair housing.
- Increase awareness of fair housing laws and regulations to ensure Kalamazoo residents and property owners are aware of their rights.
- Improve financial options for Kalamazoo residents to increase homeownership and homeowner maintenance.
- Improve access to quality rental housing in Kalamazoo.
- Reduce disparities between neighborhoods, particularly in the Eastside, Edison and Northside Neighborhoods to improve housing choice.

In an effort to reach these goals the City has contracted with the Fair Housing Center of Southwest Michigan to do the following:

- Provide discrimination and harassment investigations.
- Perform rental audits and monitor the housing sector.
- Provide tenant-landlord counseling.
- Provide the public with fair housing information, including but not limited to: seminars, print and digital materials.

For questions call Dorla Bonner in the Community Planning & Development Department (269-337-8044), or the Fair Housing Center of SW MI at 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>
<b>All Inspection Scheduling (please do not call inspector directly)</b>		<b>337-8026</b>
Debra Miller, Housing Inspection Supervisor		337-8287
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
Mike Nelson	Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)	337-8447
James Graham	Housing Inspector (Edison, Eastside)	337-8165
Karleen Steppenwolf	Rental Registration Coordinator	337-8589
Pete Eldridge, Code Compliance Supervisor		337-8806
Nancy Hess	Code Compliance II Inspector	337-8553
Rachael Luscomb	Code Compliance II Inspector	337-8212
Becky Gnatuk	Code Compliance II Inspector	337-8567
Marvella Vincent	Code Compliance I Inspector	337-8154
Bobby Durkee	Zoning Inspector	337-8172
Robert McNutt	Building Official	337-8026
Vacant	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
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
<b>PUBLIC SAFETY EMERGENCY ...</b>		<b>911</b>

## 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 \$75 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.