

HOUSING CODE & RENTAL PROGRAM INFO AVAILABLE ON-LINE



www.kalamazoo.org/housing

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!

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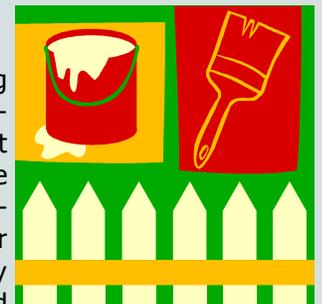


Reminder About Conditional Certificates

CONDITIONAL CERTIFICATES are often issued to rental property owners because of one or more exterior violations found during an inspection, and additional time was given to complete the repair(s) during the warmer spring and summer months. Property owners are encouraged to double check their certificates for the due date on conditions. Housing Inspectors will start proactively visiting properties to ensure compliance as early as one day after the violations are due to be corrected. If violations are not corrected, property owners may be subject to an enforcement letter with a cost recovery fee for failure to meet the deadline. If additional time is needed to make the repair, please email or submit a written request to the assigned inspector for a time extension **BEFORE** the expiration of the conditional certificate. (See the list of housing inspectors on page 4.) Failure to meet the deadline on the conditions will also jeopardize any conditional certificate issued as a 40 month certificate (it will revert to a 28 month certificate).

Have a Fence Project in Mind? Know the Regulations

Fences are regulated by the City of Kalamazoo Zoning Ordinance, which has specific fence requirements applicable to residential property. The maximum fence height allowed in the front yard is four feet and the opacity (the ability to NOT see through a fence) cannot exceed 75 percent. Fences may be constructed out of metal, wood or vinyl in a variety of styles meeting the height and opacity requirements, however no chain-link fencing is allowed in the front yard. The side and rear yards of residential property may have a fence with a maximum height of seven feet, and may be solid or have openings. A permit is needed if the fence is over six feet high. There is no restriction on the type of fence used in the side and rear yard, except that it cannot be made of scrap or junk materials. There is no setback for a residential fence, however, wherever installed the finished, or "good", side of the fence is required to face out toward the public street or adjacent properties. Any horizontal cross members/bracing must face inwards. Questions about fencing regulations in residential (or any other) district can be directed to the Zoning Inspector at 337-8026.



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.

Monthly Bulk Trash Collection: Inform your Tenants of this Important Service

The city offers monthly bulk trash pick up. Visit kalamazoo.org and search "bulk trash schedule" for the scheduled day for your neighborhood and street. General guidelines are:

- Place items intended for collection at or near the curb no earlier than 7 a.m. on the day before the scheduled pick-up.
- If items are placed at the curb too soon, or left out on days other than those allowed for monthly bulk trash collection, the City may take immediate corrective action, without notice, and bill the clean-up cost to the property owner.
- All items not picked up, for any reason, must be removed from the curb area within two days following the scheduled pick-up day.
- To report a missed bulk trash collection, call 337-8215 within two days of the scheduled collection date.



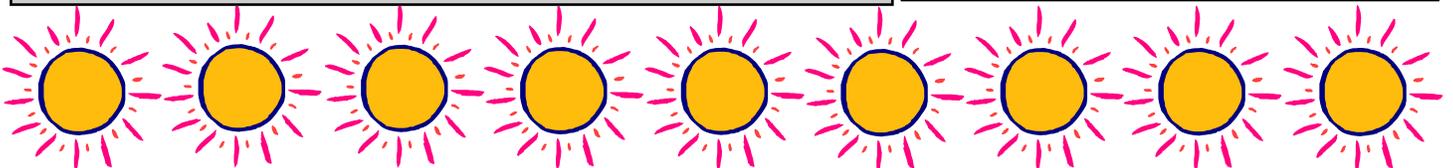
Multi-Unit Recycling

Kalamazoo offers a FREE multi-unit recycling program for managers, owners and occupants of residential properties with five or more units. Funded by the solid waste millage, the recycling program offers a variety of container sizes. Collections range from weekly to monthly depending on the volume of materials recycled by residents. Multi-unit recycling collects the same materials as the curbside programs and offers 24-hour access to residents. If you are not participating already, call 337-8199 to start today!



HOUSING BOARD OF APPEALS SEEKING NEW MEMBERS

The Housing Board of Appeals (HBA) is seeking new members to join the Board. The role of the Board is to hear and decide variances of the City of Kalamazoo Housing Code. The Board meets every other month on the fourth Thursday of the month at 2pm at City Hall. You must reside in the City of Kalamazoo and have knowledge of housing property management, construction or maintenance. Please call 337-8792 for an application if you are interested.



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.

**City Commission Approved
New Fee Schedule:
Effective February 1, 2013**

Several fees related to registering and certifying rental property increased slightly over the winter. A partial list is provided, please find the comprehensive cost recovery fee schedule at www.kalamazoo.org/housing

Annual Rental Registration	\$100/property + \$1/unit
Each inspection or reinspection (per unit)	
Prior to certification expiration	\$50
After certification expiration	\$70
Apartment Complex/Hotel/Frat/etc.	
Per building	\$100
Plus per unit	\$10
No Show for Inspection	\$50
Complaint Inspection resulting in	
Correction Notice	\$70
Rental Registration Violation (not keeping registration info current)	\$70
Unregistered Rental Violation	\$200
Enforcement for failure to renew certificate or respond to correction notice	\$70
Pre-Sale Inspection (per unit)	\$70
Notice to Vacate	\$70
Condemnation Order	\$125
Housing Board of Appeals Review	\$75
Technical Code Inspection	\$70
Tall Grass/Weed Violation Notice	\$70
Private Property Trash or Porch Notice	\$70
Weed Mowing Charges	\$70+cost
Curb Lawn Violation	\$50+cost
Herby/Recycle Bin Relocation	\$30+cost

EVICTIONS

Evictions are sometimes a necessary evil in the rental housing business. Whether an eviction becomes necessary due to non-payment of rent; illegal activity; failure of a tenant to cooperate in keeping the unit safe, sanitary and city certified; or in order to simply obtain right of possession — it is never a pleasant experience.

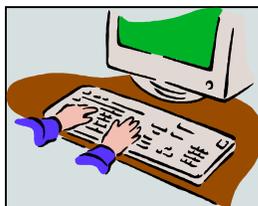
If it becomes necessary to remove the tenant, please let the city know. By letting us know when you will be placing items out for the required time period, it will allow the inspectors to provide time for you to clean up the items before a violation notice is written or the city collects the materials from the curb and bills the clean up to you. You can leave a message on the Trash Hotline at 337-8221.

**For information on the Lead Paint
EPA Renovation, Repair & Painting Rule
visit
michigan.gov/leadsafe**



**COUNTY TAX FORECLOSURE
SALE THIS AUGUST**

The Kalamazoo County Treasurer's Office will be holding its annual tax sale auction of tax foreclosed properties on August 22, 2013 at noon at the Kalamazoo Expo Center (2900 Lake Street). Additional information is available at www.tax-sale.info or by calling the County Treasurer's Office at 384-8124.



**RENTAL
REGISTRATION
DATABASE NOW
AVAILABLE AS PART OF
PROPERTY SEARCH**

Recent computer upgrades include the addition of a rental property search as part of the online property search information. Searching the rental database will allow the viewer to search, by address or street, all the 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.kalamazoo.org/RentalRegistration.asp

Working in Historic Districts

The Historic District Commission regulates exterior work on properties in historic districts EXCEPT painting, paving and plantings. This includes tenant installed satellite dishes, as well as items such as roofs, exterior lights, porch guard rails and stairway handrails. Contact the Historic Preservation Coordinator at 337-8804 or e-mail ferraros@kalamazoo.org for information and approval on all exterior projects. Many improvement projects can be approved in one day!





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.....		337-8026
Debra Miller, Housing Inspection Supervisor		337-8026
Tina Perry	Housing Inspector ((Vine, Central Business, S. Westnedge)	337-8507
Yvonne Wright	Housing Inspector (Burke Acres, Eastside, Northside, Stuart, Fairmont)	337-8506
Mike Deitz	Housing Inspector (Edison, Milwood)	337-8515
Becky Gnatuk.....	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 I Inspector	337-8212
Jim Graham.....	Code Compliance I Inspector	337-8154
Bobby Durkee	Zoning Inspector.....	337-8172
Robert McNutt	Building Official	337-8026
Bonnie Hanson.....	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

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 \$70 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.