



Agenda

Work Session

Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa

6:30 PM

March 14, 2022

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Council Members: Karen Seeders, Tom Stewart, Matt Weber, Dave Garrigus, Dave Lenz

Pledge of Allegiance

Discussions

- [1.](#) Discussion on Council Conduct
- [2.](#) Discussion on City Council Goals
- [3.](#) Discussion on Community Development
- [4.](#) Discussion on Salary Resolution

Adjournment

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440



MUNICIPAL LEADERSHIP ACADEMY

M U N I C I P A L L E A D E R S H I P A C A D E M Y P A R T T W O

YOU GOT ELECTED, NOW WHAT?

— ...

MICKEY SHIELDS | DIRECTOR OF MEMBERSHIP SERVICES | IOWA LEAGUE OF CITIES

WE ARE HERE TO HELP! IF YOU HAVE ANY QUESTIONS PLEASE LET US KNOW.



STRATEGIES FOR SUCCESS IN OFFICE

KNOW WHAT YOU ARE GETTING INTO



REVIEW RECENT MEETING MINUTES AND REPORTS



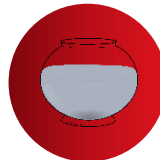
REALIZE THAT BEING AN ELECTED OFFICIAL IS A TIME COMMITMENT



FAMILIARIZE YOURSELF WITH YOUR LOCAL CODE OF ORDINANCES



EXPECT TO HEAR COMPLAINTS (AND AT ALL HOURS OF THE DAY)



SOME OF YOUR PRIVACY IS GONE, CITY OFFICIALS OPERATE IN A FISHBOWL

CIVILITY IS THE EXPECTATION

DON'T LET POLITICAL DIFFERENCES CROSS OVER INTO PERSONAL ATTACKS

CITY GOVERNMENT IS NON-PARTISAN, DON'T CREATE AN US VS THEM COUNCIL

YOU HAVE TO BE ABLE TO LEAVE THE DEBATE BEHIND AND TACKLE THE NEXT ISSUE

DON'T VOTE AGAINST AN ITEM BECAUSE YOU DIDN'T GET YOUR WAY ON AN EARLIER ISSUE



BE PART OF THE TEAM

**A COUNCIL
SPEAKS
WITH
ONE
VOICE**



WORK TRANSPARENTLY



DO YOUR HOMEWORK! OPENING YOUR PACKET AT THE COUNCIL MEETING FOR THE FIRST TIME IS DISRESPECTFUL TO YOUR CONSTITUENTS, COLLEAGUES AND CITY STAFF



PRAISE IN PUBLIC, CRITICIZE IN PRIVATE



NEVER ENGAGE IN GOSSIP

**SET GOALS
AS A
GROUP**

HELPFUL TIPS

DON'T MAKE PROMISES YOU CAN'T KEEP!



A MEMBER OF THE COUNCIL CAN REALLY ONLY PROMISE THAT THE ISSUE WILL BE BROUGHT UP

DON'T BE AFRAID TO ASK QUESTIONS



THERE IS A TIME FOR CAMPAIGNING AND A TIME FOR GOVERNING



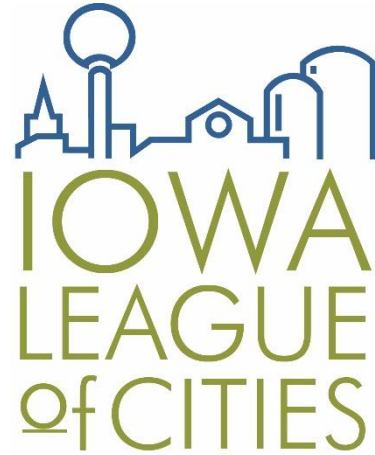
DON'T TRY TO FIX WHAT ISN'T BROKEN...BUT DON'T BE AFRAID TO INNOVATE

HAVE FUN!



RESOURCES

IOWA STATE UNIVERSITY
Extension and Outreach
Community and Economic Development



IOWA

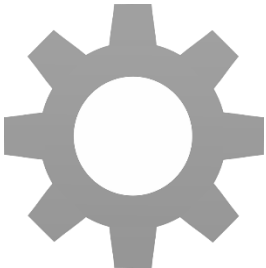
School of Planning
and Public Affairs

COUNCILS OF GOVERNMENT/REGIONAL PLANNING ORGANIZATIONS



OVERVIEW OF ROLES AND RESPONSIBILITIES

MAYOR'S DUTIES



**ONLY A HANDFUL OF IOWA
MAYORS, OPERATING UNDER VERY
SPECIFIC FORMS OF GOVERNMENT,
HAVE THE ABILITY TO BREAK TIE
VOTES**



**LEGISLATION
SIGN/VETO/NO ACTION**



**CERTAIN
APPOINTMENTS***



INFORMAL DUTIES



**PRESIDING OFFICER AT
COUNCIL MEETINGS**

CHAIN OF COMMAND

THE MAYOR IS THE CHIEF EXECUTIVE OFFICER OF THE CITY AND SUPERVISES CITY OFFICERS AND DEPARTMENTS IN THE MAYOR-COUNCIL FORM OF GOVERNMENT

(OVER 97% OF CITIES IN IOWA OPERATE UNDER THIS FORM)

- **SUPERVISORY ROLE CHANGES IF CITY HAS A CITY MANAGER OR ADMINISTRATOR**
- **MAYORS SHOULD REMEMBER TO INVITE THE COUNCIL TO EXPRESS THEIR OPINIONS ON THE MANAGEMENT OF THE CITY AND INCLUDE THEM ON DECISIONS WHEN APPROPRIATE**

ROLE FOR COUNCIL IS TO SET POLICY DURING COUNCIL MEETINGS

- **INDIVIDUAL COUNCIL MEMBERS HAVE NO ROLE IN THE DIRECT DAY-TO-DAY SUPERVISION OF EMPLOYEES UNLESS SPECIFICALLY DELEGATED THAT ROLE BY THE FULL COUNCIL**

CITY COUNCIL AUTHORITY



COUNCIL ONLY EXERCISES ITS POWERS WHEN ACTING AS A **GROUP IN OFFICIAL MEETINGS** AND ADOPTING LEGISLATION

INDIVIDUAL COUNCIL MEMBERS HAVE **NO AUTHORITY** ON THEIR OWN



CITY COUNCIL DUTIES

Item 1.

ANTICIPATE ISSUES, SET GOALS AND OBJECTIVES



**APPROVE/AMEND/
MONITOR BUDGETS**



**ESTABLISH
CITY POLICIES**



**APPROVE PLANS
AND PROGRAMS**



**APPROVE EXPENDITURES
AND PAYMENTS**



**APPROVE
CONTRACTS**



APPOINTMENTS*



**PROVIDE
SERVICES AND
PRODUCTS**



**RESPOND TO
CITIZEN ISSUES**



**IMPLEMENT DECISIONS,
PLANS, PROGRAMS
AND POLICIES**

ANALYZE ISSUES; DEVELOP PROFESSIONAL RECOMMENDATIONS



COUNCIL MEETING BASICS

CONSIDER ADOPTING RULES OF PROCEDURE

Item 1.

SETS UP FRAMEWORK FOR EFFICIENT AND EFFECTIVE MEETINGS

OUTLINES
SPECIFIC
ROLES FOR ALL
INVOLVED

GUIDES PUBLIC
PARTICIPATION

DETERMINES
HOW ITEMS ARE
INCLUDED ON AN
AGENDA
(OR PULLED)

SETS RULES FOR
BEHAVIOR AND
DECORUM

DEFINITION OF MEETING Item 1.

SECTION 21.2(2)

GATHERING IN PERSON OR BY ELECTRONIC MEANS, FORMAL OR INFORMAL, OF A MAJORITY OF THE MEMBERS OF A GOVERNMENTAL BODY WHERE THERE IS DELIBERATION OR ACTION UPON ANY MATTER WITHIN THE SCOPE OF THE GOVERNMENTAL BODY'S POLICY-MAKING DUTIES



HARASSMENT/DISCRIMINATION

Item 1.



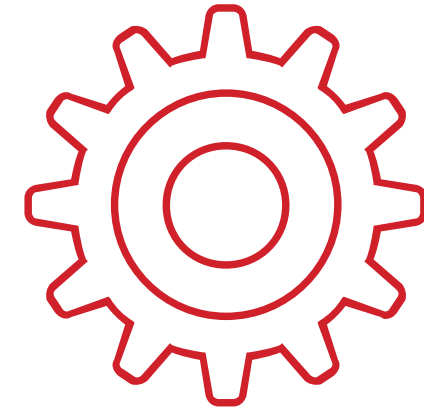
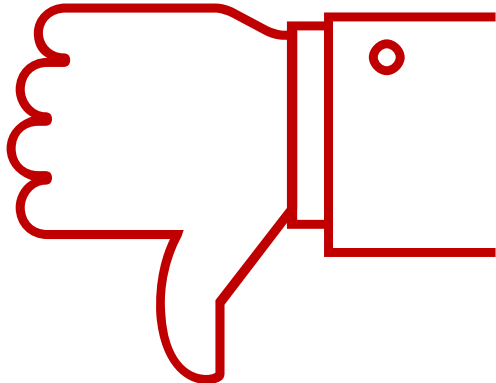
NO PLACE FOR DISCRIMINATION IN ANY WORK ENVIRONMENT

- **DISCIPLINE SHOULD BE BASED ON SEVERITY AND EXPECTATION TO PREVENT ANY FUTURE EVENT FROM OCCURRING**
- **EMPLOYEES HAVE AN EXPECTATION TO HAVE A WORKPLACE FREE OF HARASSMENT OF ANY KIND**
- **HAVE A POLICY IN PLACE AND CONDUCT REGULAR TRAININGS FOR ALL EMPLOYEES**

EMPLOYEE VS INDEPENDENT CONTRACTOR

Item 1.

**DO NOT BE TEMPTED TO RECLASSIFY AN
EXISTING CITY POSITION AS AN
“INDEPENDENT CONTRACTOR” OR RETAIN
A PERSON AS A “CONTRACTOR” IN ORDER
TO AVOID THE EXPENSE AND BURDENS
ASSOCIATED WITH EMPLOYMENT**



**MUST SATISFY REQUIREMENTS
OUTLINED BY THE IRS AND IPERS**



M U N I C I P A L L E A D E R S H I P A C A D E M Y P A R T T W O

THANK YOU FOR JOINING US



MICKEY SHIELDS | DIRECTOR OF MEMBERSHIP SERVICES | IOWA LEAGUE OF CITIES

MBRSVCS@IOWALEAGUE.ORG | 515.244.7282 | WWW.IOWALEAGUE.ORG



Mission Statement

The City of Oelwein strives to provide services and opportunities that utilize old charm with new thinking to ensure success for future generations.

Values

Creative and Visionary –We believe that an openness to creative and visionary thinking will result in new opportunities, increased efficiencies, and excitement about the future.

Transparency–We believe that transparency, keeping the community informed through open, honest, and welcoming communication, is essential for an informed and involved citizenry.

Team Work –We believe that staying connected with each other and the community can build necessary support systems and help maintain trust.

Adaptability–We believe that adaptability and willingness to grow is essential in finding solutions to organizational and community related challenges.

Commitment–We believe in commitment to each other, to the community, and to following through in everything we do.

Oelwein Goals

Implement projects that enhance the community image and builds community identity with a focus on beautifying key destinations and public spaces while better marketing Oelwein.

Prioritize business and growth opportunities that increase development for the community.

Continue and expand measures to improve housing.

Expand and improve city parks, recreation, and the community trail system.

Maintain core service in local government ensuring sustainability.

Oelwein Goals

Implement projects for community improvement with focus on beautifying key destinations and public spaces

- Pursue visual enhancement projects to create an inviting community - ongoing
- Continue and expand community engagement/community events – ongoing
- Support Arts and culture improvements in the community – ongoing
- Identify projects for downtown improvement, with focus on connecting and beautifying key destinations and public spaces – next year
- Continue and expand community engagement/community events – ongoing
- Support arts and culture improvements in the community - ongoing
- Motivate people to want to live in here by improving the community’s image and better marketing existing services & amenities. Re-brand the city. – next year
- Intensify outreach and marketing to promote existing amenities and services in Oelwein; take advantage of existing partnerships – ongoing
- Build an identity for the community (e.g. are we for retirement, or “up and coming,” etc.) – next year
- Support efforts to improve Oelwein’s community image – next year
- Economic development efforts, including supporting those willing to work, working toward an overall increase in median income, and drawing more business establishments to meet local need and fill gaps (e.g. coffee shops, restaurants, etc.) – ongoing
- Participate in community outreach & collaborations to meet all goals - ongoing

Prioritize business and growth opportunities that increase development for the community

- Identify a community coordinator to facilitate partnerships, plans and projects for improvements over the long run – ongoing
- Support efforts to generate business growth or expansion. Target businesses that meet local needs (e.g. community college, grocery, etc.) and/or create jobs - ongoing
- Support economic development efforts with local partners, including OCAD, NICC, RAMS Center, the schools, businesses, and others (e.g. school-to-work collaborations) – ongoing
- Enhance business development opportunities on Hwy 150 & downtown. Work with state officials to look at expansion of Hwy 150

Continue and expand measures to improve housing

- Better enforcement of existing ordinance pertaining to housing and property maintenance – this year
- Continue and accelerate housing rehabilitation, demolition, and construction programs – next year
- Continue and accelerate housing clean-up, rehabilitation, & develop initiatives. Flexible housing options when possible to encourage re-development of lots – ongoing

- Continue housing improvement efforts, including rehabilitation or demolition of housing, increasing owner occupied housing, more housing incentives, and working to fill vacant/empty lots - ongoing

Expand and improve city parks, recreation, and the community trail system

- Work to create a health and safe community. Build off of existing progress in walkability, recreation and wellness. – ongoing
- To better serve and attract families, continue improvements to the recreation system, such as better organization of youth and adult programming, added amenities at the aquatics center, and consideration of an indoor pool - ongoing
- Expand and improve the trail system, including considering intracity connections (e.g. to Fayette-Manchester-Readlyn) – ongoing
- Expand and connect the sidewalk system in new and existing neighborhoods – ongoing
- Pursue measures to increase utilization of great public facilities – ongoing
- Recreation improvements, including a soccer field at the sports complex, and a professional director or designated staff to spearhead coordination of existing and expanded sports and recreation programs – next year
- Recreation improvements, including pre-emptive updates to aquatic center, and updates to sporting equipment – ongoing
- Expand and connect bike and pedestrian trails and ways – this year and ongoing

Maintain core service in local government ensuring sustainability

- Continue to maintain core services – ongoing
- Plan, budget for and implement regular updates to outdated water, sewer and street infrastructure and equipment – this year
- Implement updates to street infrastructure, including repair & replacement – ongoing
- Invest in infrastructure and resources that support a city's growth (e.g. water/stormwater, sewage, streets, internet) – ongoing
- Be more sustainable as a community (expanded recycling, alternative energy, etc.) – ongoing
- Expand city services, including incorporating city mulching/composting site (versus burning), and community gardens (i.e. in tree dump site) – this year



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Community Development

Date: 3/14/2022

The City Administrator is asking council to reconsider their stance on contracting out rental inspection and allow the City Administrator to hire personnel and bring the program back to its successful levels as shown in 2019. Current landlords who have not been inspected have only benefited from the delays not caused by the city. The program was put in place so that the city could go through each rental then evaluate the program after this was complete. Stopping in the last third of the program will not help council reach its goals. The goal was to ensure safe housing in Oelwein. Rushing to finish the initial inspections will not provide a product that is expected from the community. The reason we are here is because of the community wanting improved housing. Landlords are not being double taxed, because they are paying a rental permit, not a rental inspection. I must reiterate that landlords only benefit from delayed inspections. This program was brand new in 2019 and stayed on track until the pandemic in 2020. The City Administrator can rebuild the department and finish the initial inspections and move forward with council to make change in for the 2023 year. Resistance to the rental inspection program is from individuals who do not want improved housing in Oelwein.



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Rental Inspection TimeLine

Date: 3/14/2022

As of March 2022

702 total units

526 initial inspections in 25 months

74 percent of units received initial inspection

In a pandemic free three-year period, the city needs to inspect 234 units annually. This is 20 units per month.

The current schedule allows for the rental inspection program to be at 61 percent complete. The city is head of this by 14 percent.

Saying that Community Development is behind is inaccurate. Community Development is ahead of schedule.

2019 – 7 active rental inspection months

January 2, 2019 – Building official start date.

Feb. 4, 2019 – Admin assistant start date.

March 15, 2019 – First rental inspection.

Total 2019 inspections: 387

First inspections: 255

Second & beyond inspections: 132

2020 – 4 active rental inspection months

March 16, 2020 – COVID lockdown.

July 10, 2020 – Mega lock down, work from home.

July 23, 2020 – Return to office.

September 15, 2020 – Rental inspections resume.

November 16, 2020 – Inspections stop again due to spike in COVID cases.



Total 2020 inspections: 198
 First inspections: 121
 Second & beyond inspections: 77

2021 – 11 ½ active rental inspection months (lost an employee)

Feb 10, 2021 – Inspections resume.

August 3, 2021 – Down one employee. Those permit and rental inspections stop.

September 21, 2021 – Part-time building inspector (Tuesday/Thursday) start date only doing permit inspections.

October 4, 2021 – Code enforcement officer start date.

October 26, 2021 – New full-time building inspector start date (only shadowed several rental inspections, studied for certification).

December 16, 2021 – New building inspector resigns.

Total 2021 inspections: 262
 First inspections: 121
 Second & beyond inspections: 141

2022 – 3 active rental inspection months

February 10, 2022 – Begin training part-time inspector to do rental inspections

February 22, 2022 – Part-time inspector begins rental inspections

Total 2022 inspections so far: 42
 First inspections: 29
 Second & beyond inspections: 13

General notes as the City investigates private rental inspection services

City council's role is to tell the City Administrator to proceed or change course on contracting out rental inspections.

Timeline

March 14

- Walk Council through a rental inspection
- Discuss steps that if rentals fail, fail to register, change hands
- Discuss next steps and review code
 - What part of code does council have a problem with
 - What is the goal for the code change
- Work through what the contract will include
- Continue to set attainable goals for the City Administrator

March 28

- Finalize goals and direction from council

April 11

- Council votes to send out RFPs for inspection services
- Council finalizes code changes

April 25

- Council begins voting on code change

May 9

- Council evaluates RFPs and potentially interviews candidates

May 23

- Code changes are final
- Council votes on a contract

June 13

- Council receives timeline from contract company

June 27

- Hold

General notes as the City investigates private rental inspection services

Contract for Rental Inspection

Inspection Process

The company will:

- create their own website for Oelwein's rental inspection program
- create the ability for owners to register their properties online
- direct the property owner to then pay the city
- contact property owners by mail when their inspection takes place along with a two-week notice
- provide a rental inspection report to the property owner and schedule a second inspection if needed
- place all rental inspection reports on the company's website to be accessible by the property owner and the City of Oelwein.
- provide a monthly report to the city spelling out initial inspections, second inspections, no shows, and reschedules
- provide an annual report on the program to be presented by the company to council each June
- represent the city at all board of appeals meeting and provide all materials needed for the appeal

Administration

The company will:

- be licensed bonded and insured to a level that is sufficient for the city
- background checks on all employees that enter homes in Oelwein
- properly identify themselves with an id card that is always visible during an inspection and their vehicles must show a company name
- provide photos of employees to be posted on the city's website
- provide a written report on complaints made by landlords to the city with 72 hours of receiving them from the landlord or the city
- respond to a tenant complaint with 72 hours unless it is life threatening then it will be completed with 24 hours

The company will not:

- report any properties that are not registered
- will not pursue property owners who fail to register
- fine property owners who fail 2nd and third inspections
- placard unsafe structure properties
- write down any additional code enforcement issues with neighboring properties
- will not provide advice or recommendations on how to repair or meet current city code

Issue 1

Contracted company creates their own website and their own database. If the contractor does not renew the contract, does the contractor give that info to the city? Will the city email the contractor every time they need a report on said address?

Issue 2

Will the contractor represent the city in court? If the contractor cannot represent the city in court will the city have to inspect the property.

Issue 3

The city is using funding from a position that did several tasks for Community Development and now only funding rental inspections.

Many, many, many more issues to come.

The City uses the following codes:

- Chapter Five Code Enforcement Officer
 - Spells out the duties of the Code Enforcement Officer
 - This code needs updated
- Chapter Twelve Buildings
 - Adopts the most recent edition of the International Building Code
 - This is now 2021
 - A recently proposed bill in the Iowa House would require a statewide building code
 - Adopts the most recent edition of the International Residential Code
 - Adopts the most recent edition Uniform Plumbing Code
 - Adopts the most recent edition International Mechanical Code
 - Adopts the most recent edition National Electrical Code
 -
 - Contains the rental housing inspection program
- Chapter Twenty-Five
 - Adopts the International Housing Maintenance Code 2015
 - Should be revamped to adopt code and not spell out the code

General notes as the City investigates private rental inspection services

Future of the Department

Should council contract the rental inspections, the City will need to continue to have a viable department to ensure Community Development goals are met. The City budgeted for three positions in the general fund and one in economic development.

The City will have the following positions if inspections are contracted:

- Building Official/Zoning Administrator
- Code Enforcement Officer
- Administrative Assistant

This level of employees ensures that Community Development can continue to work toward one of council five goals: Continue to Expand Measures to Improve Housing.

Community Development will still work on the following:

- Building Inspections
- Stop Work Orders
- Contractor Requirements
- Water on Inspections
- Vacant Lot Management
- Sale of Vacant Lots
- Tear Down Administration
- Site Plan Review
- Planning and Zoning
- Board of Adjustment
- Monitor Residential Home Revolving Loan Program with Upper Explorerland
- Long Range Home Planning
- Nuisance Abatement
- Nuisance Abatement Court Cases
- Monitor Nuisance Abatement Clean Up
- Oversee Tax Abatement Program
- Investigate Junk Homes
- Start 657A junk home process with the City Attorney
- Help with Adjacent Property Owner Disputes
- Vacant Property Registration

- Division II. Definitions
Sections 25-21 through 25-22
- Division III. General Requirements
Sections 25-31 through 25-39
- Division IV. Light, Ventilation and Occupancy Limitations
Sections 25-41 through 25-44
- Division V. Plumbing Facilities and Fixture Requirements
Sections 25-51 through 25-57
- Division VI. Mechanical and Electrical Requirements
Sections 25-61 through 25-67
- Division VII. Fire and Safety Requirements
Sections 25-71 through 25-74
- Division VIII. Reference and Standards
Section 25-81
- Division IX. Appendix A – Boarding Standard

ARTICLE I
DIVISION I
SCOPE AND APPLICATION

SECTION 25-1 GENERAL

- A. Title. These regulations shall be known as the International Property Maintenance Code of Oelwein, hereinafter referred to as “this code.”
- B. Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner’s authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

- C. Intent. This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.
- D. Severability. If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

Section 25-2 Applicability

- A. General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.
- B. Maintenance. Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered or repaired shall be maintained in good working order. No owner, owner's authorized agent, operator or occupant shall cause any service, facility, equipment or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner's authorized agent shall be responsible for the maintenance of buildings, structures and premises.
- C. Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the International Zoning Code.
- D. Existing remedies. The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure that is dangerous, unsafe and insanitary.
- E. Workmanship. Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's instructions.
- F. Historic buildings. The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings where such buildings or structures are judged by the code official to be safe and in the public interest of health, safety and welfare.

- G. Referenced codes and standards. The codes and standards referenced in this code shall be those that are listed in Section 25-80 and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 25-2G.1.1 and 25-2G.1.2.
1. Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.
 1. Conflicts. Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.
 2. Provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.
- H. Requirements not covered by code. Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the code official.
- I. Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.
- J. Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

Administration and Enforcement

Section 25-3 Department of Property Maintenance Inspection

- A. General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the code official.
- B. Appointment. The code official shall be appointed by the City Administrator
- C. Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the code official.
- D. Liability. The code official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties.
- E. Legal defense. Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The code official or any

subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

- F. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be listed in the City's fee schedule and approved by the City Council.

Section 25-4 Duties and Powers of the Code Official

- A. General. The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.
- B. Inspections. The code official shall make all of the required inspections or shall accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.
- C. Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.
- D. Identification. The code official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.
- E. Notices and orders. The code official shall issue all necessary notices or orders to ensure compliance with this code.
- F. Department records. The code official shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

Section 25-5 Approval

- A. Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases upon application of the owner or owner's authorized agent, provided the code official shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

The details of action granting modifications shall be recorded and entered in the department files.

- B. Alternative materials, methods and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material or method of construction shall be approved where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not approved, the code official shall respond in writing, stating the reasons the alternative was not approved.
- C. Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the code official shall have the authority to require tests to be made as evidence of compliance at no expense to the jurisdiction.
- D. Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall be permitted to approve appropriate testing procedures performed by an approved agency.
- E. Test reports. Reports of tests shall be retained by the code official for the period required for retention of public records.
- F. Used material and equipment. The use of used materials that meet the requirements of this code for new materials is permitted. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested where necessary, placed in good and proper working condition and approved by the code official.
- G. Approved materials and equipment. Materials, equipment and devices approved by the code official shall be constructed and installed in accordance with such approval.
- H. Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

Section 25-6 Violations

- A. Unlawful acts. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.
- B. Notice of violation. The code official shall serve a notice of violation or order in accordance with Section 25-7.
- C. Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 25-7 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate

such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

- D. Violation Penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.
- E. Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

Section 25-7 Notices and Orders

- A. Notice to person responsible. Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 25-7.B and 25-7.C to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 25-7.H.
- B. Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following:
 - 1. Be in writing.
 - 2. Include a description of the real estate sufficient for identification.
 - 3. Include a statement of the violation or violations and why the notice is being issued.
 - 4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
 - 5. Inform the property owner or owner's authorized agent of the right to appeal.
 - 6. Include a statement of the right to file a lien in accordance with Section 106.3.
- C. Method of service. Such notice shall be deemed to be properly served if a copy thereof is:
 - 1. Delivered personally;
 - 2. Sent by certified or first-class mail addressed to the last known address; or
 - 3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.
- D. Unauthorized tampering. Signs, tags or seals posted or affixed by the code official shall not be mutilated, destroyed or tampered with, or removed without authorization from the code official.
- E. Penalties. Penalties for noncompliance with orders and notices shall be as set forth in Section 25-6.D.

- F. Transfer of ownership. It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Section 25-8 Unsafe Structures and Equipment

- A. General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.
- B. Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.
- C. Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.
- D. Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.
- E. Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.
- F. Dangerous structure or premises. For the purpose of this code, any structure or premises that has any or all of the conditions or defects described below shall be considered dangerous:
1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.

2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

- G. Closing of vacant structures. If the structure is vacant and unfit for human habitation and occupancy, and is not in danger of structural collapse, the code official is authorized to post a placard of condemnation on the premises and order the structure closed up so as not to be an attractive nuisance. Upon failure of the owner or owner's authorized agent to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.
- A. Authority to disconnect service utilities. The code official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 25-2.G in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The code official shall notify the serving utility and, whenever possible, the owner or owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner, owner's authorized agent or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.
- H. Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 25-2.H.
- I. Placarding. Upon failure of the owner, owner's authorized agent or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.
1. Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.
- J. Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner, owner's authorized agent or person responsible for the premises who shall let anyone occupy a placarded premise or operate placarded equipment shall be liable for the penalties provided by this code.

- K. Abatement methods. The owner, owner's authorized agent, operator or occupant of a building, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.
- L. Record. The code official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

Section 25-9 Emergency Measures

- A. Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.
- B. Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the code official, there is imminent danger due to an unsafe condition, the code official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the code official deems necessary to meet such emergency.
- C. Closing streets. When necessary for public safety, the code official shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.
- D. Emergency repairs. For the purposes of this section, the code official shall employ the necessary labor and materials to perform the required work as expeditiously as possible.
- E. Costs of emergency repairs. Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the owner of the premises or owner's authorized agent where the unsafe structure is or was located for the recovery of such costs.
- F. Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

Section 25-10 Demolition

- A. General. The code official shall order the owner or owner's authorized agent of any premises upon which is located any structure, which in the code official's or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so

out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the code official shall order the owner or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless approved by the building official.

- B. Notices and orders. Notices and orders shall comply with Section 25-7.
- C. Failure to comply. If the owner of a premises or owner's authorized agent fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.
- D. Salvage materials. When any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the person who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

Section 25-11 Means of Appeal

- A. Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.
- B. The International Code of Appeals board will serve as the Housing Board of Appeals.
- C. Membership of board. The board of appeals shall consist of not less than three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority and shall serve staggered and overlapping terms.
 - 1. Alternate members. The chief appointing authority shall appoint not less than two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

2. Chairman. The board shall annually select one of its members to serve as chairman.
 3. Disqualification of member. A member shall not hear an appeal in which that member has a direct financial interest.
 4. Secretary. The City Administrator shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.
 5. Compensation of members. The Board members will serve without compensation.
- D. Notice of meeting. The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.
- E. Open hearing. Hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of two-thirds of the board membership.
- F. Procedure. The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence but shall mandate that only relevant information be received.
- G. Postponed hearing. When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.
- H. Board decision. The board shall modify or reverse the decision of the code official only by a concurring vote of a majority of the total number of appointed board members.
- I. Variance
- a. Upon application and after a hearing as provided in Section 25-11.D, the Housing Appeals Board may grant a variance from a provision of this Code upon a showing of each of the following:
 - i. the burden on the owner to comply outweighs any resulting benefit to the public health, safety and welfare;
 - ii. because of the design or construction of the dwelling strict compliance would cause undue hardship;
 - iii. Strict compliance with such section would be arbitrary; and
 - iv. A variance would be in harmony with the intended spirit and general purpose of this Article to secure the public health, safety and welfare.
- J. Records and copies. The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the code official.
- K. Administration. The code official shall take immediate action in accordance with the decision of the board.
- L. Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

- M. Stays of enforcement. Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the appeals board.

Section 25-12 Stop Work Order

- A. Authority. Whenever the code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the code official is authorized to issue a stop work order.
- B. Issuance. A stop work order shall be in writing and shall be given to the owner of the property, to the owner's authorized agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.
- C. Emergencies. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work.
- D. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine set by city council in the city's fee schedule.

DIVISION II DEFINITIONS

Section 25-21 General

- A. Scope. Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.
- B. Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.
- C. Terms defined in other codes. Where terms are not defined in this code and are defined in the International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Zoning Code or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.
- D. Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.
- E. Parts. Whenever the words "dwelling unit," "dwelling," "premises," "building," "rooming house," "rooming unit," "housekeeping unit" or "story" are stated in this code, they shall be construed as though they were followed by the words "or any part thereof."

Section 25-22 General Definitions

- A. Anchored. Secured in a manner that provides positive connection.
- B. Approved. Acceptable to the code official.
- C. Basement. That portion of a building which is partly or completely below grade.
- D. Bathroom. A room containing plumbing fixtures including a bathtub or shower.

- E. Bedroom. Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.
- F. Code Official. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.
- G. Condemn. To adjudge unfit for occupancy.
- H. Cost of Such Demolition or Emergency Repairs. The costs shall include the actual costs of the demolition or repair of the structure less revenues obtained if salvage was conducted prior to demolition or repair. Costs shall include, but not be limited to, expenses incurred or necessitated related to demolition or emergency repairs, such as asbestos survey and abatement if necessary; costs of inspectors, testing agencies or experts retained relative to the demolition or emergency repairs; costs of testing; surveys for other materials that are controlled or regulated from being dumped in a landfill; title searches; mailing(s); postings; recording; and attorney fees expended for recovering of the cost of emergency repairs or to obtain or enforce an order of demolition made by a code official, the governing body or board of appeals.
- I. Detached. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.
- J. Deterioration. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.
- K. Dwelling Unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.
- L. Easement. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above a said lot or lots.
- M. Equipment Support. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.
- N. Exterior Property. The open space on the premises and on adjoining property under the control of owners or operators of such premises.
- O. Garbage. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.
- P. Guard. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.
- Q. Habitable Space. Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.
- R. Historic Building. Any building or structure that is one or more of the following:
 - 1. Listed or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
 - 2. Designated as historic under an applicable state or local law.

3. Certified as a contributing resource within a National Register or state or locally designated historic district.
- S. Housekeeping Unit. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.
- T. Imminent Danger. A condition which could cause serious or life-threatening injury or death at any time.
- U. Infestation. The presence, within or contiguous to, a structure or premises of insects, rodents, vermin or other pests.
- V. Inoperable Motor Vehicle. A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.
- W. Labeled. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.
- X. Let for Occupancy or Let. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.
- Y. Neglect. The lack of proper maintenance for a building or structure.
- Z. Occupancy. The purpose for which a building or portion thereof is utilized or occupied.
- AA. Occupant. Any individual living or sleeping in a building or having possession of a space within a building.
- BB. Openable Area. That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.
- CC. Operator. Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.
- DD. Owner. Any person, agent, operator, firm or corporation having legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.
- EE. Person. An individual, corporation, partnership or any other group acting as a unit.
- FF. Pest Elimination. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other approved pest elimination methods.
- GG. Premises. A lot, plot or parcel of land, easement or public way, including any structures thereon.

- HH. Public Way. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.
- II. Rooming House. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.
- JJ. Rooming Unit. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.
- KK. Rubbish. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.
- LL. Sleeping Unit. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.
- MM. Strict Liability Offense. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited or failed to do an act which the defendant was legally required to do.
- NN. Structure. That which is built or constructed or a portion thereof.
- OO. Tenant. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.
- PP. Toilet Room. A room containing a water closet or urinal but not a bathtub or shower.
- QQ. Ultimate Deformation. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.
- RR. Ventilation. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.
- SS. Workmanlike. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.
- TT. Yard. An open space on the same lot with a structure.

DIVISION III GENERAL REQUIREMENTS

Section 25-31 General

- A. Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.
- B. Responsibility. The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping

unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

- C. Vacant structures and land. Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

Section 25-32 Exterior Property Areas

- A. Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.
- B. Grading and drainage. Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.
 - 1. Exception: Approved retention areas and reservoirs.
- C. Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- D. Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 (ten) inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.
- E. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 25-6.C and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.
- F. Rodent harborage. Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.
- G. Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
- H. Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- I. Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

- J. Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.
- K. Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.
- L. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

Section 25-33 Swimming Pools, Spas and Hot Tubs

- A. Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.
- B. Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is not less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.
 - 1. Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

Section 25-34 Exterior Structure

- A. General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- B. Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:
 - 1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
 - 2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
 - 3. Structures or components thereof that have reached their limit state;
 - 4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
 - 5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;
 - 6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;

7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
 8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
 9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects;
 10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
 11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
 12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects; or
 13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
 - a. Exceptions:
 - i. Where substantiated otherwise by an approved method.
 - ii. Demolition of unsafe conditions shall be permitted where approved by the code official.
- C. Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.
- D. Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

- E. Structural members. Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.
- F. Foundation walls. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.
- G. Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- H. Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.
- I. Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
- J. Overhang extensions. Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
- K. Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
- L. Chimneys and towers. Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
- M. Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- N. Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.
- O. Glazing. Glazing materials shall be maintained free from cracks and holes.
- P. Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
- Q. Insect screens. During the period from April to October, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human

consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

- R. Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.
- S. Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 25-72.C.
- T. Basement hatchways. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.
- U. Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.
- V. Building security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.
 - 1. Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.
 - 2. Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device.
 - 3. Basement hatchways. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.
- W. Gates. Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

Section 25-35 Interior Structure

- A. General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

- B. 305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:
1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
 2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
 3. Structures or components thereof that have reached their limit state;
 4. Structural members are incapable of supporting nominal loads and load effects;
 5. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
 6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
 - i. Exceptions:
 1. Where substantiated otherwise by an approved method.
 2. Demolition of unsafe conditions shall be permitted when approved by the code official.
- C. Structural members. Structural members shall be maintained structurally sound and be capable of supporting the imposed loads.
- D. Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
- E. Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.
- F. Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- G. Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

Section 25-36 Component Serviceability

- A. General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.
- B. Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:
1. Soils that have been subjected to any of the following conditions:
 1. Collapse of footing or foundation system;

2. Damage to footing, foundation, concrete or other structural element due to soil expansion;
 3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
 4. Inadequate soil as determined by a geotechnical investigation;
 5. Where the allowable bearing capacity of the soil is in doubt; or
 6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 1. Deterioration;
 2. Ultimate deformation;
 3. Fractures;
 4. Fissures;
 5. Spalling;
 6. Exposed reinforcement; or
 7. Detached, dislodged or failing connections.
 3. Aluminum that has been subjected to any of the following conditions:
 1. Deterioration;
 2. Corrosion;
 3. Elastic deformation;
 4. Ultimate deformation;
 5. Stress or strain cracks;
 6. Joint fatigue; or
 7. Detached, dislodged or failing connections.
 4. Masonry that has been subjected to any of the following conditions:
 1. Deterioration;
 2. Ultimate deformation;
 3. Fractures in masonry or mortar joints;
 4. Fissures in masonry or mortar joints;
 5. Spalling;
 6. Exposed reinforcement; or
 7. Detached, dislodged or failing connections.
 5. Steel that has been subjected to any of the following conditions:
 1. Deterioration;
 2. Elastic deformation;
 3. Ultimate deformation;
 4. Metal fatigue; or
 5. Detached, dislodged or failing connections.
 6. Wood that has been subjected to any of the following conditions:
 1. Ultimate deformation;
 2. Deterioration;
 3. Damage from insects, rodents and other vermin;

4. Fire damage beyond charring;
5. Significant splits and checks;
6. Horizontal shear cracks;
7. Vertical shear cracks;
8. Inadequate support;
9. Detached, dislodged or failing connections; or
10. Excessive cutting and notching.

7. Exceptions:

- i. Where substantiated otherwise by an approved method.
- ii. Demolition of unsafe conditions shall be permitted where approved by the code official.

Section 25-37 Handrails and Guardrails

A. General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

1. Exception: Guards shall not be required where exempted by the adopted building code.

Section 25-38 Rubbish and Garbage

A. Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

B. Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

1. Rubbish storage facilities. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.
2. Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

C. Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

1. Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage container.
2. Containers. The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leakproof containers provided with

close-fitting covers for the storage of such materials until removed from the premises for disposal.

Section 25-39 Pest Elimination

- A. Infestation. Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.
- B. Owner. The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.
- C. Single occupant. The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.
- D. Multiple occupancy. The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.
- E. Occupant. The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.
 - 1. Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for pest elimination.

DIVISION IV. VENTILATION AND OCCUPANCY LIMITATIONS

Section 25-41 General

- A. Scope. The provisions of this chapter shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.
- B. Responsibility. The owner of the structure shall provide and maintain light, ventilation and space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not comply with the requirements of this chapter.
- C. Alternative devices. In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the International Building Code shall be permitted.

Section 25-42 Light

- A. Habitable spaces. Every habitable space shall have not less than one window of approved size facing directly to the outdoors or to a court. The minimum total glazed area for every habitable space shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

1. Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The exterior glazing area shall be based on the total floor area being served.
- B. Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with not less than 1 footcandle (11 lux) at floors, landings and treads.
- C. Other spaces. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures.

Section 25-43 Habitable Spaces

- A. Habitable spaces. Every habitable space shall have not less than one operable window. The total operable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 25-42.A.
1. Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m²). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.
- B. Bathrooms and toilet rooms. Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 25-43.A, except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.
- C. Cooking facilities. Unless approved through the certificate of occupancy, cooking shall not be permitted in any rooming unit or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the rooming unit or dormitory unit.
1. Exceptions:
 1. Where specifically approved in writing by the code official.
 2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.
- D. Process ventilation. Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

E. Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

1. Exception: Listed and labeled condensing (ductless) clothes dryers.

Section 25-44 Occupancy Limitations

A. Privacy. Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

B. Minimum room widths. A habitable room, other than a kitchen, shall be not less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

C. Minimum ceiling heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

1. Exceptions:

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting a maximum of 6 inches (152 mm) below the required ceiling height.

2. Basement rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.

3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

D. Bedroom and living room requirements. Every bedroom and living room shall comply with the requirements of Sections 25-44.D through 25-44.F.d.

E. Room area. Every living room shall contain not less than 120 square feet (11.2 m²) and every bedroom shall contain not less than 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) of floor area for each occupant thereof.

F. Access from bedrooms. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

1. Exception: Units that contain fewer than two bedrooms.

b. Water closet accessibility. Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every

bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.

- c. Prohibited occupancy. Kitchens and uninhabitable spaces shall not be used for sleeping purposes.
 - d. Other requirements. Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Section 25-5; the heating facilities and electrical receptacle requirements of Section 25-6; and the smoke detector and emergency escape requirements of Section 25-7.
- G. Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 25-44.1

Table 25-44.1
Minimum Area Requirements

Space	Minimum Area in Square Feet		
	1-2 occupants	3-5 occupants	6 or more occupants
Living Room	120	120	150
Dining Room	No Requirement	80	100
Bedrooms	Shall comply with Section 25-44.E		

- See section 25.44.G for combined living room dining spaces
 - See section 25-44.F for limitations on determining the minimum occupancy area for sleeping purposes
- F. Sleeping area. The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. Sleeping areas shall comply with Section 25-44.B.
- G. Combined spaces. Combined living room and dining room spaces shall comply with the requirements of Table 25-44.G if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.
- H. Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:
- I. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor area of 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
 - J. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
 - K. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
 - L. The maximum number of occupants shall be three.

- M. Food preparation. All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

DIVISION V.
PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

Section 25-51 General

- A. Scope. The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.
- B. Responsibility. The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any structure or premises that does not comply with the requirements of this chapter.

Section 25-52 Required Facilities

- A. Dwelling units. Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.
- B. Rooming houses. Not less than one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units.
- C. Hotels. Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each 10 occupants.
- D. Employees' facilities. Not less than one water closet, one lavatory and one drinking facility shall be available to employees.
- E. Drinking facilities. Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in toilet rooms or bathrooms.
- F. Public toilet facilities. Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the International Plumbing Code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during occupancy of the premises.

Section 25-53 Toilet Rooms

- A. Privacy. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

- B. Location. Toilet rooms and bathrooms serving hotel units, rooming units or dormitory units or housekeeping units, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.
- C. Location of employee toilet facilities. Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located not more than one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.
 - 1. Exception: Facilities that are required for employees in storage structures or kiosks, which are located in adjacent structures under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.
- D. Floor surface. In other than dwelling units, every toilet room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

Section 25-54 Plumbing Systems and Fixtures

- A. General. Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.
- B. Fixture clearances. Plumbing fixtures shall have adequate clearances for usage and cleaning.
- C. Plumbing system hazards. Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, deterioration or damage or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

Section 25-55 Water System

- A. General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.
- B. Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker.
- C. Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at

pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

- D. Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F (43°C). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

Section 25-56 Sanitary Drainage System

- A. General. Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
- B. Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.
- C. Grease interceptors. Grease interceptors and automatic grease removal devices shall be maintained in accordance with this code and the manufacturer's installation instructions. Grease interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. Records of maintenance, cleaning and repairs shall be available for inspection by the code official.

Section 25-57 Storm Drainage

- A. General. Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

DIVISION VI.

MECHANICAL AND ELECTRICAL REQUIREMENTS

Section 25-61 General

- A. Scope. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.
- B. Responsibility. The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that does not comply with the requirements of this chapter.

Section 25-62 Heating Facilities

- A. Facilities required. Heating facilities shall be provided in structures as required by this section.
- B. Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code. Cooking appliances shall not be used,

nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.

1. Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.
- C. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1 to April 30 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.
1. Exceptions:
 - a. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
 - b. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.
- D. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1 to April 30 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.
1. Exceptions:
 - a. Processing, storage and operation areas that require cooling or special temperature conditions.
 - b. Areas in which persons are primarily engaged in vigorous physical activities.
- E. Room temperature measurement. The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

Section 25-63 Mechanical Equipment

- A. Mechanical appliances. Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function.
- B. Removal of combustion products. Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.
 1. Exception: Fuel-burning equipment and appliances that are labeled for unvented operation.
- C. Clearances. Required clearances to combustible materials shall be maintained.

- D. Safety controls. Safety controls for fuel-burning equipment shall be maintained in effective operation.
- E. Combustion air. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.
- F. Energy conservation devices. Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless labeled for such purpose and the installation is specifically approved.

Section 25-64 Electrical Facilities

- A. Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 25-65.
- B. Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.
- C. Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.
- D. Abatement of electrical hazards associated with water exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.
- E. Electrical equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the International Building Code.
 - 1. Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:
 - 1. Enclosed switches rated a maximum of 600 volts or less;
 - 2. Busway rated a maximum of 600 volts;
 - 3. Panelboards rated a maximum of 600 volts;
 - 4. Switchboards rated a maximum of 600 volts;
 - 5. Fire pump controllers rated a maximum of 600 volts;
 - 6. Manual and magnetic motor controllers;
 - 7. Motor control centers;
 - 8. Alternating current high-voltage circuit breakers;

9. Low-voltage power circuit breakers;
 10. Protective relays, meters and current trans- formers;
 11. Low- and medium-voltage switchgear;
 12. Liquid-filled transformers;
 13. Cast-resin transformers;
 14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;
 15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;
 16. Luminaires that are listed as submersible;
 17. Motors;
 18. Electronic control, signaling and communication equipment.
- F. Abatement of electrical hazards associated with fire exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.
- G. Electrical equipment. Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the International Building Code.
1. Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

Section 25-65 Electrical Equipment

- A. Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- B. Receptacles. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.
- C. Luminaires. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.
- D. Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

Section 25-66 Elevators, Escalators and Dumbwaiters

- A. General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. The inspection and tests shall be performed at not less than the periodic intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.
- B. Elevators. In buildings equipped with passenger elevators, not less than one elevator shall be maintained in operation at all times when the building is occupied.
Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

Section 25-67 Duct Systems

- A. General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

DIVISION VII. FIRE AND SAFETY REQUIREMENTS

Section 25-71 General

- A. Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.
- B. Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter

Section 25-72 Mean of Egress

- A. General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the International Fire Code.
- B. Aisles. The required width of aisles in accordance with the International Fire Code shall be unobstructed.
- C. Locked doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code.
- D. Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of

construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and res- cue opening.

Section 25-73 Fire Resistance Ratings

- A. Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.
- B. Opening protectives. Required opening protectives shall be maintained in an operative condition. Fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

Section 25-74 Fire Protection Systems

- A. General. Systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.
- B. Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.
- C. Fire department connection. Where the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an approved sign mounted on the street front or on the side of the building. Such sign shall have the letters "FDC" not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the fire code official.
- D. Single- and multiple-station smoke alarms. Single and multiple-station smoke alarms shall be installed in existing Group I-1 and R occupancies in accordance with Sections 25-74.E through 25-74.L.
- E. Where required. Existing Group I-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 25-74.F through 25-44.I. Interconnection and power sources shall be in accordance with Sections 25.74.J through 25.74.K.
 - 1. Exceptions:
 - a. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
 - b. Where smoke alarms have been installed in occupancies and dwellings that were not required to have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.
 - c. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.
- F. Group R-1. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
 2. In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit.
 3. In each story within the sleeping unit, including basements. For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- G. Groups R-2, R-3, R-4 and I-1. Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of occupant load at all of the following locations:
1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bed- rooms.
 2. In each room used for sleeping purposes.
 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- H. Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 25-74.F or 25-74.G.
1. Ionization smoke alarms shall not be installed less than 20 feet (6096 m) horizontally from a permanently installed cooking appliance.
 2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
 3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.
- I. Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section 25-74.F or 25-74.G.
- J. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

1. Exceptions:
 1. Interconnection is not required in buildings that are not undergoing alterations, repairs or construction of any kind.
 2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.
- K. Power source. Single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over-current protection.
1. Exceptions:
 1. Smoke alarms are permitted to be solely battery operated in existing buildings where no construction is taking place.
 2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
 3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for building wiring without the removal of interior finishes.
- L. Smoke detection system. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:
1. The fire alarm system shall comply with all applicable requirements in Section 907 of the International Fire Code.
 2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the dwelling or sleeping unit in accordance with Section 907.5.2 of the International Fire Code.
 3. Activation of a smoke detector in a dwelling or sleeping unit shall not activate alarm notification appliances outside of the dwelling or sleeping unit, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.5 of the International Fire Code.

DIVISION VIII.

REFERENCE AND STANDARDS

Section 25-81 Reference and Standards List. This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.7.

ASME

American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016-5990

ASME A17.1/CSA B44—2013 Safety Code for Elevators and Escalators.
.606.1

ASTM

ASTM International
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959

F 1346—91 (2010) Performance Specifications for Safety Covers and Labeling Requirements
for All Covers for Swimming Pools, Spas and Hot Tubs.
. . .303.2

ICC

International Code Council
500 New Jersey Avenue, NW 6th Floor
Washington, DC 20001

IBC—15 International Building Code®. 102.3, 201.3, 304.1.1, 305.1.1, 306.1.1,
401.3, 702.3

IEBC—15 International Existing Building Code®. 102.3,
305.1.1, 306.1.1

IFC—15 International Fire Code®. 102.3, 201.3, 604.3.1.1, 604.3.2.1, 702.1,
702.2, 704.1, 704.2

IFGC—15 International Fuel Gas Code®.
.102.3

IMC—15 International Mechanical Code®.
102.3, 201.3

IPC—15 International Plumbing Code® 102.3, 201.3, 505.1,
602.2, 602.3

IRC—15 International Residential Code®.
102.3, 201.3

IZC—15 International Zoning Code®
102.3, 201.3

NFPA

National Fire Protection Association

1 Batterymarch Park
Quincy, MA 02269

25—14 Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems .704.1.1

70—14 National Electrical Code

.102.4, 201.3, 604.2

DIVISION IX.
APPENDIX A
BOARDING STANDARD

General

Windows and doors shall be boarded in an approved manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

Materials

- A. Boarding sheet material. Boarding sheet material shall be minimum 1/2 inch thick (12.7 mm) wood structural panels complying with the International Building Code.
- B. Boarding framing material. Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the International Building Code.
- C. Boarding fasteners. Boarding fasteners shall be minimum 3/8 inch diameter (9.5 mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the International Building Code.

Installation.

- A. Boarding installation. The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) of the 2015 International Property Maintenance Code and Sections B through E.
- B. Boarding sheet material. The boarding sheet material shall be cut to fit the door or window opening nearly or shall be cut to provide an equal overlap at the perimeter of the door or window.
- C. Windows. The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches (152 mm) minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.
- D. Door walls. The door opening shall be framed with minimum 2 inch by 4 inch (51 mm x 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

- E. Doors. Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an approved manner.

(Ord. No. 1079; 03-12-2007; Ord. No. 1164, 10-08-2018)

RESOLUTION NO. _____

RESOLUTION ESTABLISHING COLLECTIVE BARGAINING AND NONUNION SALARIES FOR CITY EMPLOYEES

Be it resolved by the City Council of the City of Oelwein, Iowa that the following salary schedule is hereby adopted and effective with Pay Period Date Beginning June 19, 2022.

SECTION 1.

City Hall

	Biweekly Salary	Hourly
City Administrator	\$4,458.46	
City Clerk/Treasurer (deputy clerk)	\$3,293.96	
Union		
Clerk/ Administration		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18
Clerk 1		
Start		\$20.70
6 Months		
12 Months		
18 Months		\$21.95
24 Months		\$22.40
Clerk 2		
Start		\$21.83
6 Months		
12 Months		
18 Months		\$23.16
24 Months		\$23.57

Police Department

	Biweekly Salary	Hourly
Clerical		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18
Administrative Assistant		
Start		\$19.90

6 Months		
12 Months		
18 Months		\$21.95
24 Months		\$22.40
Police Part-Time Certified	12-month Officer Rate	
Police Part-Time Non-Certified		\$19.63-\$24.46
Union		
Officer	Non - Resident Hourly	Resident - Hourly
Start - Uncertified	\$25.48	\$26.27
1 Year	\$28.02	\$28.89
2 Years	\$29.70	\$30.62
4 Years	\$30.30	\$31.24
7 Years	\$30.90	\$31.86
10 Years	\$31.53	\$32.50
15 Years	\$32.16	\$33.15
20 Years	\$32.49	\$33.49
25 Years	\$32.80	\$33.81
30 Years	\$33.13	\$34.15
	Bi-Weekly Salary	Hourly
Lieutenant - Second		
Start - Non-Resident	\$2,923.08	
Start - Resident	\$3,010.77	
7 Years Non-Resident	1%	
7 Years Resident	1%	
7 Years	1%	
10 Years Non-Resident	1%	
10 Years Resident	1%	
15 Years Non-Resident	1%	
15 Years Resident	1%	
20 Years Non-Resident	1%	
20 Years Resident	1%	
25 Years Non-Resident	1%	
25 Years Resident	1%	
30 Years Non-Resident	1%	
30 Years Resident	1%	
Lieutenant - First		
Non-Resident	\$2,961.54	
Resident	\$3,050.39	
7 Years Non-Resident	1%	

Department Supervisory Experience

Department men

7 Years Resident		1%	
7 Years		1%	
10 Years Non-Resident		1%	
10 Years Resident		1%	
15 Years Non-Resident		1%	
15 Years Resident		1%	
20 Years Non-Resident		1%	
20 Years Resident		1%	
25 Years Non-Resident		1%	
25 Years Resident		1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Captain		\$3,605.79	
7 Years Non-Resident	Department Supervisory Experience	1%	
7 Years Resident		1%	
7 Years		1%	
10 Years Non-Resident		1%	
10 Years Resident		1%	
15 Years Non-Resident		1%	
15 Years Resident		1%	
20 Years Non-Resident		1%	
20 Years Resident		1%	
25 Years Non-Resident		1%	
25 Years Resident		1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Police Chief			\$4,441.28
7 Years	Department Supervisory Experience	1%	
10 Years		1%	
15 Years		1%	
20 Years		1%	
25 Years		1%	
30 Years		1%	

Building and Inspections

	Biweekly Salary	Hourly
Zoning Admin/Building Official	\$2,550.81	
Building Inspector		
Start		\$22.47

Qualification- Residential Inspector		\$23.41
Qualification- Residential Electrical		\$24.14
Qualification- Any Commercial		\$26.03
Code Enforcement Officer		
Start		\$20.39
		\$22.19
		\$22.97
		\$24.70
Administrative Assistant		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18

Parks and Recreation

	Biweekly Salary	Hourly
Parks Superintendent	\$2,603.12	
Parks Lead		
Start		\$20.39
6 months		\$22.19
12 months		\$22.97
18 months		\$24.70
Campground Host	\$135.00 per week (Includes Camping Fees)	
Seasonal, Part-time, Temporary		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$11.03
Umpire with partner		\$15 (per game)
Umpire without partner		\$20 (per game)
Referee		\$7.25-\$8.42
Tennis Instructor		\$7.25-\$8.42

Aquatic Center

Manager		
Start		\$14.00
Second Season		\$14.42
Third Season		\$14.85
Fourth Season		\$15.30
Assistant Manager		
Start		\$12.00
Second Season		\$12.36

Third Season		\$12.73
Fourth Season		\$13.11
Lifeguard		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$10.93
Front Desk and Maintenance		
Start		\$8.00
Second Season		\$8.24
Third Season		\$8.49
Fourth Season		\$8.74
Concession Manager		
Start		\$12.00
Second Season		\$12.36
Third Season		\$12.73
Fourth Season		\$13.11
Private Lessons with Water Safety Instructor		Additional \$.50
Season End Stipend for all hours worked*		Additional \$.25

*Must work the entire regular season to earn the season end Stipend.

Utilities

	Biweekly Salary	Hourly
Utility Superintendent	\$4,185.82	
Utility Lead		\$30.77
Wastewater Lead		\$30.41
Union		
Operator		
Start		\$20.79
6 Months		\$22.62
12 Months		\$23.42
18 Months		\$25.18
Grade I		\$0.00
Start		\$22.59
6 Months		\$23.50
12 Months		\$24.30
18 Months		\$26.12
Grade II		
Start		\$23.34
6 Months		\$24.31
12 Months		\$25.07
18 Months		\$27.03
Grade III		

Start		\$24.96
6 Months		\$25.74
12 Months		\$26.64
18 Months		\$28.17
Grade IV		
Start		\$26.67
6 Months		\$27.47
12 Months		\$28.40
18 Months		\$30.00
Lead Man		Additional \$.75
Summer Help		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$11.03
Administrative Assistant		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18

Library (As approved by the Library Board)

	Biweekly Salary	Hourly
Director	\$2,966.75	
Assistant Director		\$19.06
Outreach Librarian		\$18.86
Part-Time		\$8.00-\$14.67
Pages		\$8.00-\$7.92

SECTION 2. The longevity pay for regular full-time employees, except where otherwise provided for by contract, will be granted in addition to the salaries listed in Section 1. The total listed for longevity is not to be cumulative.

Service	
Over 3 years	\$149.70
Over 5 years	\$182.94
Over 10 years	\$216.24
Over 15 years	\$249.48
Over 20 years	\$282.78
Over 25 years	\$316.02
Over 30 years	\$349.26

SECTION 3. Fulltime non-union personnel electing medical insurance coverage shall contribute toward premiums as outlined below.

Beginning Date	Single Coverage	Family Coverage
July 1, 2021	\$97.91	\$179.16

SECTION 4. Fulltime Union personnel electing medical insurance coverage shall contribute toward premiums as outlined below for each Union.

Police Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2022	\$97.91	\$179.16
Public Works Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2022	\$97.91	\$179.16

SECTION 5. All fulltime employees shall receive a paid membership (single or family) in the Williams Wellness Center including a 24-hour access key. One key per family, extra keys at the full annual rate of \$60.00. Oelwein Volunteer Fire Department members will receive a paid single membership to the Williams Wellness Center. Oelwein Police Reserve Officers will receive a paid single membership to the Williams Wellness Center following a one-year probationary period. Part time employees shall receive a single Wellness Center Pass. The pass is good for one year as long as the employee is in good standing with the city.

SECTION 6. An employee who takes on the Safety Official role appointed by the City Administrator receives an additional \$1.00 an hour annually. When the employee is no longer the safety official, the \$1.00 is taken away.

SECTION 7. A City Hall employee, with five years of service in a clerk setting, who takes on the Deputy Clerk/Asst. Treasurer/Office Manager roles are eligible to receive an additional \$1.00 an hour annually. When the employee becomes certified through the Iowa Municipal Finance Officers Association, they are eligible to receive \$1.50 additional pay.

Section 8. The City will assist and pay for training for utility employees interested in obtaining grade certifications. The city will pay the highest-grade levels acquired by the employee.

Section 9. All training and suits for Lifeguards are paid by the city.

Section 10. Part time and seasonal employees shall receive Memorial Day, Fourth of July, and Labor Day as paid holidays if they work that month.

Section 11. Part time employees at the parks and cemetery shall receive boots after the successful completion of one full season with the city.

SECTION 12. Passed and adopted by the City Council of the City of Oelwein, Iowa this _____ day of _____, 2022.

BRETT DEVORE, MAYOR

ATTEST:

DYLAN MULFINGER, CITY ADMINISTRATOR

Recorded this _____, 2022.

DYLAN MULFINGER, CITY ADMINISTRATOR



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Part Time Wage Increase

Date: 3/14/2022

-
- Parks Increase
 - Bring five part time employees to \$12.00
 - \$10,080 increase to the general fund
 - Cemetery Increase
 - Bring four part time employees to \$12.00
 - \$8,064 increase to the general fund
 - Recreation Increase
 - Bring all positions to \$12.00
 - \$1,477 to the general fund
 - Pool
 - The pool appears to hold steady this year. A four percent increase was proposed and a scale to raise wages for employees that come back each season.
 - Library Increase
 - Bring two page positions to \$12.00
 - \$2,328 to the general fund
 - This does not address the part time librarians

The City Administrator is in support of these raises, but only if council commits to four percent this year and the changes to the utility department. The reason the part time wages were not changes this year is because the need to retain full time staff is a higher priority. The City does want to attract good part time help and must work within the employer/employer environment that is incredibly difficult.