

Creation of a Vacant Building Registration Program

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City Council Meeting
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Summary

- Question
 - Should the City Council amend the Code of Ordinances create a vacant building registration program with a fee structure
 - Options
 1. Approve as written
 2. Approve with amendments
 3. Denial
 - Declaration
 - At City Council discretion

Request

- To amend Chapter 3 Building Regulations, Article 3.02 Technical and Construction Codes to add a Section 3.02.001 Vacant Building Registration, to create a vacant building registration program
- To charge appropriate fees for this program by amending Appendix A Fee Schedule to revise Section A8.15 from Renter's Registration Fees to Vacant Building Registration Fees

Background

- City has had a few vacant buildings, both residential and nonresidential, that have fallen into disrepair and become unsafe
- In response to this, City has adopted a Substandard Building, and the 2021 International Residential and International Existing Building Codes
- None of these require a building owner to register a vacant building, provide full coverage insurance, nor devise a plan of action to keep the building secure
- The adoption of the new code will remedy this

Purpose

- New code will require vacant building owners to register the building, submit names & numbers of responsible parties, provide contact information on a 24/7 basis, allow for inspections, and to keep the structures in good condition until they are reoccupied
- Currently, the only way for the Fire or Police Departments to know the square footage of each building floor is to request the building records from records storage
- Old records don't depict what revisions have been made to the floor plans over the years

Purpose

- New code will require owner to submit building square footage plan & itemize any hazardous / other substances being stored, which aids in potential firefighting situations
- Also required is a plan of action for leasing, selling, demolishing the building, for maintaining the premises, including providing for security, lighting, and alarm systems, and for updating the plan of action at least once every six months
- Vacant buildings are to be reinspected annually to assure they continue to be in good condition
- New code will require owners to carry full coverage insurance, with City being named as an additional insured

Fiscal Impact

- Also being revised is Appendix A Fee Schedule, Section A8.015 which was Renter's Registration
- Will now be Vacant Building Registration
- Fee for required annual registration - \$125
 - Same as Certificate of Occupancy
- Fees for reinspection - \$95
 - \$65 Building Inspector
 - \$30 Fire Marshall
 - Does not include staff time/software usage

Recommendation

- At City Council discretion

S.E.E. Statement

Social Equity: Upkeep of vacant buildings improves the overall image of the city as a safe place to live and work

Economic Development: By knowing what buildings are vacant and possibly available for sale or lease, and whom to contact about the structure allows city staff to also soft market these structures to potential buyers and/or lessees

Environmental Stewardship: Assuring hazardous materials are not being stored in an unsafe condition assists with keeping these materials out of our creeks and rivers