

MAYOR AND COUNCIL COMMUNICATION

DATE: February 7, 2023
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Crystal Caldera, City Manager
SPONSORS(S): Councilmember Josh Stevens

SUBJECT: Consider Approval of an Ordinance Amending Chapter 3 Building Regulations, Article 3.02 Technical and Construction Codes, Division 1 Generally, Section 3.02.001 to Create a New Section 3.02.001 and Revising Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.015 Renter's Registration to Require Registration of Vacant Structures and Assign Appropriate Fees (1st Read Held on January 17, 2023)

PURPOSE

This item is to consider amending Chapter 3 Building Regulations, Article 3.02 Technical and Construction Codes, Division 1 Generally, Section 3.02.001 and Appendix A Fee Schedule, Article A8, Section A8.015 to require registration of and the payment of a fee for vacant structures. The city does not have many vacant structures at any given time, but the few times we have, it has been difficult to keep them from being vandalized and then also to locate the responsible party to have the buildings repaired after damage has been done.

This addition to the Code of Ordinances would require owners of vacant buildings to register the building, submit the names of the responsible parties, provide telephone and other contact information on a 24/7 basis, allow for inspections, and to keep the structures in good condition until such time as they are reoccupied.

In addition to knowing who the responsible party is, there is also a need to know what's in the building. 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. These old records do not show what revisions have been made to the floor plans over the years. The new Ordinance would require the owner to submit a building square footage plan and itemize any hazardous or other substances being stored, which aids in potential firefighting situations.

Also required is a plan of action for leasing or selling the building, for maintaining the premises, which includes providing for security, lighting, and alarm systems, and for updating the plan of action at least once every six months. The buildings would be reinspected annually to assure they continue to be in good condition. The new

Ordinance requires the owners to carry full coverage insurance, with the City being named as an additional insured party.

SEE LEON VALLEY

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.

FISCAL IMPACT

The proposed fee for the registration would be the same as for a Certificate of Occupancy, which is \$125.00; however, if the building requires a reinspection, the fee would be \$95.00, as our Building Inspector charges \$65 for each inspection and the remaining \$30 would cover the Fire Marshall’s inspection. The fee would be an annual charge. The current regulations in Appendix A Fee Schedule address renter’s registration, which we no longer require, so the vacant building fees would replace this section.

STRATEGIC GOALS

Objective #3 – Create, review, enforce, and adopt codes that impact development.

RECOMMENDATION

At City Council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary