



CITY COUNCIL AGENDA REPORT

DATE: 11/17/2010

AGENDA OF: 11/23/2010

DEPARTMENT: Planning

SUBJECT: Residential Rental Inspection and Maintenance Ordinance Checklists. (PL)

RECOMMENDATION: Resolution adopting the Residential Rental Inspection and Maintenance Ordinance checklists.

BACKGROUND: On August 3, 2010, the City Council introduced for publication Ordinance No. 2010-17 amending Title 21 of the Santa Cruz Municipal Code adding Chapter 21.06 regarding a citywide residential rental inspection and maintenance program. As part of the motion staff was directed to bring back to the City Council for adoption by resolution, the checklists which would be used for the rental inspection by the property owner for self-certification and the City rental inspector.

After the September Council meetings approving the new ordinance, staff e-mailed the checklists to interested parties who have been involved during the formation of the ordinance, as well as to others who requested it since that time. Staff received a number of comments and has incorporated many of them into the documents, where deemed appropriate to clarify and meet the intent of the ordinance. Staff will forward the changes recommended by others to Council as we continue to receive them.

DISCUSSION: Two checklists are being presented to City Council. The first is titled Self-Certification Checklist which will be filled out by the property owner during the self-certification process. The second is titled Rental Inspector Checklist, which the City rental inspector will use when conducting a property inspection. Both are exactly the same for the items to be inspected except, on the rental inspector checklist, there are reminders of the Council Statement of Intent for the rental inspection program and that zoning issues may be identified during the inspection.

Staff contacted several other jurisdictions that have rental inspection ordinances to discuss their experience with inspection checklists. The recommended list is very similar to other jurisdictions. They serve the intent of the ordinance to focus on basic health and safety items in rental property inspections.

Should further changes to the checklist be required in the future, the modifications will be brought back to City Council for approval.

FISCAL IMPACT: None at this time.

Prepared by:
Alex Khoury
Assistant Planning Director

Submitted by:
Juliana Rebagliati
Planning Director

Approved by:
Martin Bernal
City Manager

ATTACHMENTS:

Resolution;
Exhibit A – Self-certification checklist;
Exhibit B – Rental Inspector checklist.

RESOLUTION NO. NS-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CRUZ
ADOPTING CHECKLISTS FOR RESIDENTIAL RENTAL
DWELLING UNIT INSPECTION PROGRAM

WHEREAS, on August 3, 2010, the City Council introduced for publication Ordinance No. 2010-17 amending Title 21 of the Santa Cruz Municipal Code adding Chapter 21.06 regarding a citywide residential rental inspection and maintenance program and, as part of the motion, staff was directed to bring back to the City Council for adoption by resolution, the checklists which would be used for the rental inspection by the property owner for self-certification and the City rental inspector; and

WHEREAS, the City Council conducted a public hearing on September 7, 2010 to approve amendments to Title 21 to create the Residential Rental Dwelling Unit Inspection and Maintenance Program and reaffirmed said action on September 14, 2010; and

WHEREAS, staff contacted and worked with interested parties in developing the rental inspection checklists as directed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Cruz that the self-certification checklist (attached hereto as Exhibit "A") and the rental inspector checklist (attached hereto as Exhibit "B") are hereby adopted.

PASSED AND ADOPTED this day of 2010, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

APPROVED: _____
Mayor

ATTEST: _____
City Clerk



City of Santa Cruz

**RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM
SELF-CERTIFICATION CHECKLIST**

Planning and Community Development Department
831-420-5100

Exhibit "A"

DRAFT

Exterior Inspection – PART I: Building/Unit Identification (Print legibly)

Property Owner Name:

Property Address:

Check the box next to each item ONLY if the item is found to be in compliance or write N/A in comment box if item is not applicable to your project

<i>Exterior Checklist</i>	<i>Comments</i>
☐ <u>Legible and Visible address number and unit identification</u> (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
☐ <u>Storage of Junk and rubbish and/or overgrown vegetation</u> (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance- Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	
☐ <u>Dumpsters/Trash Cans</u> (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
☐ <u>Inoperable/Unregistered Vehicles</u> (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
☐ <u>Foundation Vent Screens/Crawl Space Covers</u> (Spaces must be properly covered. Screens must be in good working condition)	
☐ <u>Roof</u> (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	
☐ <u>Stairways – Landings/treads/risers/balusters</u> (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	
☐ <u>Fire Extinguishers</u> – Multi-Family Only – 3 or more units (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	
☐ <u>Fire Sprinkler System</u> – Multi-Family Only – 3 or more units (If provided – Certification of 5 year inspection required)	
☐ <u>Exterior Lighting</u> (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
☐ <u>Infestation</u> (Property must be clear of all infestations - insect, rodent, etc.)	
☐ <u>Electrical/Gas Meters</u> – Multi-Family Only – 3 or more units (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	
☐ <u>Electrical Panel</u> (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	
☐ <u>Exterior Walkways/Exit Passageways/Common Areas</u> (Must remain clear at all times and in a safe and sanitary condition)	
☐ <u>Water Heaters</u> (Must have proper strapping, proper drain lines, and venting)	
☐ <u>Existing Fire Lanes clearly marked</u> (Signage or paint or both needed)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. (Please send original to City of Santa Cruz and keep a copy for your files.)

Name (Please print): _____ **Signature:** _____

Relationship to the Property: _____

Phone Number: _____ **Date:** _____



RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM

SELF-CERTIFICATION CHECKLIST

Planning and Community Development Department
831-420-5100

Interior Inspection – PART II: Unit Identification (Print legibly)

Property Owner Name:

Property Address:

Unit Number:

Tenant Name:

Phone Number:

Check the box next to each item ONLY if the item is found to be in compliance or write N/A in comment box if item is not applicable to the unit

<i>Interior Checklist</i>	<i>Comments</i>
☐ <u>Hot/Cold Running Water</u> (Unit must have hot and cold running water)	
☐ <u>Electrical Power</u> (Unit must have electrical power)	
☐ <u>Heat</u> (Unit must have a functioning adequate heating source – This excludes portable heating units)	
☐ <u>Sewage System</u> (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	
☐ <u>Entry Doors</u> (Must be in good condition – Locks on doors must not exceed 48" in height, unless otherwise allowed. No double key lock on entry door)	
☐ <u>Exits</u> (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	
☐ <u>Infestation</u> (Unit must be clear of any infestations – insect, rodent, etc.)	
☐ <u>Smoke Detectors</u> (Must be working and located in hallways leading to rooms used for sleeping or installed and maintained in compliance with Code in effect at time of installation)	
☐ <u>Mechanical</u> (All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	
☐ <u>Electrical</u> (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	
☐ <u>Plumbing</u> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
☐ <u>Counter and Sink Surfaces</u> (Are required in kitchen)	
☐ <u>Windows</u> (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they too must function without use of key or special knowledge.)	
☐ <u>Flooring</u> (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	
☐ <u>Sub-flooring</u> (Must be in good condition without buckling or sagging which suggests structural defects)	
☐ <u>Walls</u> (Must be good habitable condition clear of large holes, missing sections, etc.)	
☐ <u>Ceiling</u> (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	



RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM

RENTAL INSPECTOR CHECKLIST

Planning and Community Development Department
831-420-5100**Exterior Inspection* – PART I: Building/Unit Identification** (Print legibly)

Property Owner Name: _____

Property Address: _____

Check the box next to each item ONLY if the item is found to be in compliance. Write N/A in comment box if item is not applicable to property.

Exterior Checklist	Comments
☐ Legible and Visible address number and unit identification (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
☐ Storage of Junk and rubbish and/or overgrown vegetation (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance – Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	
☐ Dumpsters/Trash Cans (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
☐ Inoperable/Unregistered Vehicles (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
☐ Foundation Vent Screens/Crawl Space Covers (Spaces must be properly covered. Screens must be in good working condition)	
☐ Roof (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	
☐ Stairways – Landings/treads/risers/balusters (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	
☐ Fire Extinguishers – Multi-Family Only – 3 or more units (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	
☐ Fire Sprinkler System – Multi-Family Only – 3 or more units (If provided – Certification of 5 year inspection required)	
☐ Exterior Lighting (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
☐ Infestation (Property must be clear of all infestations - insect, rodent, etc.)	
☐ Electrical/Gas Meters – Multi-Family Only – 3 or more units (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	
☐ Electrical Panel (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	
☐ Exterior Walkways/Exit Passageways/Common Areas (Must remain clear at all times and in a safe and sanitary condition)	
☐ Water Heaters (Must have proper strapping, proper drain lines, and venting)	
☐ Existing Fire Lanes clearly marked (Signage or paint or both needed)	

* Zoning Code issues may be identified during the inspection

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Inspector's Name (Please print): _____

Phone Number: _____ Date: _____



City of Santa Cruz

Exhibit "B"

DRAFT

RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM

RENTAL INSPECTOR CHECKLIST

Planning and Community Development Department
831-420-5100

Interior Inspection* – PART II: *Unit Identification* (Print legibly)

Property Owner Name:	
Property Address:	Unit Number:
Tenant Name:	Phone Number:

Check the box next to each item ONLY if the item is found to be in compliance. Write N/A in comment box if item is not applicable to the unit

<i>Interior Checklist</i>	<i>Comments</i>
☐ <u>Hot/Cold Running Water</u> (Unit must have hot and cold running water)	
☐ <u>Electrical Power</u> (Unit must have electrical power)	
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☐ <u>Plumbing</u> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
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☐ <u>Sub-flooring</u> (Must be in good condition without buckling or sagging which suggests structural defects)	

☐ Walls (Must be good habitable condition clear of large holes, missing sections, etc.)	
☐ Ceiling (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	

* Zoning Code issues may be identified during the inspection

Inspector's please note: The City Council's direction to staff is that the City inspections focus on items contained in the checklist and ensure that the inspections address: (a) unpermitted dwelling units; (b) the renting of spaces not intended for habitation; and (c) substandard, overcrowded, unsanitary and unsafe housing conditions that render a housing unit unfit or unsafe for occupancy. Unpermitted construction and construction which is not a code complaint but which does not result in (a), (b) or (c) above shall not be a priority, unless that construction results in neighborhood nuisances.

INSPECTOR NOTES: