

AGENDA

PUBLIC MEETING:

Zoning Commission Meeting

City of University Heights, Iowa

Tuesday, October 4, 2016

5:00 p.m. – 6:15 p.m.

LOCATION:

City Office

1004 Melrose Ave

Iowa City, IA 52246

Called by: Pat Bauer, Zoning Commission Chair

Time*	Item
5:00 p.m.-5:05 p.m.	Call to Order & Approval of Minutes of September 6, 2016 Zoning Commission Meeting
5:05-5:30 p.m.	Overview of Current Procedures for Enforcement of Zoning & Building Codes/Desirability of Potential Changes (UH Building Inspector Terry Goerd)
5:30-5:55 p.m.	Overview of Current Procedures for Enforcement of Rental Housing Code/Desirability of Potential Changes and Process for Adoption of International Property Maintenance Code (UH Housing Inspector Stan Laverman)
5:55-6:15 p.m.	Discussion of Format and Function of December Meeting with City Attorney Steve Ballard
6:15 p.m.	Adjournment

* Time is approximate; meeting segments may exceed or be less than the specified times.

University Heights
Building Permits
January 1, 2015 - December 31, 2015

Permit #	Building Address	Date Issued	Fee	Building Valuation	Description of Remodeling
BLD15-001	220 Koser Avenue	2/1/2015	\$832.00	\$62,320.00	Kitchen and bathroom remodel (bldg., mechanical, electrical and plumbing permits)
BLD15-002	207 Mahaska Drive	2/5/2015	\$421.00	\$17,000.00	Bedroom and bath remodel (bldg., electrical and plumbing permits)
BLD15-003	2 Leamer Court	4/12/2015	\$519.30	\$30,000.00	Remodel kitchen and move stairs (bldg., electrical, mechanical and plumbing permits)
BLD15-004	40 Koser Avenue	4/21/2015	\$369.30	\$20,000.00	20x20 garage
BLD15-005	1465 Grand Avenue	9/15/2015	\$832.00	\$45,000.00	24x24 two story garage (approved through BOA)
	2 Leamer Court	6/9/2015	\$50.00	\$1,500.00	Service upgrade from 100 to 200 amp
BLD15-006	30 Prospect Place	6/9/2015	\$1,389.15	\$150,000.00	Remodel of SFD: new roof, bathroom, closets, deck and concrete patio
	100 Koser Avenue	7/7/2015	\$50.00	\$1,000.00	Electrical permit - wiring for bathroom remodel
	28 Highland Drive	8/5/2015	\$50.00		Electrical permit - move overhead service
BLD15-007	409 Monroe Street	9/15/2015	\$573.00		New kitchen, 3 bathrooms and a laundry room
	1455 Grand Avenue	10/5/2015	\$50.00	\$2,000.00	Plumbing permit - main floor bathroom remodel
	1455 Grand Avenue	10/9/2015	\$50.00		Electrical permit - main floor bathroom remodel
BLD15-009	254 Highland Drive	10/5/2015	\$127.80	\$5,000.00	18x25 concrete slab for patio
	One University Place		\$79,500.00		Building permit for OUP
	One University Place		\$22,820.00		Electrical permit for OUP
BLD15-010	1450 Grand Avenue	10/12/2015	\$920.50	\$60,000.00	Remove 2 interior walls, add beams/joists (bldg., electrical and plumbing permits)
BLD15-011	328 Koser Avenue	11/18/2015	\$1,485.75	\$130,000.00	Addition to and remodel to 1960 home (bldg., electrical, mechanical and plumbing permits)
	One University Place	12/23/2015	\$1,985.00		Mechanical permit for OUP
	One University Place	12/23/2015	\$6,170.00		Plumbing permit for OUP
		Total	<u>\$117,362.80</u>	<u>\$461,500.00</u>	

BUILDING PERMIT

• Site Address: _____ Date: _____

OR

• Lot & Subdivision: _____

• Owner/Tenant: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Email: _____

• General Contractor: _____

Address: _____ City: _____ State _____ Zip _____

Daytime Phone: _____ Other Phone: _____

Subcontractors:

• Plumber: _____ Electrician: _____

• Mechanical: _____ Sewer/Water: _____

• Fire Sprinkler Installer: _____ Fire Alarm Installer: _____

• Project Description: _____

• Voluntary Universal Design Certification Program: No Visit-Ability Live-Ability
(Projects regulated by residential code only)

• Total Value of Project: \$ _____
(Exclude cost of land)

• Permit Value of Project: \$ _____
(Exclude cost of plumb., mech., elec., fire alarm, fire sprinkler & land)

Contact Person Name: _____ Phone: _____

Is project subject to:		Yes	No	TO BE COMPLETED BY STAFF:
Iowa Architectural law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Zone: _____
Formal site plan review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot Area: _____
Plot plan review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fees/Escrows Required: _____
Energy Code review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
Historic preservation review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Initials: _____
Flood plain regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPLICATION FOR PLUMBING PERMIT

Building Address _____
 Lot No. _____ Date _____
 Owner _____
 Plumbing Contractor _____ Phone _____
 License # _____ Email _____

Description of Work: _____

Value of Plumbing Work: \$ _____

NOTICE: Separate permits are required for building, electrical, plumbing, heating and air conditioning, or signs. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

PLUMBING PERMIT FEES

IRC	IBC
Plumbing fees for new and remodels of single family dwellings, duplexes and townhouses where building permits are obtained will be collected from the building permit applicant.	For projects other than single family, duplex and townhouses the plumbing permit fees will be paid by the plumbing contractor.
Projects not in conjunction with a building permit under the IRC:	1. Value of plumbing work \$1-\$1,000\$35.00 Each additional \$1,000 or fraction thereof..... \$15.00
1. Building sewer installation or repair..... \$50.00	2. Building sewer installation or repair\$50.00
2. Minimum fee for any other permit..... \$35.00	

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Plumbing Code.

Total Fee _____

Method of Payment:

Cash

Check or money order

 Signature of Applicant

 Date

A PERMIT MUST BE ISSUED PRIOR TO COMMENCEMENT OF WORK.

APPLICATION FOR ELECTRICAL PERMIT

Building Address _____

Lot No. _____

General Contractor / Owner _____

Electrical Contractor _____

Lic. # _____ Company Phone Number _____

Email _____

Description of Work: _____

Value of Electrical Work \$ _____

Electrical Permit Fee Schedule

IRC

Electrical fees for new and remodels of single family dwellings, duplexes and townhouses where building permits are obtained will be collected from the building permit applicant.

Projects NOT in conjunction with a building permit under the IRC:

Residential remodels permitted under the IRC (per dwelling unit)

New service and associated wiring \$50.00

Additional wiring with no service change \$50.00

Swimming Pool Inspections \$50.00

Electrical Permit Fee Schedule

IBC

For projects other than single family, duplex and townhouses the Electrical Permit fees will be paid by the Electrical Contractor.

Value of Electrical Work \$1,000 - \$1,000 \$35.00

Each additional \$1,000 or fraction there of \$15.00

NOTICE: Separate permits are required for building, electrical, plumbing, heating and air conditioning, or signs. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Electrical Code

Total Permit Fee \$ _____

Method of Payment:

Check or money order Cash

Signature of Applicant _____ Date _____

A PERMIT MUST BE ISSUED PRIOR TO COMMENCEMENT OF WORK.



City of University Heights
1004 Melrose Avenue
University Heights – Iowa City, Iowa 52246
319-337-6900 www.university-heights.org

08/01/2016

State of Rental Property in University Heights

Currently University Heights has 180 licensed rental units. In the past year 109 of those properties had their systematic licensing inspection. This schedule allows for the completion of all systematic rental inspections on a 2 year cycle. Additionally all rental properties in University Heights had a visual inspection for exterior code violations in the past year. It is my goal that owners and tenants understand that properties should be maintained in substantial compliance with University Heights Housing Code at all times. With yearly exterior inspections and different groupings of inspections I believe this is an achievable goal.

I am pleased to report the University Heights rental inspection program was left in good shape by the former inspector, Norm Cate. Norm did a great job of addressing issues during his tenure and I am happy to continue in his footsteps. Most rental property owners in University Heights have a clear understanding of the expectations and do a good job maintaining their properties.

In the fire-safety/life-safety category the biggest deficiency would be smoke alarms missing batteries in single-family dwellings. While smoke alarms are being provided by the single family property owners, multiple times we would find missing batteries in 1 or 2 smoke alarms. The current placement of smoke alarms does provide some redundancy but I would hope to see this improve in the single family dwellings in the coming years. I was very impressed with the condition of the multi-family dwellings at Grandview Ct and the attention the individual owners and tenants placed on keeping their fire-safety/life-safety equipment operational.

In the general exterior condition of property category the biggest deficiency would be the maintenance of landscaping and trees on the property of single-family properties. This is partially an aesthetic issue but more importantly it's a property maintenance issue. Poorly maintained trees and landscaping damage the exterior building envelope causing water infiltration into the structure. The roots of overgrown shrubs may damage foundations, poorly maintained plantings won't allow for proper drainage away from the dwelling, and tree branches rubbing on the roof decrease its lifespan. Trees that are properly trimmed and monitored also handle high wind situations better. Increased attention in this area over the next few years should pay long-term dividends.

A handful of tall grass and weed complaints were received this past year. All but one was handled on an informal basis with a phone call or e-mail. A letter was sent to one out of town owner, and the response was appropriate.

I formally investigated 3 over-occupancy cases this year. All were founded. One was instigated by the tenants, one by the police department, and one by the management company for the property. All

were brought into compliance. Tenants and property owners are receiving mixed messages about over-occupancy in University Heights. While the code says 2 unrelated, many University Heights residents will turn a blind eye to over-occupancy if the tenants are well mannered. I would encourage the Council to have an honest discussion about occupancy in the future. It would be my recommendation that the definitions for occupancy be changed from “family” to “household” and new definitions of what constitutes a “household” are added.

I have had preliminary conversations with Pat Bauer, Zoning Commission Chair, about adopting the International Property Maintenance Code (IPMC) to replace portions of the existing University Heights Housing Code. While our property owners are substantially compliant the IPMC would help strengthen the City’s position when dealing with non-compliant properties. The City should also look at the nuisance code as it relates to tall grass and weeds, and snow removal from public sidewalks. Changes could be made to assist with remediation and enforcement. Again it’s a case where we have substantial compliance but with a code change the City could be in a position to resolve issues in a more expedient fashion.

I believe this year we are on track to create a unified archive of past inspection history, building permits, and rental permits through Google cloud. I have had conversations with the City Clerk about this process and I’m confident that we are on the right track with a system that will be a good fit for University Heights.

I enjoy assisting with housing inspection in University Heights. I see it as a partnership between myself, property owners and tenants to insure that basic health-safety, life-safety, and quality of life standards are met in the housing stock of University Heights. I look forward to continuing to serve in this capacity in the coming year.

Stan Laverman
24 Highland Drive
uheightshousing@gmail.com
319-540-8631

MEMORANDUM

TO: Mayor and City Council

FROM: Norm Cate, Housing Inspection

DATE: June 7, 2014

RE: University Heights Yearly Rental Inspection Report

This memo is a report of the rental inspection program's FY 2014 inspection activities. Sixty four rental property inspections and eight re-inspections were conducted between June, 2013 and May 2014. Fifteen of those properties were new additions to the rental rolls. As in years past, the most cited violations were old, missing or inoperable smoke alarms and old or discharged fire extinguishers. Life safety items such as improperly vented water heaters, furnaces and dryers, missing or unsecured handrails and guardrails, improperly grounded or inoperable electrical receptacles and tripping hazards were also cited. Repairs were made either during the inspection or in a subsequent re-inspection.

Eight over occupancy complaint inspections were investigated in FY 2014. Two properties, 903 Melrose Ave and 52 Olive Ct. were found to be in noncompliance and occupancy was reduced within thirty days. The other six properties were found to be in compliance.

Other complaints investigated in FY 2014 were; three tall grass complaints; one dead tree complaint; one tree limb in R.O.W complaint; one gravel complaint; two parking complaints; two building without a permit complaints. All those issues found to be in noncompliance were resolved in a timely manner.

I have attended two meetings regarding the possible acquisition of a property data software system that would catalog, track and cross-reference property records electronically such as building permits, electrical permits, plumbing permits, rental permits, complaint notices, zoning board decisions, etc. I think acquisition of such a system will be essential for the City in the coming years.

The following is a list of rental inspections conducted in FY 2014. I look forward to serving you and the City in the coming year.

JUNE 2013 INSPECTIONS:

128 Grandview Ct; 314 Grandview Ct; 412 Grandview Ct; 523 Grandview Ct; 124 Highland Dr.; 395 Koser Ave; 14 George St; 124 Grand Ave

JULY INSPECTIONS:

26 Leamer Ave; 1421 Grandview Ct; 55 Olive Ct; 107 Highland Dr; 14 George; 395 Koser; 368 Koser; 121 Highland Dr; 208 Highland Dr; 513 Grandview Ct;

AUGUST INSPECTIONS:

26 Leamer Ave; 1424 Grand Ave; 100 Highland Dr.

SEPTEMBER INSPECTIONS:

No inspections conducted in September

OCTOBER INSPECTIONS:

225 Koser; 236 Koser; 396 Koser; 425 Koser

NOVEMBER INSPECTIONS:

236 Highland Dr.; 147 Koser Ave; 149 Koser Ave; 217 Koser Ave; 138 Highland Dr; 120 Koser Ave

DECEMBER INSPECTIONS:

30 Koser Ave

JANUARY 2014 INSPECTIONS:

212 Golfview Dr.

FEBRUARY INSPECTIONS:

212 Golfview Dr; 102 Grandview Ct.

MARCH INSPECTIONS:

1124 Melrose Ave; 108 Highland Dr; 11 Glencrest Rd; 1491 Grand Ave.

APRIL INSPECTIONS:

201 Grandview Ct; 202 Grandview Ct; 213 Grandview Ct.; 302 Grandview Ct; 505 Grandview Ct;

506 Grandview Ct. 625 Grandview Ct;

MAY INSPECTIONS:

112 Grandview Ct; 310 Grandview Ct; 406 Grandview Ct; 525 Grandview Ct; 206 Grandview Ct; 211 Grandview Ct; 311 Grandview Ct; 517 Grandview Ct; 527 Grandview Ct; 528 Grandview Ct; 622 Grandview Ct; 411 Grandview Ct; 407 Grandview Ct; 209 Grandview Ct; 313 Grandview Ct; 416 Grandview Ct.

Dear Mayor From and Members of the University Heights City Council;

I was asked to provide a summary report for FY 2013 that would catalog the number of inspections conducted, the major violations found during inspections, as well as inspections done due to complaints from citizens. In addition, I was asked to provide any recommendations for improving city processes.

In FY 2013, 108 rental inspections were conducted. Of those 108 inspections, 14 were new rentals, and 18 were re-inspections to correct cited violations.

The most common violations cited in FY 2013 were of the fire-safety/life-safety category. Inoperable, improperly located, missing or old smoke alarms, as well as missing or improperly sized fire extinguisher, and improper storage of combustible materials were the most commonly cited fire-safety violations. Life-safety items such as improperly vented water heaters, furnaces and dryers, missing or unsecured handrails and guardrails, improperly grounded or inoperable electrical receptacles and tripping hazards were also cited.

Some of these violations were corrected as the inspection was being conducted. If not, then a follow up inspection was scheduled to assure compliance. No more than a few of these re-inspections required more than 1 visit.

Complaint inspections were mostly about tall grass or over occupancy and those complaints were usually forwarded to me through city council, the mayor, or the city clerk.

There were 9 over occupancy complaint inspections conducted in FY13. 8 were complaint generated and 1 was observed during an inspection. Follow up investigations revealed that 1 property was over occupied and that occupancy was reduced within 21 days. 2 other properties gave written statements testifying to the familial relationships of the tenants. 5 of the other properties were found to be in compliance. There was insufficient evidence to pursue legal action at 1 property.

There were 7 tall grass complaints that were inspected and compliance was achieved.

I was also asked, as part of the yearly report, to provide input into what areas of improvement I think would benefit city government. One area of improvement I would suggest would be to purchase a basic web-based, property data software system that would track, catalog and cross reference any and all property records electronically; i.e. building permits, electrical permits, plumbing permits, rental permits, complaint notices, zoning board decisions, etc. This system would thereby establish a historical archive, a track record if you will, for each property in University Heights, which I believe is an essential component for zoning, building and rental enforcement. As the city grows and moves forward, the need for historical archiving such as this will become indispensable, in my opinion.

Thank you for your time and I look forward to serving the community in the upcoming fiscal year.

Norm Cate
Housing/Building inspector

For office use only:

Check Number: _____
Date Deposited: _____

Name on Check: _____

City of University Heights, Iowa Rental Permit Application

Dwelling Address: _____

Assessor's Parcel Number: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone and email: _____

Other Properties Owned in UHs (list addresses): _____

Owners who do not reside in Johnson County must designate a Registered Agent in Johnson County to represent the property owner.

Registered Agent: _____

Agent's Address: _____

Agent's Telephone and email: _____

Tenants. Please list the names of tenants, including those less than 18 years of age, who will occupy this dwelling: (This application will *not* be approved if this information is not provided.)

Name of Tenant: _____

Name of Tenant: _____

In the event tenants move from or into a dwelling during the course of the rental permit, the owner must provide updated tenant identities to the City within 21 days of the change.

Certification. Owner's signature is written certification that the owner of each dwelling unit listed above understands and will comply with all University Heights Ordinances. Among other provisions, these ordinances permit a dwelling to be occupied only by persons related by blood, marriage, or adoption plus one unrelated person, all occupying as a single housekeeping unit. Applicant's signature is also written certification that such owner has delivered to the tenants listed above a copy of the "City of University Heights - Rental Housing Guide" brochure provided to the applicant with this application.

Fees. \$150.00 per dwelling. Make checks payable to "City of University Heights". No portion of the rental permit fee is refundable even if dwelling ceases to be rented.

Amount Enclosed: \$ _____

Owner's Signature

date

For Office Use Only

Check Number _____

Date Received _____

Inspection Date _____

Approved By _____

Date Approved _____



City of University Heights

Certificate of Structure Compliance Application

Dwelling Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone: _____

Owner's Email _____

Property Manager
(owner if no prop.
Mgr.) _____

Manager's Address _____

Manager's Telephone _____

Manager's Email _____

Please send all correspondence and inquiries to : Owner Property Manager

Fees: \$80.00 per dwelling

Make checks payable to "City of University Heights"

Applicant Signature

Date Signed: _____

Rental Housing Inspector's Signature

Date Signed: _____

Return payment and form too:
University Heights City Clerk, 1004 Melrose Ave. University Heights, IA 52246
Phone 319-337-6900
Make a copy for your receipt