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HOUSING PLAN OF INSPECTION PROGRAM

I. INTRODUCTION

The Hiawatha Housing Code requires a plan of inspection be developed and presented to the City Council for adoption as part of the City's housing inspection program. This plan of inspection is applicable to the inspection of all dwelling units, subject to the provisions of the Hiawatha Housing Code, including:

- The inspection of all residential dwellings contained within the City of Hiawatha upon receipt of complaints.

~~II.~~ The regular inspection of all rental units, rooming houses, congregates housing, and independent group residences.

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~~III. The inspection of all residential dwellings contained within the City of Hiawatha upon receipt of complaints~~

~~IV.~~ II. COMPLAINT INSPECTIONS~~S~~

The Housing Inspector shall investigate all complaints filed in accordance with City complaint policy alleging a violation of the Housing Code. All such complaints shall be registered on a complaint form.

~~It is the policy of the~~ The City of Hiawatha ~~to~~ will investigate all housing complaints in accordance with the City Complaint Policy. ~~within two business days (a business day is Monday through Friday excluding City Holidays) receipt of the complaint.~~

~~**Please Note** All complaints must have written verification that the property owner ar agent~~or agent ~~has received notification of the complaint and allowed sufficient time to correct listed deficiencies.~~

~~The violations identified as a result of complaints shall be processed in accordance with the provisions set forth in the Housing Code.~~

~~The Housing Inspector shall attempt to notify the property owner or agent by telephone, personal contact, or regular mail that a complaint has been filed with the City alleging housing code violation(s) and that the City intends to inspect the dwelling in question. The property owner or agent shall be advised of the time and date of the inspection and shall be given an opportunity to accompany the inspector on the inspection. In the event that contact cannot be made with the owner or agent within the twenty-four (24) hour notice requirement, the owner or agent shall be notified in writing that the complaint has been filed with the City and that the inspection has been conducted.~~Inspection reports and violations identified as a result of complaints shall be processed in accordance with the provisions set forth in the Housing Code.

Rental Dwelling Units: In addition to the above requirements, all complaints regarding rental dwelling units must have written verification the property owner or agent has received notification of the complaint and allowed sufficient time to correct listed deficiencies.

III. REGULAR INSPECTIONS; RENTAL DWELLING UNITS

i. FREQUENCY

Regular inspections of all rental dwelling units are to be conducted not to exceed five (5) year intervals. If a dwelling unit is converted from owner-occupied to renter-occupied status, such unit is to receive a regular inspection within thirty (30) days subsequent to such conversion becoming known to the housing inspection division. If a new rental unit is constructed, the regular housing inspection of such unit is to occur not to exceed five (5) years subsequent to the issuance of the certificate of occupancy for that structure.

Regular inspections of all rental structures that contain 10 or more units may include an annual inspection of the common areas, primary mechanical and electrical service areas, and fire protection systems. Such inspections shall be conducted using current fire code.

In the event that a single family dwelling or multi family dwelling building has a valid complaint received during the five year interval and/or the property is cited for violations during a regular inspection, regular inspection intervals may be shortened to not more than a three (3) year interval.

ii. NOTIFICATION

The City shall notify property owners of its intent to inspect dwelling unit at least five (5) working days, prior to the date of inspection. Such notification may be in the form of a

letter, electronic communication or telephone communication with the owner or designated agent of a property. It is the responsibility of the property owner to make the necessary arrangements with the tenants so as to permit entry into the unit.

iii. COORDINATION

The inspections of the Housing Inspector shall be coordinated as closely as possible with the other departments, including Fire Department Police Department, and Building Department.

IV. FORM OF INSPECTION

The Housing Code establishes performance requirements, ~~and~~ acceptability criteria and documentation procedures for the ~~hosing~~ housing inspection program. Housing inspections will be completed in accordance with the International Property Maintenance Code as adopted by the Housing Code. ~~To assure uniformity and consistency in the housing inspection, the attached Housing inspection form will be used in the inspection of dwelling units.~~

~~If a dwelling unit complies with the housing quality standards, a Certification of Inspected Housing shall be issued as provided in the Housing Code. If deficiencies or violations are detected as part of the housing process, a notice of violation shall be issued as set forth in the housing code.~~

~~It is the intent of the City of Hiawatha that the inspections of the Housing Inspector shall be coordinated as closely as possible with the agencies, including Fire Department Police Department, and Building Department.~~

V. INSPECTION FEES

~~V. NOTIFICATION OF REGULAR INSPECTIONS~~

Inspection fees shall be levied in accordance with the Housing Code and the associated fee schedule passed by resolution of the Council.

~~The City shall notify property owners of it's intent to inspect dwelling unit at least five (5) working days, and preferably ten (10) working days, prior to the date of inspection. Such notification shall be in the form of a letter or telephone communication with the owner or designated agent of a property. It is the responsibility of the property owner to make the necessary arrangements with the tenants so as to permit entry into the unit.~~

VII. RIGHT TO APPEAL

Any person aggrieved by a written notice of the City issued in connection with any alleged violation of the Housing Code or any applicable rule or regulation issued pursuant thereto, or by any order requiring repair or demolition, has the right to appeal to the ~~Housing Code~~ Board of Appeals, as provided in the Housing Code. Notices of violation to property owners shall advise property owners of this right of appeal.

VIII. MONTHLY REPORTS

The Housing Official shall submit monthly reports to the City Council describing monthly and cumulative actions taken with respect to the enforcement of the Housing Code.

~~Such monthly reports shall contain (at a minimum) the following information: Regular inspections performed; inspections initiated by complaints; re-inspections; correction of violations obtained; other inspections performed (nuisance violations, zoning violations, etc..) and such other relevant information as may be deemed appropriate by the Housing Official.~~

~~VIII. PUBLIC NOTICE~~

~~Before making regular inspections pursuant to the Plan of Inspection, a public notice advertising this plan shall be published in the Cedar Rapids Gazette. A copy of the public notice is attached.~~ ~~**VIII. PUBLIC NOTICE**~~

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Modifications to the ~~rental~~ housing plan of inspection shall be by City Council resolution.

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION APPROVING AND ADOPTING HOUSING PLAN OF INSPECTION PROGRAM

WHEREAS, the Community Development Department has determined that a Housing Plan of Inspection Program is necessary to provide guidelines to follow in managing the housing inspection program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that said Housing Plan of Inspection Program is hereby approved and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 16th day of May, 2018.

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Bill Bennett, Mayor

ATTEST:

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Kelly Kornegor, City Clerk