



AGENDA
CITY OF BELTON
CODE ENFORCEMENT ADVISORY COMMITTEE MEETING
WEDNESDAY, AUGUST 28, 2019 – 5:30 P.M. – 6:30 P.M.
CITY HALL ANNEX, 520 MAIN STREET

- I. CALL MEETING TO ORDER**

- II. ROLL CALL**

- III. APPROVAL OF THE MINUTES OF THE NOVEMBER 14, 2018 MEETING**

- IV. DISCUSSION ITEMS**
 - A. Introduction-Brian Hunt, Certified Building Official

 - B. Rental Licensing and Inspection-progress report, feedback
(see attached information)

 - C. Code Enforcement Report

- V. NEXT MEETING DATE: To be determined**

- VI. ADJOURNMENT**

**MEETING MINUTES
NOVEMBER 14, 2018**

Meeting Minutes
City of Belton Code Enforcement Advisory Committee
November 14, 2018

The meeting was called to order at 5:35 PM by Jim Brown.

Members Present: Keith Richardson, George Sands, Rosemary Howard, Tom MacPherson, Chris Whorton, Council Liason Lorrie Peek

Members Absent: Steve Deere, Steve Holt

Guest: Mary Watkins, President, Cass County Landlord's Association

Staff: Jim Brown, Building Official; Dave Clements, Planning and Building Director; Alexa Barton, City Manager

The purpose of this special meeting was to discuss a proposed rental licensing and inspection program for the City of Belton.

Mr. Clements reported that following the September meeting that he and Mr. Brown had reviewed rental licensing programs for Independence, Liberty, Jefferson City, Cape Girardeau, and Nixa as well as some out of state programs. He indicated that the Independence Rental Ready Program was the best model with which to start and that the bar is at a reasonable place for a start-up program. The Independence City Council adopted their Rental Ready Program on September 6, 2016, and it became effective June 1, 2017. The goals of the program are to protect the health, safety, and welfare of the residents and to ensure minimum standards for residential buildings. The Rental Ready program requires residential rental units to pass a basic health and safety inspection every two (2) years.

The City of Independence provided a one-year update of their program to Belton staff. Mr. Clements said that this report was provided to the Independence City Council during August 2018. Program development included such tasks as inspection criteria, inspector training, outreach and program scope; business licensing; and development of a website which includes the program description. Third party inspectors were trained by the City. Over 3,000 inspections were performed during a one-year period by qualified housing inspectors on the City of Independence's approved list of companies to conduct inspections. Included in the one-year report was the following data regarding business licensing:

- Prior to implementation of the program, there were 2,000 licensed landlords and 7,921 units
- After the licensing, there were 2,935 licensed landlords and 17,096 units

Overall, Independence staff reported that the Rental Ready Program has been successful for their City. Independence indicated that feedback from inspectors has been positive and that inspectors report seeing the benefits of the program. Further, landlord response has been positive and landlords are seeing the benefit of inspections for both themselves and their tenants. Additionally, Independence reported seeing neighborhood improvements, particularly as it relates to home exteriors. Over 90% of landlords were compliant in the first year of the program; inspectors are professional (there have been no complaints); and other cities of similar size have expressed interest in modeling the Independence program. The top inspection issues have been broken or missing smoke detectors, miscellaneous electrical problems, and sanitary issues. Discussion followed.

Mr. Brown reviewed a proposed draft of ten (10) threshold items for consideration for a rental inspection program for the City of Belton which included (1) Exterior; (2) Interior; (3) Emergency Escape; (4) Room Size and Condition; (5) Heating System; (6) Electrical Standards; (7) Plumbing and Hot Water; (8) Bathroom Sanitation Standards; (9) Kitchen Sanitation Standards; and (10) Owner's Obligations. Discussion followed including the landlord's responsibility to obtain a business license for rental property. The landlord would pay the cost of the inspection and can choose the inspector from a list of inspectors who have been trained and whose company is on the City's list of approved inspection companies. Discussion followed regarding fees. Mr. Clements indicated that administrative details will be determined as staff works through the process and the scope of the program.

Mr. MacPherson made a motion to recommend that the City Council schedule a work session to discuss the implementation of a rental licensing and inspection program for Belton. Mr. Richardson seconded. Motion was approved.

Mr. Richardson made a motion to approve the minutes of the September 12, 2018 meeting. Mr. MacPherson seconded. Minutes were approved as submitted.

Mr. Brown provided code enforcement data for September and October. During September, there were 241 investigations, 37 complaints, 37 violation notices, 12 city abatements, 32 citations for municipal court, and 1 administrative search warrant. For October, there were 186 investigations, 28 complaints, 20 violation notices, 46 self-abatements, 8 city abatements, and 27 citations for municipal court appearance.

The December 5, 2018, is cancelled.

Mr. Richardson made the motion to adjourn the meeting. Ms. Howard seconded. Meeting was adjourned at 6:35 pm.

Respectfully submitted,

Rosemary Howard

SECTION IV (B)

RENTAL LICENSING & INSPECTION –

PROGRESS REPORT/FEEDBACK



CITY OF BELTON CITY COUNCIL INFORMATION FORM

AGENDA DATE: August 13, 2019

DIVISION: Planning and Building Department

COUNCIL: **Regular Meeting** **Work Session** **Special Session**

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order	<input type="checkbox"/> Motion
<input type="checkbox"/> Agreement	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Presentation	<input type="checkbox"/> Both Readings

ITEM FOR DISCUSSION:

Rental Inspection Program. On January 22nd, and May 28, 2019, the City Council had discussions concerning a Rental Property Inspection Program. The City Council requested outreach with property owners, property managers, and the Cass County Landlords Association on the proposed program.

BACKGROUND:

Staff met with the Cass County Landlords Association (CCLA) at their monthly meeting on June 18, 2019. Approximately 20 persons were in attendance. Staff made a brief presentation, answered questions and collected feedback. Members of CCLA requested an opportunity to make comments to the City Council. A summary of the meeting comments is below:

1. Concerns about increased costs due to business license and inspections.
2. Concerns about scheduling required inspections, coordinating their time and tenant availability.
3. Believe the program would be easier to manage if required inspections occurred at time of new lease/tenant turn-over.
4. Some rental units already have annual HUD inspections. (Could this HUD inspection substitute for our inspection?) (Yes, but need further information)
5. Objected to inspection item of required carbon monoxide detector.
6. Stated that tenants might not grant access for inspections. How would this be addressed?
7. Waive fees in future years if initial/current inspection is complete.
8. Good landlords/property managers having to participate due to actions of landlords who don't manage tenants and units properly.
9. Stated that single-family, owner occupied homes should also be inspected.
10. Don't like government interfering with their business.

Representatives of CCLA have been advised of the August 13th Work Session, and have been invited to further comment on their concerns.

PROPOSED CITY COUNCIL ACTION:

Consider comments from CCLA, make final determination on scope and timing for adoption of a Rental Inspection Program.