

Heather Hanover
Chair

James Eshelman
Vice-Chair

Commissioners

Scott Dzurka, Mayor
Eric Hufnagel, Commissioner
Mark Holden
Melvin Renfrow
Wendy Ward
Eric Harger
Brian Mills



PLANNING COMMISSION

DECEMBER 6, 2023

The St. Johns Planning Commission will hold a regular meeting on December 6, 2023 at 4:00 pm in the County Commission Chambers located at the Clinton County Courthouse, 100 E. State Street, St. Johns, MI. (Please use Cass St. Entrance.)

AGENDA

1. Call to Order (4:00 pm)
2. Approval of Agenda (4:01 – 4:02 pm)
3. Approval of Minutes (November 8, 2023 Meeting) (4:03 – 4:04 pm)
4. New Business: None
5. Old Business:
 - A. Golf Cart Policies and Potential Amendment – Continued Discussion. (4:05 – 4:20 pm)
 - B. RV Parking Amendment – Continued Discussion. (4:20 – 4:35 pm)
 - C. 2024 Planning Commission and Zoning Board of Appeals meeting dates. (4:35 – 4:45 pm)
6. Committee Site Plan Approvals: None
7. Recess – Meeting resumes at 5:30 pm
8. Public Hearings:

A. Rental Inspection Checklist Public Hearing and Action on Amendments (5:30-5:40 pm)

9. Public comment for non-agenda items (5:40 – 5:50 pm)

**10. Commissioner Comments.
(5:50-6:00 pm)**

11. Adjournment

Please note that the Planning Commission will take up the following topics at future meetings, depending on available time:

- *Definition of “Permanent Foundation” – Potential Ordinance Amendment*
- *Requiring sidewalk installation at time of sale – Potential Ordinance Amendment*

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PLANNING COMMISSION

NOVEMBER 8, 2023
REGULAR MEETING MINUTES

1. CALL TO ORDER

The meeting of the St. Johns Planning Commission was called to order by Chair Hanover at 5:30 p.m.

Members Present: Heather Hanover, Mark Holden, Eric Harger, Scott Dzurka, Eric Hufnagel, James Eshelman, Brian Mills

Members Absent: Wendy Ward, Melvin Renfrow

Staff Present: Chad Gamble, City Manager; Mindy Seavey, City Clerk; Chris Khorey, McKenna; Justin Smith, Director of Public Services

2. APPROVAL OF AGENDA

Motion by Commissioner Dzurka seconded by Commissioner Hufnagel to approve the agenda as presented.

YEA: Hanover, Holden, Harger, Dzurka, Hufnagel, Eshelman, Mills

NAY: None

Motion carried.

3. APPROVAL OF MINUTES – OCTOBER 11, 2023 MEETING

Member Dzurka had a correction on page 8 of the minutes, the bullet point should say “look” instead of loot.

Motion by Commissioner Mills seconded by Commissioner Eshelman to approve the minutes as amended.

YEA: Hanover, Holden, Harger, Dzurka, Hufnagel, Eshelman, Mills

NAY: None

Motion carried.

4. PUBLIC COMMENT FOR NON-AGENDA ITEMS

There were none.

5. PUBLIC HEARINGS

6. NEW BUSINESS

A. Northwoods of St. Johns (709 E. Gibbs Street) – Site Plan Review

Chris Khorey, McKenna, said the proposal is a residential project. He said it was rezoned last year from commercial to multi-family residential; it is use-by-right and requires site plan approval. He discussed: additional information from the DPW and the applicant; 11 duplexes: 8 face Joyce Lane, 3 face Gibbs Street; creates a large common backyard; issues are mostly plan related things and wouldn't change the location of buildings; make sure the garages are big enough for 2 cars; at least one space per unit in a garage; which trees are going to be retained and which are going to be cut down; make sure maintenance of trees set in the by-laws; need to see street trees; like to see a lighting plan; we do have design standards for the architecture; would like a variety of building materials; and it helps to put windows in the garage doors.

Chair Hanover asked if sidewalks are along the road.

Mr. Khorey said yes.

Director Smith said the plans were fairly preliminary and not in-depth utility wise. He discussed: didn't see valves or hydrants on proposed water main; water and sewer plans need to be submitted to EGLE; water shut-offs were put in the driveways, which is a maintenance nightmare, make sure those are in the green areas; additional sanitary sewer line that runs east/west on this property; didn't address how connection was going to work; the units furthest to the north could connect to that; units 7-16 services on proposed sanitary line, didn't see sanitary to pick up units 17-22; proposed sanitary is quite a distance into the green areas, maintenance issue, and would like to see in ROW closer to the road; some drainage issues, lack of storm system to units 1-6; that site has a fairly high water table; and storm system should be extended north.

Mr. Khorey said we are usually looking for preliminary engineering before planning commission approval.

There was a discussion of:

- Trees
- 10' plus or minus isn't good enough
- Getting a better handle on what the buildings are going to look like.

Scott Hancock, Oakridge Homes, was present. He discussed: they are looking for more of a blessing before they spend thousands on engineering; replicating a project they are doing in Hawk Hollow; there will be a homeowner's association; basic landscape in the picture; every house will have a front porch and a back porch or patio; garage doors; and would like to turn the garage, if workable.

There was a discussion of:

- With a sideload garage, you would need two curb cuts.
- Every unit will have a 20' x 22' garage.
- Developer doesn't want to take down trees.
- Developer would like to have a nature trail, maybe paver or cement circle with a pavilion.
- A playground
- A path connecting to Fred Meijer Trail
- Making sure the esthetically pleasing changes we request won't overprice these condos for homebuyers.
- Base plan will not include a finished basement; have to have at least one egress window in basement.

Motion by Commissioner Dzurka seconded by Commissioner Eshelman that the planning commission table until the December meeting.

YEA: Hanover, Holden, Harger, Dzurka, Hufnagel, Eshelman, Mills

NAY: None

Motion carried.

7. OLD BUSINESS

A. Golf Cart Policies and Potential Amendment

Chris Khorey, McKenna, said we have a first draft of a golf cart ordinance. He discussed what the first draft includes and the rules.

Chair Hanover said she talked to the downtown businesses and it didn't matter to them if people use a car or a golf cart.

Alex Shinabarger was present. He said he recently got a golf cart and loves riding around town and takes his niece. He said it has a horn, headlights, blinkers, and wipers.

Chair Hanover said right now golf carts aren't legal.

Mr. Shinabarger said he is good with the city coming up with a sticker that registers them and put that money towards a park. He said Gratiot County requires you to put an ORV sticker on it.

Mr. Khorey said it would require you to register your golf cart and you get a sticker, but at no cost.

Commissioner Eshelman asked if he got a golf cart preliminarily because of limited mobility.

Mr. Shinabarger said no.

There was a discussion of:

- State law says we have to pass something to make them legal.
- Public safety concern.
- Campgrounds are, in most cases, private roads.
- Issues with utilizing public streets.
- Ease of golf carts tipping over.
- ORV sticker allows you to do that, offroad.

David Andrews was present. He said he has a golf cart he spent \$10,000 on and they ride along the side of the road. He discussed motorized bikes.

There was a discussion of:

- Helmets
 - Additional rules of reflectors and helmets if conventional golf cart.
- List of things under LVT is up for discussion.
- No helmet law for bikes.

Chief Kirk said they are not legal because they are not safe. He discussed: the fulcrum points on golf carts vs. ORV; the county ordinance mechanically excludes golf carts; seeing golf carts with additional seating on Halloween and feet blocking the taillights; closing streets to vehicular traffic for an event; crossing at Sturgis & 27, not enough time with the light; catastrophic injuries at 10 mph; motorized vehicles have gotten ahead of the motor vehicle code.

There was a discussion of:

- Rule for a helmet on a moped.
 - Up to a certain age; special insurance also.
- No travel lanes to protect those vehicles right now.
- Liability on behalf of the city.

- Staff will get more information from the legal perspective and report back.
- What liability the city might have if creating an ordinance and then if we don't enforce it adequately.
- Questions of enforcement and potential staff time, registering people and staff time, staff time making stops.
- Insurance
- Elsie and Owosso allow golf carts
 - Chief Kirk talked to the Elsie police chief.
 - Roadway in Elsie is significantly different.
 - They haven't had significant problems.
- Gauge sentiments of community
- If there is a meeting set up with Owosso, maybe Commissioner Eshelman could attend.

B. RV Parking Amendment

Chris Khorey, McKenna, discussed 155.341 of the zoning ordinances. He discussed: it includes RV parking; subsection E would expand the allowable materials that would be considered a hard surface.

There was a discussion of:

- People parking on the driveway approaches.
 - Clarified that it also needs to be paved.
- Definition of recreational vehicle: ATV's and golf carts are listed as RV's.
- For small RV, we may have a different set of standards.
 - Right now, only allows one RV to be parked outside.
- The draft language.
- Hard surface, widens out description but doesn't include gravel.
- Added rear yard.
- Corner lots.
- Driveway in front of the house.
 - Change confusing language and remove driveway.
- Not sure about allowing in summer to put vehicles on grass.
- Should be allowing in the rear yard.
- Providing clarity on ordinances; importance of us communicating to the public about what our ordinances are.
- Definition of recreational vehicle - list is concerning and pretty restrictive.
- Turf pavers
- Section E, clarify complete surface.
- Section F, small RV.
- Some sort of initial grace period, such as 7 days.
- Trailers being separated out.

C. Downtown Parking Policies and Potential Amendment

Chris Khorey, McKenna, said if you are comfortable with the policies, we could put it in ordinance format. He summarized the proposed changes.

There was a discussion of:

- Payment in lieu of parking.
 - Case-by-case basis.
- Percentages and numbers.

Mr. Khorey said the next step would be a public hearing in January.

8. COMMISSIONER COMMENTS

Commissioner Eshelman said he appreciated everyone's efforts. He discussed making fellow citizens' lives better, input from the police chief. He said Owosso was surprised we had an active planning commission.

Chair Hanover said she appreciated his and Brian's engagement.

Commissioner Mills said Chair Hanover and himself met with the committee on the rental checklist. He said the chair did an excellent job with changes and he thinks we are making progress with them and they feel part of the process. He discussed that anyone that is willing to invest their time and come to a meeting we should get their name, address, and email and add them by default to the planning commission's notice of meetings.

City Manager Gamble said we are actively looking at different types of software. He said we anticipate having a proposal in the 2024/25 budget. He said we want to have them sign up and desire that.

Commissioner Hufnagel apologized for being absent at the last meeting.

9. ADJOURNMENT

Motion by Commissioner Dzurka seconded by Commissioner Eshelman that the Planning Commission adjourn the meeting.

YEA: Hanover, Holden, Harger, Dzurka, Hufnagel, Eshelman, Mills

NAY: None

Motion carried.

The meeting was adjourned at 7:59 p.m.

§ 155.341 OFF-STREET PARKING REGULATIONS WITHIN A RESIDENTIAL DISTRICT.

Commented [CK1]: Prior to public hearing - need to do summary for website.

(A) Intent. These off-street parking regulations have been adopted to improve safety, traffic circulation and aesthetics within residential districts in the city. They are intended to regulate parking patterns and the location and quality of parking areas in residential areas over the long term. It is not the intent of these regulations to regulate temporary, infrequent and irregular occurrences.

(B) All residential buildings or non-residential buildings in a residential district shall be provided with required parking areas on the same lot with the building or on a lot immediately adjacent to the lot with the building intended to be served, but not more than 100 feet from the building it is servicing.

(C) No repairing, modifying, or operations shall be allowed upon any vehicle, otherwise properly parked on a residential property, for a period in excess of 24 hours, except within fully enclosed buildings or if it is determined that such repair, modification, or operation will not constitute a nuisance or annoyance to adjoining property owners or occupants. Any such work within any 24-hour period allowed under this provision shall not, however, consist of any major repair, redesigning, modifying, or dismantling work but only such occasional minor work as may be required to maintain a vehicle in normal operating condition.

(D) In the event the foregoing regulations create any special hardship beyond the control of a particular resident, the Zoning Administrator is hereby given the authority to grant permission to an applicant to operate contrary to the provisions hereof for a limited period of time not to exceed 14 days.

(E) Required parking areas, including driveways, shall be constructed from materials that provide a hard surface (concrete, ~~or~~ asphalt, or permeable pavement material), shall be drained properly, and shall be maintained in a safe and usable condition. Other hard surfaces, including, but not limited to, turf pavers, paving stones, open concrete grids, may be used with prior approval from the Zoning Administrator. Gravel, dirt, crushed aggregate, and other non-pavement surfaces shall not be permitted for required parking areas.

(F) Driveway approaches (between the sidewalk and the road) shall be constructed from materials that provide a hard surface (concrete, asphalt, or permeable pavement material), shall be drained properly, and shall be maintained in a safe and usable condition. For any property with a driveway approach that does not meet this requirement, the driveway shall be upgraded to the required material at the time of zoning approval for any site improvement that adds pavement or buildings, or any other improvement that requires Site Plan Approval (Administrative, Committee, or Planning Commission).

~~(F)~~ **Definitions**

(1) "Full Size Recreational ~~vehicle~~Vehicle" means any self-propelled or towed vehicle intended primarily for recreational purposes and larger than a conventional

~~passenger motor vehicle, and shall include, but not be limited to, motor homes, travel trailers, tent trailers, collapsible trailers, expandable trailers, pick-up coach campers, unattached pick-up covers, motorcycle trailers, snowmobile trailers, utility trailers, vehicle transporting trailers, stock car trailers, camping trailers, boat trailers, snowmobiles, trail bikes or cycles, unlicensed motorcycles or motor driven cycles, pontoon boats, rafts, ATV's, golf carts, and boats. Trailers, including but not limited to travel trailers, tent trailers, collapsible trailers, expandable trailers, motorcycle trailers, snowmobile trailers, utility trailers, vehicle transporting trailers, stock car trailers, camping trailers, and boat trailers, shall be considered Full Size Recreational Vehicles for the purposes of this Ordinance.~~

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~~(2) "Small Recreational Vehicle" means any self-propelled or towed vehicle intended primarily for recreational purposes and smaller than a conventional motor vehicle, and shall include, but not be limited to, motor homes, travel trailers, tent trailers, collapsible trailers, expandable trailers, pick-up coach campers, unattached pick-up covers, motorcycle trailers, snowmobile trailers, utility trailers, vehicle transporting trailers, stock car trailers, camping trailers, boat trailers, snowmobiles, trail bikes or cycles, unlicensed motorcycles or motor driven cycles, pontoon boats, rafts, ATV's, golf carts, and boats.~~

(GH) Storage and parking of ~~Full Size r~~Recreational ~~vehicles-Vehicles~~ within all residentially zoned districts shall comply with the following:

~~(1) —(1) Other than in an enclosed building, no person shall park or store more than one item of recreational equipment upon any lot or parcel.~~ the following number of Full Size Recreation Vehicles. Lots with under 10,000 square feet of lot area shall be permitted one Full Size Recreational Vehicle. Lots with between 10,000 square feet and 20,000 square feet of lot area shall be permitted two Full Size Recreational Vehicles. Lots with greater than 20,000 square feet of lot area shall be permitted three Full Size Recreational Vehicles.

~~(2) In addition to the allowable Full Size Recreational Vehicles, all lots shall be permitted to store one additional Small Recreational Vehicle outdoors. Small Recreational Vehicles may also be stored in lieu of the allowable Full Size Recreational Vehicles described in Subsection 1. For example, a lot with over 20,000 square feet of lot area may store two Full Size, two Full Size and one Small, one Full Size and two Small, or three Small.~~

~~(23) All such vehicles shall remain unoccupied and shall not be connected to sanitary sewer facilities or have a fixed connection to electricity, water, or gas, except that the parking and occupancy of a recreational vehicle on private property shall be permitted for a period not to exceed two weeks, but not to exceed four times a year.~~

~~(34) Recreational vehicles stored outdoors on any city lot or parcel between October 16 through April 30 must be parked on a hard surface (asphalt or concrete), at least 180 square feet in area, at least 9 feet wide at its narrowest dimension, and meeting the~~

requirements of Section 155.341.E. -Recreational vehicles must be parked behind the front line of the house. A Zoning Permit is required prior to storing a recreational vehicle outdoors between October 16 and April 30. The Zoning Permit need not be renewed annually if the requirements of this section are met.

(5) Parking is allowed in the side or rear yard on ~~the~~ grass from May 1 through October 15. (See graphic below.) A Zoning Permit is not required prior to storing a recreational vehicle outdoors between May 1 and October 15.

(46) Corner lots have two front yards and two side yards (see graphic below). The Zoning Administrator has the authority to grant residents on a corner lot permission to park their recreational vehicle in their side yard in one of their front yards from May 1 through October 15. (See graphic below.)

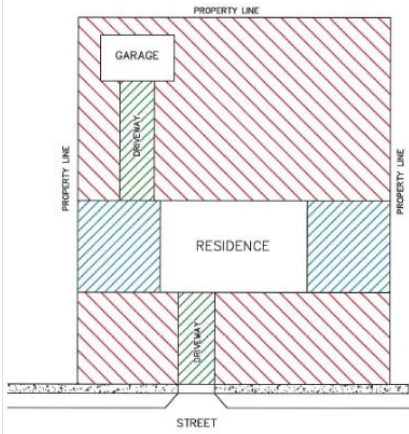
(7) Notwithstanding the above, any recreational vehicle may be parked outdoors at any time, in any location, on any lot, for up to 7 days. After the initial 7 days, the regulations above shall apply.

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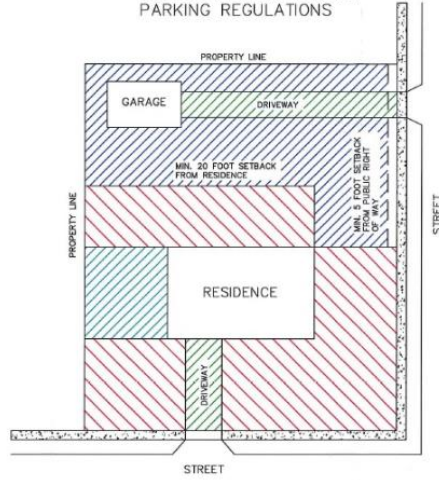
(JK) Motor vehicles shall be allowed to be parked only on a parking area or driveway. A parking area is defined as that portion of a lot used for the exclusive purpose of parking a motor vehicle. A driveway is defined as the maneuvering lane needed to allow vehicles to move from the street to a garage or to a public parking area at the far end of the maneuvering lane. ~~The driveway and~~ No parking area shall ~~not~~ be located in front of the residential structure.

OFF-STREET PARKING REGULATIONS



-  NO OFF-STREET PARKING ALLOWED
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES OR ON UNIMPROVED SURFACES FROM MAY 1ST TO OCTOBER 15TH

CORNER LOT OFF-STREET PARKING REGULATIONS



-  NO OFF-STREET PARKING ALLOWED
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES OR ON UNIMPROVED SURFACES FROM MAY 1ST TO OCTOBER 15TH
-  OFF-STREET PARKING ALLOWED FROM MAY 1ST TO OCTOBER 15TH ON UNIMPROVED SURFACES WITH THE APPROVAL OF ZONING ADMINISTRATOR. NO PERMANENT STORAGE ALLOWED REGARDLESS OF SURFACE TYPE.

Commented [CK4]: May need to revise graphic depending on final language.

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requirements of Section 155.341.E. -Recreational vehicles must be parked behind the front line of the house. A Zoning Permit is required prior to storing a recreational vehicle outdoors between October 16 and April 30. The Zoning Permit need not be renewed annually if the requirements of this section are met.

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From: [Chad Gamble](#)
To: [Christopher Khorey](#)
Cc: [David Kirk](#)
Subject: FW: Golf Cart Follow Up
Date: Sunday, November 12, 2023 6:47:50 PM

Chris,
FYI.

Chad A. Gamble, P.E.
City Manager
989-224-8944 EXT. 231 (office)
City of St. Johns, Michigan
100 East State Street, Suite 1100, P.O. Box 477
St. Johns, Michigan 48879-0477

-----Original Message-----

From: David Kirk <dkirk@sjpolice.org>
Sent: Friday, November 10, 2023 7:10 AM
To: Chad Gamble <cgamble@stjohnsmi.gov>
Subject: Golf Cart Follow Up

Good morning,

I followed up Owosso's Public Safety Director regarding golf carts. I was particularly interested in what "mobility" was resolved with the carts that was referenced at our meeting as well as anything else that stood out. In my assessment, if we create a solution for a bonafide issue such as limited mobility, the benefit could mitigate some of the risk factors. Director Lenkart is unaware of any issue related to an improving mobility for a group or area within the city. He added that seeing golf carts in use is relatively rare. One person who is a crossing guard 2 blocks from his home drives from his house to the crossing. That person doesn't have limited mobility but rather uses the cart as a convenience. The only other noteworthy thing that the Director recalled was a subject drove a cart while intoxicated, flipped it and injured himself. The operator inevitably was arrested for OWI.

I also contacted State Farm and inquired about insurance for golf carts. According to that office, golf carts can not have road coverage unless they are permitted by the city, township or village they are operating in. If there is no such allowance then the carts can only be insured for damage while on private property. The example the agent gave was hitting a stump and damaging the cart. Lastly, I asked who is responsible if a cart is struck by a vehicle when they're operating on the road. Those claims revert back to the insurance on the motor vehicle that collides with the cart regardless of who's at fault.

Just wanted to share a couple informational tidbits.

Have a great weekend!

Sent from my iPhone

**RESOLUTION/CITY OF ST. JOHNS
RESOLUTION #37-2023**

A RESOLUTION BY THE CITY OF ST. JOHNS CITY COMMISSION
ESTABLISHING AND APPROVING THE DATES FOR THE 2024 REGULAR
MEETINGS OF THE CITY PLANNING COMMISSION AND THE CITY ZONING
BOARD OF APPEALS

At a regular meeting of the City Commission of the City of St. Johns, held on November 27, 2023 in the City of St. Johns, Clinton County, Commission Chambers, commencing at 6:00 p.m.:

PRESENT: Eric Hufnagel, Jean Ruestman, Brad Gurski, Scott Dzurka, Chris Hyzer
ABSENT: None

The following resolution was offered by Commissioner Gurski and supported by Commissioner Hyzer.

WHEREAS, the St. Johns Planning Commission and St. Johns Zoning Board of Appeals were each created pursuant to the Michigan Planning Enabling Act of 2008 P.A. 33 of 2008, as amended, M.C.L. 125.3801 et seq.

WHEREAS, the City Commission is required to approve the regular meeting schedules of the Planning Commission and ZBA on an annual basis by Resolution per the mandate of MCL 125.3921;

NOW, THEREFORE, BE IT RESOLVED:

That the City Commission establishes the following regular meeting schedules for 2024. These meetings will convene at 5:30 pm at the Clinton County Courthouse unless prior notice of a different time and/or place is established. Each meeting will take place in the Commission Chambers unless said meeting place is unavailable:

PC meetings start at 5:30 pm

January	01-10-2024
February	02-14-2024
March	03-13-2024
April	04-10-2024
May	05-08-2024
June	06-12-2024
July	07-10-2024
August	08-14-2024
September	09-11-2024
October	10-09-2024
November	11-13-2024
December	12-04-2024

ZBA meetings start at 5:30 pm

January	01-17-2024
February	02-21-2024
March	03-20-2024
April	04-17-2024
May	05-15-2024
June	06-26-2024
July	07-17-2024
August	08-21-2024
September	09-18-2024
October	10-16-2024
November	11-20-2024
December	12-11-2024

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Resolution declared adopted.

Scott Dzurka, Mayor

Mindy J. Seavey, City Clerk

This certifies that the foregoing is a true and complete copy of action taken by the City of St. Johns City Commission at the regular meeting held on November 27, 2023.

Mindy J. Seavey, City Clerk



RENTAL HOUSING INSPECTION CHECKLIST (BASIC REQUIREMENTS FOR CERTIFICATE OF COMPLIANCE)

<u>INSPECTION STANDARD</u>	GENERAL AND LIFE SAFETY REQUIREMENTS
<u>ALL ROOMS</u>	ALL ITEMS MARKED MUST BE IN COMPLIANCE
The unit is free of any exposed wiring	X
All of the electrical and switch covers are present and secure.	X
At least one (1) window per bedroom shall be easily openable and capable of being held in position by window hardware.	X
All basement bedrooms have at least one form of egress AND one emergency escape window with minimum dimensions of 20 inches by 24 inches	X
All windows shall be kept in sound condition, good repair, and weather tight. At least one window per room shall be easily openable and capable of being held in position by window hardware.	X
All windows on the ground level shall be provided with locks sufficient to provide security for the occupants and property within.	
Doors or hatchways on the ground level shall be provided with locks sufficient to provide security for the occupants and property within.	
All ceilings are sound, intact, and free from structural damage.	X
All floors are sound, intact, and free from trip hazards or holes.	X
All walls are sound, intact, and free from structural damage.	X
All closet doors are hung properly so that they do not fall, and have the proper hardware.	

All rooms are free of inadequate maintenance, dilapidation, decay, damage, faulty construction, or any other condition that renders the room likely to cause injury or disease.

X

<u>GENERAL REQUIREMENTS</u>	
A working smoke detector is installed on each level of the dwelling unit and in each bedroom	X
If the unit utilizes natural gas for appliances, heat, hot water, or any other purpose, carbon monoxide detectors are installed on each level of the dwelling unit.	X
Dwelling units are free of pests, insects, rodents, and vermin.	X
Dwelling units are free from the accumulation of garbage and debris.	
A handrail needs to be present when there are four (4) or more risers on the exterior or interior of the unit.	X
Guardrail openings must be 4 inches or less and are required where stairs or a drop is greater than 30 inches.	
All stairwells (interior and exterior) must be free from loose, broken, or missing steps. Stairwells will be reviewed for visual evidence of structural failure or lack of structural integrity. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.	X
The dwelling unit is free from air pollutants (mold, sewer gas, natural gas, etc.).	X
All inoperable appliances have been removed from the dwelling unit.	
All elevators have up-to-date certifications	X
A safe, continuous, and unobstructed path of egress exists from any point in a building to the public way.	X
No flammable liquids, such as gasoline or propane, are stored inside.	X
All utilities (water, gas, electric) are turned on. If they are not, the landlord must provide proof that the utilities are not included in the lease, and that the tenant has been made aware, in writing, that they are responsible for those costs.	X
All units must be connected to the public sanitary sewer and water service in accordance with city standards.	X
<u>KITCHEN</u>	
The kitchen must have proper ventilation (hood vent or operable window), sufficiently close to the stove and oven to release steam and smoke out of the room.	

All kitchen appliances provided by the landlord must function properly.	
The kitchen sink has sufficient plumbing connections to provide hot and cold running water, are free of connection fitting leaks, and drain.	X

<u>HEATING EQUIPMENT/AIR CONDITIONING</u>	
All heating equipment is capable of maintaining 68 degrees without the use of space heaters.	X
The unit is free from unvented fuel burning space heaters or any other unsafe heating conditions	X
All window air conditioning units are secure.	X
All vents and ductwork are installed and maintained in working order, free from obstructions, leaks, or defects.	
If the furnace is located in a closet, the doors must be vented.	X
<u>BATHROOMS</u>	
At least one toilet operates, is secure to the floor, and free of connection fitting leaks.	X
The sink, washbasin, and shower must have sufficient plumbing connections to provide hot and cold running water, be free of connection fitting leaks, and drain.	X
Every bathroom must have proper ventilation (fan or operable window).	
All plumbing fixtures must be installed and maintained in working order, free from obstructions, connection fitting leaks, or defects. Volume and water pressure sufficient for the intended use of the fixture must be supplied to ensure proper function of these fixtures.	X
All toilets must have lids.	
In service basement toilets must be properly vented to the outside and enclosed for privacy.	
<u>WATER HEATER</u>	
The unit is equipped with (or connected to) a water heater that provides hot water to the unit.	X
The water heater and associated piping is free from leaks. The pressure relief valve is free from leaks and has a discharge pipe that extends approximately six inches from the floor. The flue pipe is installed and properly sealed. All flame shields (cover plates) are in place and properly installed.	X

<u>LAUNDRY ROOM</u>	
The dryer is installed and vented per manufacturer specifications. If manufacturer specifications are not available, the inspector shall use their best judgement regarding installation procedures.	X
The laundry area is free of accumulation of lint and debris sufficient to cause a fire hazard.	
<u>EXTERIOR OF BUILDING</u>	
Private electric service lines are free from hazards (i.e. tree limbs)	
All exterior vents must have operable vent hoods free from debris or damage.	
All gutters and downspouts are functional and secured (if present).	X
All dwellings, buildings and accessory structures shall be maintained in good repair and be structurally sound with no openings, large gaps, or holes to include soffits and fascia.	X
Dwelling/building numbers must be present, legible and visible from the street fronting the property. Numbers must have contrast with their background. Apartments: Each entrance to each apartment must have the correct number or letter attached on or adjacent to the door.	X