



**City of
Brooklyn Center**
www.cityofbrooklyncenter.org

**Association for Responsible
Management (ARM) Newsletter**
Fulfilling the Need for Quality Housing
November 14, 2013

**2013 / 2014 ARM
Meeting Dates &
Tentative Topics**

ARM Meetings are held the
second Thursday of the
month (every other month)
starting January at:

Brooklyn Center City Hall
City Council Chambers
6301 Shingle Creek Pkwy
10:00 a.m.—11:00 a.m.

November 14, 2013
Building & Community
Standards—Vacant Building
Program, Permits, and Capital
Improvements

January 9, 2014

March 13, 2014

May 8, 2014

July 10, 2014

September 11, 2014

November 13, 2014

November Meeting Topic:

**City Maintenance Programs and Property Improvement
Requirements**

Staff will provide information about frequently asked topics. It is an opportunity to learn about programs and regulations that impact the rental community.

Dan Jerzak, Property Code Specialist, will present the requirements of the vacant building program and the inspection process.

Mallory Holman, Building Official, will explain when buildings plans are required and the building permit requirements. She will also be discussing why permits are required, how to obtain them, and when a contractor is required.

John Rued, Building Inspector, will discuss the importance of capital improvement plans and the property life cycle.

E-Permits

ePermits can be obtained online at www.cityofbrooklyncenter.org.

ePermits are limited to construction activities that do not require plan review, and are issued instantly. With ePermits, the applicant applies and pays for the permit online and then prints the permit card from their personal computer. ePermits are a quick and easy way to obtain a permit without having to come into City Hall.

In addition, information about existing permits and inspections can be looked up online by either address or permit number through the ePermits system.



Rental Housing Update



History

In 2008 the rental license program had a total of approximately 362 licensed properties, 287 licenses for single family/duplex properties and 75 licenses for multifamily properties. All properties were issued a two-year rental license regardless of property conditions, nuisances and crime.

In order to address the increasing number of rental properties and problems, a new program was developed.

Performance-Based Program

A comprehensive approach was taken to address distressed properties, the increased nuisances

and crime, and overall quality of life. An initial analysis indicated the majority of the problems occurred from 20% of the properties. The performance base rental program is designed to have owners and managers take a proactive approach to maintenance/improvements, tenant selection, and hands on property management.

In 2010, the City Council adopted the current program. The license type is based on the number of property code violations that exist at the initial rental inspection and validated nuisance police calls. Additional requirements apply to properties that are a Type III or Type IV rental license.

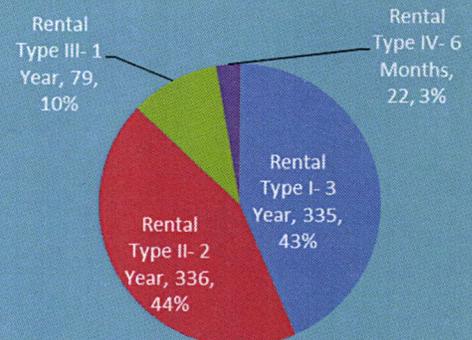
Rental Licenses

Currently, there are 812 rental licenses and approximately 40-

70 licenses that are still waiting for a rental license. There are 322 Type I licenses, 355 type II licenses, 65 Type III licenses, and 15 Type IV licenses. The full rental report is available on the website.

The management of rental properties is important to the quality of our neighborhoods. Thank you for your efforts to keep Brooklyn Center a great place to live!

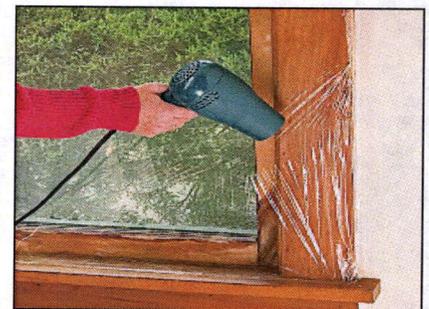
Active Rental Licenses by Type on 09/25/2013



Preparing for Winter

It's that time to start thinking about how to save energy and heating costs. Below are some easy ways to help save energy and costs.

- Roll a towel or rug to close gaps at the bottoms of exterior doors.
- Insulate your windows by installing plastic over the window.
- Wrap water pipes with insulation to help prevent pipes from freezing, especially in unheated areas.
- Insulate your water heater to make it more energy efficient.
- Stop air leaks by sealing up any openings on the exterior with caulk.
- Have a HVAC contractor check the furnace before turning it on.
- Change out the furnace filter.
- Remove window air condition units and/or cover air conditioner sleeves with insulation.
- Replace or install weather stripping around windows and doors.
- Reverse ceiling fans to circulate warm air near the ceiling.



- Clean out the gutters and secure any loose screws.
- Check smoke and carbon monoxide alarms. Change out batteries or inoperable alarms.
- Drain and shut off outdoor faucets to protect against freezing.

Snow and Ice Removal



Owners and managers are responsible for ensuring that properties are compliant with City Ordinance 12-314; Removal of Snow and Ice. Multiple family dwellings shall be responsible

for the removal of snow and ice from parking lots, driveways, steps and walkways on the premises. Walkways in courtyards that are paved also need to be cleared of snow and ice.

Individual snowfalls of three inches or more, or successive snowfalls accumulating to a depth

of three inches, shall be removed from **parking lots and driveways within 24 hours** after the snowfall ends.

Individual snowfalls of one inch or more, or successive snowfalls accumulating to a depth of one inch, shall be removed from **steps and walkways within eight hours** after the snowfall ends.

Minimum Heat

In every dwelling unit when the control of the supplied heat is the responsibility of a person other than the occupant, a temperature of at least 68 degrees Fahrenheit shall be maintained at a distance of three feet above the floor and three feet from exterior walls in all habitable rooms, bathrooms, and water closet compartments from **September through May.** (Section 12-313)



Gas or electric appliances designed primarily for cooking or water heating purposes shall not be considered as heating facilities. Portable heating equipment employing flame and the use of liquid fuel does not meet the requirements of this section and is prohibited.

No owner or occupant shall install, operate or use a space heater employing a flame that is not vented outside the structure in an approved manner. (Section 12-601)

Tenants should be notified that the use of a gas or electric stove or oven is not an acceptable means of providing heat and is extremely dangerous.

Emergency Plan and Kits

Having emergency plans and kits in the event of a disaster, power outage, or other catastrophic event can save lives. Talk to your tenants about having a plan and how to prepare it. Emergency kits can either be purchased pre-made or can be assembled yourself. Additional information on creating an emergency plan or building a emergency kit can be found at www.cityofbrooklyncenter.org or www.ready.gov.

