

**BUSINESS OF THE CITY COUNCIL  
WINDSOR HEIGHTS, IOWA  
AGENDA STATEMENT**


Item No. 14  
For Meeting of 09/07/10

**ITEM TITLE:** Discussion and possible consideration of ordinance 10-12 Amending the City of Windsor Heights Code, Chapter 156, Rental Housing.

**CONTACT PERSON(S):** Marketa George Oliver, City Administrator

**SUMMARY EXPLANATION**

The attached ordinance adds some language to remove the maximum fee for rental registrations and sets requirements for rental property owners to only use official rental signs provided by the City to advertise rental property, regardless of whether or not the property is vacant. Currently, no language exists in our city code for properties that are not vacant. These changes will make sure that rental property owners with occupied rental dwelling units in search of renters will be required to use the official rental signs available from the City to advertise a rental property. The Policy, Administration and Finance Committee reviewed these changes at its August 26<sup>th</sup>, 2010 meeting and recommends approval.

Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

**RECOMMENDATION:** Pass ordinance on one or more readings on a roll call vote.

**COUNCIL ACTION:**



**ORDINANCE NO. 10-12**

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING SECTIONS OF CHAPTER 156 - RENTAL HOUSING**

BE IT ENACTED by the City Council of the City of Windsor Heights, Polk County, Iowa:

SECTION 1. Purpose. The purpose of this ordinance is to amend sections of the code related to rental housing requirements.

SECTION 2. Amendment. Section 156.06 is amended to read as follows:

**156.06 REGULAR INSPECTIONS.** Regular inspections of one- and two-family rental dwelling units shall be required every eighteen months. Regular inspections of multi-family rental dwelling units shall be required every twelve months. Upon approval and passage of the inspection, if the property is ~~vacant and~~ in search of renters and if the owner chooses to notify potential renters by a sign ~~on the lawn~~, owners must use a sign provided by the City, which can be collected at City Hall. Any sign used to advertise a rental property must be the official sign available from the city. A deposit fee will be charged that reflects the cost of the sign and will be refunded to the property owner upon return of the sign.

SECTION 3. Amendment. Section 156.07 is amended to read as follows:

**SECTION 156.07. APPLICATIONS FOR RENTAL CERTIFICATE.** Every person that offers for rent, a dwelling unit in the City shall submit to the City Building Department, on forms provided, an application requesting a rental certificate. Such application shall be accompanied by an inspection fee in the amount established in this section. Upon receipt of such application, the City shall conduct an inspection of the premises and, if the same complies with the provisions of this chapter, issue a rental certificate. If the premises fails to comply, the inspector shall notify the applicant in writing, stating the reasons for such noncompliance.

1. Applicable Fees and Fines. The fee schedule for rental conversion, registration, and rental inspection is as follows:

Rental Conversion: New rental property that has not previously been registered as a rental property in the City is subject to this fee, which is set by Council resolution.

Rental Registration: \$75.00 for the first unit and \$15.00 for each additional unit thereafter, ~~with a maximum of \$300.00 per property.~~

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. Severability. If any section, provision or part of this ordinance shall be adjudged to be unconstitutional or invalid, such adjudication shall not affect the validity of this ordinance as a whole, or any section, provision or part thereof not adjudged unconstitutional or invalid.

SECTION 6. Effective Date. This ordinance shall be effective from and after its final passage, approval and publication by posting as provided by law.

Passed by the City Council this 7<sup>th</sup> Day of September, 2010 and approved this ??? day of September, 2010.

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Diana Willits, Mayor Pro Tem

**ATTEST:**

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Marketa Oliver  
City Administrator/Clerk