



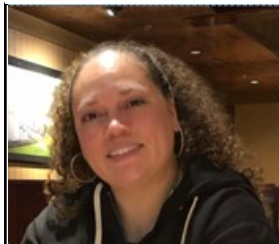
# HOUSING INSPECTION NEWS

ISSUE 36, SPRING/SUMMER 2025

One call to City Hall!

Call  
**3-1-1**  
or 337-8000 for  
all non-emergency  
city services

241 W South Street  
kalamazoo.org



Housing Inspector, Charlotte Deur, has been promoted to our new Code Compliance Inspector III. In her new role, Charlotte will be responsible for all condemned, vacant blighted structures, owner occupied properties and unregistered rental investigations, working north of Stadium/Michigan Ave and the East Main areas. Charlotte has been with the city since 2021, bringing along years of knowledge, skill, and familiarity to the area making this a smooth transition. Congratulations Charlotte!

## Highlights in this Issue

Keep Rental Registration Updated	2
Keep Curblawn Tidy	2
Fresh Start Rental Program	2
Chapter 21 Nuisance Trash	2
Clearing Sidewalks of Snow	2
Have Vacant Units	2
Eviction Diversion Assistance and RentAble Program	2
Courtesy Notice Policy	3
Lead Paint Hazard Reduction Program	3
Ready for Inspection	3
Carbon Monoxide Detector Requirements	3
Don't Forget to Mow your Lawn	3
Chickens & Rabbits Oh My!	3
Seasonal Rules for Recreational Vehicles	3
How to Reach Us	4
Avoid Nuisance Enforcement	4
Hot Code Topics	4



Meet our Seasonal Code Compliance Inspector, Roderick Brown. Roderick will be with us through the end of October and he will be overseeing the tall grass and weeds violations throughout the entire city. To report tall grass and weeds complaints, dial 311 or 269-337-8000.



The Kalamazoo Conservation District is providing scrap tire collections at no cost to Kalamazoo County residents. Only unpainted passenger tires with rims removed will be collected and no businesses are allowed to participate. They ask that residents limit their drop-off to 10 tires to allow us to maximize the amount of individuals we are able to service. For 2024, there were three event dates and 2000+ tires were collected for recycling! This year they plan to collect even more, sign up now so we can reach our goal of collecting 4000+ tires.

Event Date / Time	Site Name	Collecting # Tires
Tuesday, June 10, 2025 / 1PM - 7PM	322 E. Stockbridge Ave. Kalamazoo	2000
Saturday, July 26, 2025 / 10AM - 1PM	322 E. Stockbridge Ave. Kalamazoo	1000
Thursday, August 7, 2025 / 1PM - 7PM	Comstock Township Transfer Station	1000

If you have nuisance tires that you need to get rid of, please sign up here: <https://www.kalamazooconservation.org/2025-scrap-tire-recycling-events/> or call 269-775-3368 for questions. You must be signed up in advance to participate.



## Is Your Rental Certificate More than 4 Months Overdue? **Read This!**

There has been a significant uptick in the practice of continuously rescheduling inspection appointments, not having repairs done at reinspections and/or not showing up for rental inspections. Continually rescheduling inspections for properties that should have already been certified is causing a significant strain on inspector calendars. Properties that have rental certificates more than four months past due will receive increased enforcement regardless of scheduled status and be further evaluated for a repair/vacate order and/or referral to the City Attorney's office.

If you have an inspection or reinspection scheduled, please keep appointment and please have the repairs done so a certificate can be issued.

If your unit is vacant and your certification has been expired more than four months and you are holding off on your inspection/re-certification due to the vacancy, you will be asked to remove the property from the rental registration program. When you are ready for inspections, you can re-register your property at that time.

Thank you!



## Please Keep Your Rental Registration Up To Date

**If you have moved, gotten a new phone number or changed your email address**, it's likely your rental registration is not up to date. If this is the case, you will not receive important info about your rental certificate. **Please** make sure your owner and agent contact information is current! Submit any updates by submitting a new Rental Registration Application within 10 days of a change. It's quick and easy!

[www.kalamazoocity.org/rentalregistration](http://www.kalamazoocity.org/rentalregistration)



## Keep Curblawn Tidy

The curblawn is the area between the property line and the public street and often includes a sidewalk. Property owners are responsible for maintenance of this area.



Property owners are responsible to making sure their properties stay cleaned up of junk and debris, and may only place items in the curblawn (in an approved herby) for collection on trash day. Quarterly bulk trash is also available. Make sure your tenants know weekly trash day and quarterly bulk trash days as well as what may be placed out for bulk trash. If items are placed at curb outside of these permitted times, they are subject to immediate clean up by the city and the property owner will be billed for the clean up.

**Help Keep Kalamazoo Clean!**

Call **311** or **337-8000** to report trash on the curb lawn, on private property or herby curby trash containers out past trash pick up day.



## Eviction Diversion Assistance Available to Tenants & Landlords

Eviction diversion is a collaborative program to help tenants pay overdue rent and stabilize their housing situation. Tenants must be no more than three months behind in rent. Landlords must want the tenant to stay and the tenant must be able to sustain rent payments after assistance. Tenants may call 211 to be screened for eligibility or visit:

<https://kzoococ.org/resources/>

## RentAble Program Expanded

The RentAble program only accepts applications on the first Tuesday of the month. Once the application capacity is reached for the month, that window is closed. You must try again the following month. Additional information is available at the link below.

[kzoococ.org/rentable-program](http://kzoococ.org/rentable-program)

## Have Vacant Units?

Housing Resources, Inc. needs stable housing for families in the Kalamazoo area. Landlords who would like to place vacant units on HRI's Available Housing List can call (269) 382-0287 for more information.



for additional information regarding our

## City of Kalamazoo Fresh Start Rental Program (From application to certification)

This pilot program, which will be hosted by our Housing/Code staff, will be offered to small groups of owners/agents throughout the year. The program will be aimed to inform property owners everything that you need to know rental, from the application process all the way through obtaining your rental certification.

We are planning to host our first session in August or September.

Seating will be limited.

## Chapter 21 Nuisance Trash Violations

If your property is cited for a Ch. 21 nuisance trash or porch violation there has been some changes to our clean up processes, please see below:

- Inspector observes violation & cite property for trash— **\$79**
- Ten day notice will be mailed to owner and occupant
- Re-inspection completed in 10 days to make sure violations have been removed
- If items of violation are still present on property, a compliance order is generated which results in a court hearing before a magistrate — **\$230**
- If items of violation still remain after the hearing, the city will abate the violations and assess the clean up fees to the property owner of record.

It is imperative that you as an owner, educate your tenants on the do's and don'ts regarding trash, bulk trash pick-ups, etc. Learn more here:

<https://www.kalamazoocity.org/Residents/Waste-Recycling>

Owners/agents, please be aware that the notice of violations are mailed to the owners/agents and occupants, however, as an owner, the invoices are assessed to the owner or taxpayers of record. The city does not issue invoices to tenants and the same applies for the issuances of compliance orders. If you are in receipt of a Ch. 21 notice, it is important that owners/agents make sure that the violations are corrected within the 10-days specified on the notices. Failure to do so will result with additional enforcements and fees that are assessed to owners/agents. It will be the responsibility of the owners/agents to recoup any assessed fees from YOUR tenants.

If you own a property that has a land contract agreement tied to it and your name is still listed as owner of record for the property in question, you will be noticed of the violation and if not corrected and a compliance order is generated due to this, YOU as the named owner will be required to appear in court to speak to the violations.

**COURTESY****Notice Policy**

The city makes considerable effort to provide plenty of advance notice that a rental certificate is going to expire. A courtesy letter is mailed 5 months in advance informing property owners to schedule their rental inspection, two months after the first courtesy letter, if you haven't scheduled your inspection, you will receive one additional courtesy letter prior to your certificate expiration. If you fail to schedule your inspection by certificate expiration, the next notice you will receive will be an Expired Cert letter and there will be a \$79 fee assessed with that notice. In order to receive timely notifications, it is incumbent on property owners/managers to keep addresses current so mail goes to the correct address.

**Ready for Inspection?**

Be proactive and keep tabs on your rental property. Regularly check exterior property areas for needed repairs. At minimum, it's a great idea to check smoke detectors and fire extinguishers (most commonly cited items) before the rental inspector arrives to ensure they are in working order and not past the manufacturer's expiration. Finally, making sure hired contractors obtain proper permits for installation of water heaters, furnaces, and roofs mid-inspection cycle will save a lot of hassle down the road. An inspection checklist of common violations is sent with every courtesy expiration notice and is available at:



[kalamazoo.org/Community/Rental-Housing](http://kalamazoo.org/Community/Rental-Housing)

**Carbon Monoxide (CO) Detector Requirements for Existing Structures**

**WHEN REQUIRED:** Carbon monoxide detectors are required in dwelling units and sleeping units if one or more of the following conditions exist:

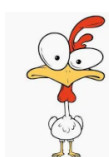


- If there is a fuel burning appliance
- If there is a fuel burning fireplace
- If there is a fuel burning furnace
- If there is an attached garage

**TYPE REQUIRED:** In these situations, carbon monoxide detectors may be stand-alone (not interconnected) & may be battery operated or plug-in. Combined smoke/carbon monoxide detectors are also permitted.

**PLACEMENT:** Carbon monoxide detectors shall be placed:

- Outside each bedroom/sleeping area in the immediate vicinity of the bedrooms; **and**
- Inside a bedroom or sleeping room, including efficiency units, if there is a fuel burning appliance in the bedroom or in an attached bathroom.

**Allowing Tenants to Raise Chickens or Rabbits?**

The rules for chickens and rabbits have been updated. A coop, hutch or pen must be in the side or rear yard at least 10 feet from all property lines and a minimum of 15 feet from an adjacent residences. The enclosure must be maintained in a sanitary odor free condition. Keeping of roosters is not permitted: cock-a-doodle-don't.

**Rental Registration Database**

To access the rental database go to:  
[www.kalamazoo.org/rental](http://www.kalamazoo.org/rental) and then  
**"Check If Rental Property is Registered"**  
from the listed links

**\*\*FREE\*\* The City of Kalamazoo  
Lead-Based Paint  
Hazard Reduction Program**

The City of Kalamazoo, in partnership with Kalamazoo Neighborhood Housing Services, Inc., (KNHS), is removing and abating lead-based paint hazards in qualifying residential households at no cost to the property owner, which includes rental units. Yes you read that correct, **FREE!**

Don't chance the health of children. If you rent to tenants with children (or a pregnant woman) in a property built prior to 1978, and those tenants can meet eligibility requirements (low to moderate income), your property may qualify for the program. Contact KNHS today.

**Applications are being accepted & processed by KNHS located at:**

**1219 S. Park Street  
Kalamazoo, MI 49001  
269-385-2916**

A LEAD-FREE HOME



**Households that qualify for the Lead-Based Paint program will also receive a Healthy Homes assessment which includes a radon test.**

**Did you know that when you rent your property out to a tenant, you are legally required to give occupants the EPA-approved lead paint brochure. Find out more here:**  
[https://www.hud.gov/program\\_offices/healthy\\_homes/enforcement/disclosure](https://www.hud.gov/program_offices/healthy_homes/enforcement/disclosure)

**Don't forget to mow your lawn!**

Please make sure it is discussed with your tenants who is responsible for the mowing of yards to include the curb lawns.

Properties with noxious weeds of any height, and any other weeds or grass which have attained a height of eight inches or more are subject to violation. Violation notices in the same growing season will result in increasing fees, as follows: 1st Notice \$130; 2nd notice, \$181; 3rd notice, \$232; 4th notice, \$283.

**Seasonal Rules for Recreational Vehicles**

Recreational vehicles (i.e. trailers, motorhomes, camper trailers, boats) may be stored on a driveway in the front yard from May 1<sup>st</sup> to October 15<sup>th</sup> each year. Placement in the side and rear yard areas does not have a time restriction for storing recreational vehicles. Please remember that recreational vehicles must be kept in good repair and have current license plate and registration. No more than two recreational vehicles may be stored outdoors.







## How to Reach Us...

### One Call to City Hall!

Have a question? If you are located within city limits simply call 311.

If you are outside city limits call 269-337-8000.

You can also reach code enforcement staff directly by email.

General help: [code@kalamazoocity.org](mailto:code@kalamazoocity.org)

For all email addresses use: [@kalamazoocity.org](mailto:@kalamazoocity.org)

#### INSPECTOR

#### AREA SERVED

#### EMAIL

Rental Registration Information & Forms .....	www.kalamazoocity.org/rental
Register a Rental Property Online .....	www.kalamazoocity.org/rentalregistration
Schedule Rental Inspection .. call 311 or 269-337-8000.....	or email: rentalinspection@
Marvella Vincent, Code Administration Manager .....	vincentm@
Kevin Staten.....	Housing Inspector (Vine south of Lovell St.)..... statenk@
Chris Ruohonen .....	Lead Housing Inspector (CBD & covering various neighborhoods as needed) .. ruohonenc@
Lorren VanBrugge.....	Housing Inspector (south Edison, Southside, Milwood, S. Westnedge) .. vanbruggel@
Alan VanderBeek.....	Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)..... vanderbeeka@
Vacant .....	Housing Inspector (east Northside, Eastside, north Edison)..... @
Kevin Philion.....	Housing Inspector (west Northside, Stuart, Fairmont & west Main Hill) .. philionk@
Karleen Steppenwolf. ....	Rental Registration Coordinator (registration/billing) .. steppenwolfk@
Heather Bowers.....	Rental Inspection Scheduling..... rentalinspection@
Jason Adams.....	Code Compliance I Inspector (south of Stadium/Mich Ave/East Main) .. adamsj@
Laquana Coleman.....	Code Compliance I Inspector (north of Stadium/Mich Ave/East Main) .. colemanl@
Carmela Hostiguin Haba .....	Code Compliance III Inspector (south of Stadium/Mich Ave/East Main) .. habac@
Charlotte Deur .....	Code Compliance III Inspector (north of Stadium/Mich Ave/East Main) .. debarmorek@
Roderick Brown .....	Seasonal Tall Grass Inspector (entire city) .. @brownr
Roger Iveson.....	Building Official..... ivesonr@
Shelby Donaldson.....	Building & Trades Permit Tech (permit questions) .. donaldsons@
Casey Boekhoven .....	Community Development Secretary (permit questions) .. boekhovenc@
Pete Eldridge.....	Zoning Administrator .. eldridgep@
Kris Debarmore .....	Building Trades Code Compliance Officer..... debarmorek@
Luis Pena.....	Historic Preservation Coordinator..... penal@

**REPORT A CONCERN OR ASK A QUESTION**.....from inside city 311; from outside city 269-337-8000

**STREETLIGHTS, CONSUMER'S ENERGY**.....800-477-5050

**PUBLIC SAFETY NON-EMERGENCY**.....488-8911

**PUBLIC SAFETY EMERGENCY**.....911

### Avoid Nuisance Enforcement & Fees

Enforcement of City Ordinances may subject property owners to violation notices and subsequent cost recovery fees. Please be sure to share this information with tenants.

- ♦ **Curlblawn Nuisances:** Discarded items, brush and other unsightly materials that are placed in the curlblawn outside of bulk trash collection are considered a public nuisance and subject to immediate corrective action without notice. Clean-up costs are billed to the property owner of record.
- ♦ **Trash on Private Property:** Keep all litter, trash, junk and debris picked up. Property owners in violation are subject to nuisance violation notices (with a fee) and also additional clean up fees if not corrected.
- ♦ **Garbage Container Storage:** Garbage and recycling containers must be stored on private property in back of the front façade of the dwelling. Containers stored in violation of the ordinance are subject to immediate relocation which is billed to the property owner. Also, know your weekly trash pick up day and quarterly bulk trash pick up day, and only place items out for collection the day prior to scheduled pick up.
- ♦ **Junk Autos:** Any car not in operating condition, or not properly licensed, is considered a junk auto. Junk autos located in the public right-of-way will be tagged by Public Safety. Junk autos on private property will be issued a 10-day violation notice, and if not removed a civil infraction ticket will be issued that may result in a compliance order and/or towing.

### Hot Code Topics

#### Conditional Certificate Time

**Extension:** Time extensions for conditional certificates now have an assessed fee of \$25 and will be granted on a case by case basis.



**Extension Cords:** Flexible cords shall not be used for permanent wiring, or for running through doors, windows or cabinets, or concealed within walls, floors or ceilings.



**Screens:** Are required in all operable windows in rental property between April 15 and October 31 each year. Doors serving as required ventilation for any room shall also be equipped with a screen between April 15 and October 31 each year.



**Fee Increase:** Some of our fees increased in 2025 or are new. Be sure to thoroughly review your invoices as you receive them.

