



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** February 18, 2016

**Staff Contact:** Lee Plemel, Community Development Director (lplemel@carson.org)

**Agenda Title:** For Possible Action: To provide direction to staff regarding the enforcement of various City code issues related to long-term-stay motels and the possible implementation of a "motel safety program" to address the issues across various City departments.

**Staff Summary:** Complaints to various City departments regarding certain motels have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions. A "motel safety program" similar to a program the City of Reno uses, which is a comprehensive approach to code enforcement across multiple departments, could be implemented to address building code compliance, fire code compliance, criminal activity, nuisance issues, and other issues.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 30 minutes

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## **Proposed Motion**

I move to direct staff to develop a motel safety program plan to bring back to the Board of Supervisors with more detailed operational and budget information.

## **Board's Strategic Goal**

Safety

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The purpose of this item is to get direction from the Board of Supervisors regarding the enforcement of various City code issues related to long-term-stay motels. Complaints regarding certain motels have recently been brought to the attention of various City departments. Complaints have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions.

At the same time, many motels provide a low-income housing alternative and serve as de-facto low income housing in the City. According to Health and Human Service Department records, there are currently 30 hotels/motels in Carson City with a total capacity of 1,790 rooms. Approximately 600 (1/3<sup>rd</sup>) are rented out as long-term stays. The purpose of a motel safety program is to ensure that the facilities provide safe, healthy conditions for City residents and visitors.

An option for the Board of Supervisors to consider to systematically address various issues at motels is the implementation of a motel safety program similar to a program the City of Reno uses to address code enforcement, fire code compliance and criminal activity. A general outline of Reno's operational process is

attached, as provided by the City of Reno. The Reno "motel interdiction" program is managed through the Reno Police Department.

The implementation of such a program in Carson City would require the cooperation and commitment of resources from a number of City departments and divisions including the Sheriff, Fire Department, Health Department, Community Development Code Enforcement Division, Building Division, and Planning Division. Attached is information from several departments regarding the codes that may be enforced through such a program as well as the potential impacts it would have on department operations. Note that the estimated impacts are largely unknown at this point and would depend on the details of how Carson City would implement such a program. Should the Board of Supervisors wish to move forward with implementing a program in Carson City, staff will work together to develop a more detailed plan that includes the necessary resources to implement the program.

Pros:

- This would be a comprehensive approach to addressing various code issues at the motels with the worst problems, as identified by various City departments.
- Requiring property owners to upgrade their properties could lead to further redevelopment of the property.
- Helps eliminate motels as a "safe haven" for criminals.

Cons:

- This is a resource-intensive process, requiring significant staff time from various City departments.
- Staff would have to take a one-property-at-a-time approach, often dealing with numerous issues on each property.
- Occupants could be displaced on short notice and need emergency housing.

City staff from the various departments that would be involved with a motel safety program will be available at the Board of Supervisors meeting to answer questions regarding specific code questions and the impacts it could have on department operations.

Zoning considerations:

"Motels" and "hotels," as defined in CCMC Title 18 (Zoning), are currently limited in use to only a transient basis of less than 28 days. Long-term room rental, i.e. rental of room by lump-sum payment for a period of 28 days or more, is prohibited by the current zoning code.

However, the limitation on transient occupancy of hotels and motels was adopted in approximately 1995, before which there was no such time limitation. Therefore, motels and hotels constructed before 1995 (which includes most if not all motels in Carson City) are grandfathered per CCMC zoning code and may continue to rent as long-term-stay motels.

The following are the definitions of hotel and motel from CCMC Title 18:

*18.03 - Definitions*

*"Hotel" means a building containing 6 or more guest rooms intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests on a transient basis less than 28 consecutive days total.*

*"Motel" means an establishment providing sleep accommodations on a transient basis less than 28 consecutive days total with the majority of the rooms having direct access to the outside without the necessity of passing through the main lobby of the building.*

*"Transient lodging tax" is regulated by CCMC Chapter 4.08 (Room Rental Tax). This Chapter provides for the collection of the tax, with the following exception:*

**4.08.100 - Exemptions.**

*There is excepted from the transient lodging tax each rental by a licensee of a room or rooms made for a period of twenty-eight (28) days or more. This exemption, however, applies only where payment is made for the entire twenty-eight (28) day period upon arrival, in which case the exemption commences on the first day of occupancy; or payment is made for less than twenty-eight (28) days upon arrival, in which case the exemption commences on the twenty-ninth (29th) day of occupancy.*

*(Ord. 1994-58 § 1, 1994: Ord. 1990-25 § 4, 1990).*

The transient lodging tax exemption in CCMC 4.08.100 allows a motel or hotel to avoid payment of transient lodging tax by collecting rent for 28 days or more, i.e. on a monthly basis. The current transient lodging tax rate is 10%, distributed for uses as detailed in Section 4.08.080 (Imposition and rate of tax).

Go to <http://mynews4.com/news/local/safety-and-health-violations-found-at-reno-motel> to see a News 4 story regarding an inspection of a hotel by the Reno "community safety and services team" as an example of how a local program might work.

**Attachments:**

- 1) Reno Motel Interdiction Program outline
- 2) Memos from various City Departments regarding applicable city codes and impacts to operations

**Applicable Statute, Code, Policy, Rule or Regulation**

Multiple City codes referenced in attachments.

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: TBD

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: In order to implement a comprehensive program that deals with multiple properties, it is likely that additional resources will be needed by some departments. These impacts will not be known until a comprehensive program plan is established.

**Alternatives**

- 1) Direct staff to continue code enforcement through routine patrols and on a complaint basis only.
- 2) Provide other direction to staff based on the discussion at the meeting.

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

City of Reno  
Motel Interdiction Outline

1. Background – The Reno Police Department will initiate a motel interdiction operation on local hotel/motels where the Reno PD Community Action Office has received a notable increase in calls for service for PD and Medical Services, increased complaints from citizens or other businesses, or a request from the City of Reno Code Enforcement Division.
2. Once a “problem” hotel has been identified, the following individuals/divisions will be contacted and a meeting to discuss the ongoing problems with the business will be set.
3. The following individuals or divisions within the City of Reno are normally in attendance:
  - Assigned Community Action Officer who filtered the call and the goals of contact with the hotel/motel and its occupants.
  - Code Enforcement will discuss current and prior code violations
  - Fire Department will discuss current prior fire violations
  - Sex Offender Unit will have a list, if any, of current sex offenders registered at hotel
  - Marshalls will have a list of current occupants who have warrants and reside at hotel
  - Public Information Officer to discuss media relations on letting the community and media know how the law enforcement agency is working with the community and business make it a safer place to live and or clean up the area
4. Once the main players meet, a time and date are set and normally the business is advised at least 24 hours in advance of the complaint and “possible” spot inspection.
5. Once the operation occurs and if there are gross code violations that require occupants to be displaced, we work with Victim Services and the Red Cross to assist with temporary housing.

January 30, 2016

To: Community Development Director, Carson City  
From: Shawn Keating, Chief Building Official, Carson City

Subj: Motel Interdiction Process

The 2012 International Property Maintenance Code is the main document for this action. In accordance with the Charles Abbott Associates (CAA) Exhibit A, Building Code Enforcement, CAA staffs are obligated to perform inspections, investigations, and enforcement under this code. CAA will have a staff member dedicated to work within this task force under "**Keep it Maintained Initiative**". Although a number of items in 2012 IPMC are currently exempt from building permit requirements under Carson City Municipal (CCMC) Title 15, Section 105, our staff will work towards compliance with the owners or agents of these properties and our inspectors will forward any noncompliance issues for disposition per the City's process to Code Enforcement section. There would be NO additional resources than already agreed upon. I attached a sample of the check lists developed to standardize the process use.

If the repairs require building permits per Carson City Municipal Code (CCMC) Title 15, Section 105, a building permit can be issued to a license contractor to conduct each separate repair. However, there may be a more expedite way under CCMC section 105.1.1, this sections allows the Building Official to issue annual permit in lieu of separate building permits to the property owner, entity or corporation. If this is used, this building permit could serve as public records of all non-exempted work and can allow for the fastest means to get this facility back in service. This option has been seldom used and would require more process review; however, this annual permit type can be issued and open to cover all work to be completed under this process and a tool to document and recover accrued costs from other departments.

If you have any further questions, I am always available to discuss these matters.

Sincerely,



Shawn Keating  
Chief Building Official

# “Keep it Maintained Initiative”

The International Property Management code (IPMC) provides a road map to the “**Keep It Maintained**” principle for a healthy home.

The purpose of the IPMC is to “ensure public health, safety, and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.” The consensus process, with many stakeholders that prefer incremental changes and tend to prioritize safety, cost, and health.

The IPMC is typically administered by state and local building code officials. These officials approach codes to guide construction and respond to permit requests. Some are not comfortable with enforcing or lack the means to enforce the IPMC on existing homes without a permit to trigger their review.

## **2012 IPMC Checklist**

\*\*\*This is a highlight of the 2012 IPMC Code other code sections still apply\*\*\*

### **Exterior:**

**Sanitation 302.1.** All exterior property and premises shall be maintained in a clean, safe and sanitary condition...

**Protective treatment 304.2.** All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition...

### **Siding:**

**Exterior walls 304.6.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

### **Roofing:**

**Roofs and drainage 304.7.** The roof and flashing shall be sound, tight and not have defects that admit rain...Roof water shall not be discharged in a manner that creates a public nuisance...

### **Windows:**

**Glazing 304.13.1.** All glazing (glass) shall be maintained free from cracks and holes.

**Openable windows 304.13.2.** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

## **Foundation:**

**Foundation walls 304.5.** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents, other pests, and water.

## **Handrails and Guards:**

**Handrails and guards 304.12.** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

## **Doors:**

**Doors R304.18.1** (see local amendment) Doors providing access to a dwelling unit...shall be equipped with a lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort...The lock should be part of the doorknob or door handle mechanism...

## **Interior:**

**Interior surfaces 305.3.** All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

## **Electrical:**

**605.1. Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

**Wiring 605.4.** Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

## **Plumbing:**

**504.1** All plumbing fixtures shall be properly installed and maintained in working order. Structural..:

## **Heating:**

**Residential occupancies 602.2.** The Dwelling shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees...

**Mechanical appliances 603.1** All mechanical appliances, fireplaces, solid fuel-burning appliances should be maintained in safe working condition...

### **Smoke Alarms:**

#### **Smoke alarms 704.2**

**#1.** On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.

**#2.** In each room used for sleeping purposes.

**#3.** In each story within a *dwelling unit*, including *basements* and cellars but not including crawl spaces and uninhabitable attics. In dwellings or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

### **Emergency Escape Openings:**

**Emergency escape openings.702.4.** Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

\*\*\*This is a highlight of the 2012 IPMC Code other code sections still apply\*\*\*



Code Enforcement Department		Hotel/ Motel Occupancy Inspection	
Maintenance Inspection Guide(MIG)			
		As of 01-1-2016	
Inspector:		Address:	Bldg/Unit:
		Date:	
Path to Inspection & Exterior			
Item / IPMC Sec.	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> <b>Ext. Stairway</b> (304.10) (304.1.1.12)	<input type="checkbox"/> treads: damaged/not maintain./dimen. viol. <input type="checkbox"/> riser height violation <input type="checkbox"/> structurally unsound <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Balcony, deck, porch</b> (304.10) (306.1.1) (304.1.1.12)	<input type="checkbox"/> structurally unsound <input type="checkbox"/> walking surface not maintained <input type="checkbox"/> improperly/inadequately anchored <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Handrails</b> (304.12-e),(305.5-i) (307.1) (304.1.1.12)	<input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to applicable code		
<input type="checkbox"/> <b>Guards</b> (304.12), (305.5-i), (307.1) (307.2) (304.1.1.12)	<input type="checkbox"/> intermed.(s) spacing exceeds allowable <input type="checkbox"/> loose/missing intermed. rail(s) <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Ext. Walls</b> (304.2)(304.6)	<input type="checkbox"/> damaged <input type="checkbox"/> inadequately protected <input type="checkbox"/> window trim <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Roof</b> (304.7)	<input type="checkbox"/> damaged <input type="checkbox"/> soffit/facia deterioration <input type="checkbox"/> leaking <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Light fixture</b> (605.3)(402.2)	<input type="checkbox"/> not maintained <input type="checkbox"/> exposed wiring <input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to code		
Exit/Egress Door(s)			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> <b>Door(s)</b> (304.15) (304.18.1) (702.3)	<input type="checkbox"/> prohibited lock <input type="checkbox"/> damaged <input type="checkbox"/> threshold mainten. <input type="checkbox"/> inoper./faulty hardware/lock <input type="checkbox"/> deadbolt lock not provided <input type="checkbox"/> Inadeq. weather stripping <input type="checkbox"/> obstructed <input type="checkbox"/> not installed/maintained to code		
Windows			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> <b>windows(s)</b> (304.2) (304.13) (304.18.2)	<input type="checkbox"/> prohibited/inoper./faulty lock <input type="checkbox"/> damaged <input type="checkbox"/> cracked <input type="checkbox"/> broken <input type="checkbox"/> not weather tight <input type="checkbox"/> not approved <input type="checkbox"/> does not remain open <input type="checkbox"/> not installed/maintained to code		
Living (≥120 sq.ft.)/Dining Area			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> <b>Walls / floor / ceiling</b> (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged/not maintained <input type="checkbox"/> holes (≥32 sq.ft.)/(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Electrical</b> (604) (605)	<input type="checkbox"/> cover plates <input type="checkbox"/> faulty outlets/switches <input type="checkbox"/> exposed wiring <input type="checkbox"/> light fixture(s) <input type="checkbox"/> inoperable/not maintained <input type="checkbox"/> not installed/maintained to code		
Kitchen			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> <b>Sink</b> (504.1)	<input type="checkbox"/> leaking <input type="checkbox"/> clogged <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> <b>Electrical &amp; Appliances</b> (603.1) (605.1)	<input type="checkbox"/> cover plates <input type="checkbox"/> exposed wiring <input type="checkbox"/> light fixture(s) <input type="checkbox"/> inoperable <input type="checkbox"/> faulty outlets/switches <input type="checkbox"/> hazardous <input type="checkbox"/> leaking <input type="checkbox"/> not installed/maintained to code		

<input type="checkbox"/> <b>Walls / floor / ceiling</b> (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes ( $\geq 32$ sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
<b>Sleeping Room (If more than (1) inspected, identify which sleeping room the violation was observed)</b>		
<b>Item / IPMC Sec</b>	<b>Observed Condition/Violation</b>	<b>Add Descriptions When Needed</b>
<input type="checkbox"/> <b>Egress window</b> (702) (702.1) (702.5) (702.5.1)	<input type="checkbox"/> lacks required clear opening/does not meet code <input type="checkbox"/> obstructed <input type="checkbox"/> not provided <input type="checkbox"/> sill height exceeds allowable maximum <input type="checkbox"/> does not remain open <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Electrical</b> (604) (605)	<input type="checkbox"/> outlet covers <input type="checkbox"/> outlets/switches <input type="checkbox"/> light fixture(s) inoperable/not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Walls / floor / ceiling</b> (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes ( $\geq 32$ sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
<b>Bathroom (If more than (1) bathroom inspected, identify bathroom with the violation)</b>		
<b>Item / IPMC Sec</b>	<b>Observed Condition/Violation</b>	<b>Add Descriptions When Needed</b>
<input type="checkbox"/> <b>Required Ventilation</b> (403.2)	<input type="checkbox"/> not provided <input type="checkbox"/> not vented to exterior <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Lavatory</b> (502.1)	<input type="checkbox"/> not secure <input type="checkbox"/> faucet handle(s) broken/faulty/missing <input type="checkbox"/> faulty shut-off valves <input type="checkbox"/> trap leaking <input type="checkbox"/> low pressure <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Tub/shower</b> (502.1)	<input type="checkbox"/> inadequately caulked/sealed <input type="checkbox"/> leaking <input type="checkbox"/> valve(s) improperly maintained <input type="checkbox"/> other <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Water closet</b> (502.1)	<input type="checkbox"/> not secure <input type="checkbox"/> broken <input type="checkbox"/> leaking/cont. running <input type="checkbox"/> flush device faulty <input type="checkbox"/> clogged <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Electrical</b> (605)	<input type="checkbox"/> outlet covers <input type="checkbox"/> GFCI <input type="checkbox"/> outlets/switches <input type="checkbox"/> light fixture(s) inoperable/not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Walls / floor / ceiling</b> (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes ( $\geq 32$ sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
<b>Systems</b>		
<b>Item / IPMC Sec</b>	<b>Observed Condition/Violation</b>	<b>Add Descriptions When Needed</b>
<input type="checkbox"/> <b>Mech./HVAC.</b> (602, 603)	<input type="checkbox"/> loose/missing register <input type="checkbox"/> lack of heat (68° min.) <input type="checkbox"/> inoperable <input type="checkbox"/> other(vent, location) <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Electrical</b> (604.2) (604.3,605.1)	<input type="checkbox"/> lack of electric service to dwelling <input type="checkbox"/> Improper electrical wiring <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Fire Protection/Smoke alarm(s)</b> (704)	<input type="checkbox"/> missing <input type="checkbox"/> not functioning <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Plumbing</b> (505.3), (505.4),(506)	<input type="checkbox"/> lack of water service to dwelling <input type="checkbox"/> other <input type="checkbox"/> lack of hot water (110° min.) <input type="checkbox"/> not installed in proper <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Structural Ex</b> (304.4) <b>In</b> (305.2)	<input type="checkbox"/> roof <input type="checkbox"/> walls <input type="checkbox"/> floor <input type="checkbox"/> foundation <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Light</b> (402)	<input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> <b>Ventilation</b> (403)	<input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> dryer exhaust <input type="checkbox"/> not installed/maintained according to code	

<input type="checkbox"/> Interior Stairway (305.4,5) <input type="checkbox"/> Handrail/Guardrail (307.1,2)	<input type="checkbox"/> treads: damaged/not maintain./dimension violation <input type="checkbox"/> riser height violation <input type="checkbox"/> structurally unsound <input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to code	
Water Heater		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> T & P Valve (505.4) <input type="checkbox"/> T & P line	<input type="checkbox"/> improperly installed <input type="checkbox"/> improperly terminated <input type="checkbox"/> unapproved material <input type="checkbox"/> missing <input type="checkbox"/> not intalled/maint. to code	
<input type="checkbox"/> Vent (505.4) (603.3)	<input type="checkbox"/> cap missing <input type="checkbox"/> inadequate clearance to combust. <input type="checkbox"/> improper termination <input type="checkbox"/> not intalled/maint. to code	
<input type="checkbox"/> Combust. Air (505.4) (603.5)	<input type="checkbox"/> not to code <input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> improper location <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Unit (505.4)	<input type="checkbox"/> improper location <input type="checkbox"/> improperly installed / maintained <input type="checkbox"/> not installed/maintained to code	
Infestation		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Pest Elimin. (309.1,2,3,4,5) <input type="checkbox"/> Rodent Harborage (302.5) <input type="checkbox"/> Infestation (108.1.3)	<input type="checkbox"/> infestation of: <input type="checkbox"/> rodents <input type="checkbox"/> roaches <input type="checkbox"/> bed bugs <input type="checkbox"/> bees <input type="checkbox"/> fleas <input type="checkbox"/> other	
Accessory Structure(s)		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Structure(s) (302.7)	<input type="checkbox"/> unsound Accessory structure <input type="checkbox"/> detached wall <input type="checkbox"/> unsound fence (leaning, dilapidated, collapsed) <input type="checkbox"/> retaining wall not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Swimming Pool(s) (303.1, 303.2)	<input type="checkbox"/> gates <input type="checkbox"/> not installed/maintained to code	

**\*Please attach additional violation information on separate page(s).**

I \_\_\_\_\_ [inspector name] conducted a visual inspection of the interior and exterior areas of all structure(s), dwelling unit(s), common area(s), and appurtenances of the property located at \_\_\_\_\_ [address] on \_\_\_\_\_ [date/s].

**Based on my inspection of this property on such date/s, I find that it is safe to occupy for residential purposes in its present condition. I observed in connection with my inspection/s of this property nothing that indicates or suggests that the property in its present condition poses a hazard to life, health, or public safety.**

I have completed for this property the checklist form provided for such purpose by the Carson City, Code Enforcement. I have noted on the form any deficiencies (violations), concerns, or suspect conditions for which I recommend additional action or further investigation.

If I have reinspected this property, I have also noted on this form whether and when I verified that deficiencies previously noted by me or by a previous inspection have been corrected and whether additional issues or concerns are identified by me upon my reinspection of this property.

Should the form I completed for this property's inspection or reinspection indicate deficiencies that I have noted remain uncorrected, my signature here is intended to certify to Carson City that I believe this property nevertheless is safe to occupy despite the uncorrected conditions I have noted on my form.

I understand and intend that the Carson City rely on this certification by me of the safety of this property for residential use as short term lodging by the public in deciding whether to approve the property owner's application for a license to operate this property in its present condition for a Short Term Rental use.

\_\_\_\_\_ (signature), \_\_\_\_\_ date, \_\_\_\_\_, \_\_\_\_\_ (expiry date)



**CARSON CITY, NEVADA**  
**CONSOLIDATED MUNICIPALITY AND STATE CAPITAL**

Memorandum

To: Lee Plemel, Community Development

From: Dustin Boothe, Health Department

Date: February 4, 2016

Re: Long Term Stay Motels

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**The codes that you would be able to enforce upon entry of the motel premises.**

We would use the following codes, but would need to change our policy of when we inspect.

NAC 447.400 Inspections; correction of deficiencies. (NRS 439.200)

1. A representative of a health authority shall give a proper identification of himself before entering a hotel to make an inspection pursuant to NRS 447.200. Such an inspection may be made as often as the health authority determines is necessary to ensure compliance with chapter 447 of NRS and the applicable regulations.

2. Upon completion of the inspection, the representative shall prepare a report of the inspection. The report must set forth any deficiency discovered during the inspection and specify the period during which the owner or operator of the hotel is required to correct the deficiency. A copy of the report must be furnished to the owner or operator of the hotel.

3. Any failure of an owner or operator to correct a deficiency within the period specified in the report is a violation of this chapter.

[Bd. of Health, Hotel and Motel Reg. Nos. 7.2.1-7.2.3, eff. 2-5-82]—(NAC A 10-30-97)

NRS 447.040 Cleanliness of rooms used for sleeping. Every room in any hotel in this state used for sleeping purposes must be free from any and every kind of dirt or filth of whatever nature, and the walls, floors, ceiling and doors of every such room shall be kept free from dirt.

[4:136:1915; 1919 RL p. 2811; NCL § 3340]

NRS 447.045 Hotel required to be kept in sanitary condition.

1. Toilet rooms and bathrooms, including toilets, bathing and lavatory facilities, in hotels shall be kept clean and sanitary.

2. All other rooms, corridors, stairways, elevators, fire escapes, garages within

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Clinical Services (775) 887-2195 Fax: (775) 887-2192	Public Health Preparedness (775) 887-2190 Fax: (775) 887-2248	Human Services (775) 887-2110 Fax: (775) 887-2539	Disease Control & Prevention (775) 887-2190 Fax: (775) 887-2248	Chronic Disease Prevention & Health Promotion (775) 887-2190 Fax: (775) 887-2248
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hotels, lobbies and other portions or appurtenances of hotels used by tenants shall be kept in a clean and sanitary condition, free of fire hazards and free of hazards to life and limb.

(Added to NRS by 1957, 484)

NRS 447.200 Access for inspection of hotel. The health authority shall have access at any time to any hotel in this State for the purpose of making inspections and carrying out the provisions of this chapter.

[12:136:1915; A 1945, 384; 1943 NCL § 3348]—(NRS A 1969, 1023)

NRS 447.210 Criminal penalty; each day of violation constitutes separate offense.

1. Every proprietor, owner, manager, lessee or other person in charge of any hotel in this state who fails to comply with the provisions of NRS 447.003 to 447.200, inclusive, or any of the provisions of the regulations hereby established whether through the acts of himself or herself, his or her agent or employees is guilty of a misdemeanor.

2. Every day that any hotel is in violation of any of the provisions of this chapter constitutes a separate offense.

[10:136:1915; A 1945, 384; 1943 NCL § 3346]—(NRS A 1967, 581; 2001, 707)

Another approach is to develop local codes that address Long Term Stay Facilities, instead of making them conform to standards of hotel/motels.

**The resources you would need to implement the enforcement program.**

-Environmental Health (EH)-we would need additional staff. This additional staff would be responsible for the joint initial inspection and the follow up with compliance inspections. We currently spend about 40 hours a year on our current Hotel/Motel program. With this program it is anticipated that an additional .5 FTE would be able to handle the current load of routine inspections and the follow up that would be required to ensure that long term stay hotels/motels are in compliance with NAC 447.

-Human Services (HS)- we would need additional staff. This additional staff .5 FTE would help individuals who have been displaced from a long term stay hotel/motel find a new place to stay.

-Currently Human Services has grant dollars to help individuals pay security deposits, however this money is dedicated to the current case load that they have. This enforcement program would cause a larger need to help pay for utility and security deposits.

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**The additional cost you would anticipate needing to implement the program.**

**EH**

- Personal (Salary and Benefits) \$39,600.00
- Operating \$2,000.00
- Vehicle (new) \$7,000.00

**HS**

- Personal (Salary and Benefits) \$21,000.00
- Operating \$2,000.00
- utility and security assistance \$7,000.00

**Total** **\$78,600**

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## Carson City Code Enforcement

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2180 – Hearing Impaired: 711  
codeenforcement@carson.org  
www.carson.org/planning

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January 28, 2016

To: Lee Plemel—Community Development Director

From: Kevin McCoy—Code Enforcement

Regarding—Hotel /Motel Interdiction

### Additional Needs:

One additional personnel.	Estimated cost	Part Time	\$20,000.00
		Full Time	\$55,000.00
Vehicle and equipment	Estimated cost		\$25,000.00

Total Estimated Cost \$45,000-\$77,000

The above is the estimated startup cost. Consideration must be made for additional cost to the City for abatement procedures, filing fees and additional enforcement. Those costs are determined based on the actual action taken at that time.

### Carson City Municipal Codes:

Chapter 4.04 Business License

Chapter 8.08 Nuisances

Chapter 8.09 Enforcement Provisions for Nuisances

Chapter 10.24 Stopping, Standing and Parking

Chapter 18.16 Development Standards

Chapter 15.05.020 (100.10 #8) International Property Maintenance Code-Enforcement

As the Building department is limited on enforcement powers, Code Enforcement currently works in conjunction with the Building department when citations are needed. If this moves forward, I would anticipate the working relationship to remain as it currently is.

## Lee Plemel

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**From:** Dave Ruben  
**Sent:** Tuesday, February 02, 2016 2:38 PM  
**To:** Lee Plemel  
**Cc:** Robert Schreihans  
**Subject:** Long Term Motel

Lee, in response to your request:

1. What codes would we enforce at motels? We enforce NRS/NAC 477 (State Fire Marshal regulations), 2012 International Fire Code, Carson City Municipal Code Title 14 (misc local fire code regulations).
2. What resources would we need to implement the enforcement program? This would vary depending on the level of the enforcement program but we would anticipate the need for an additional ½-1 full time fire inspector.
3. What additional cost would there be to implement the program? The cost would be for the fire inspector (\$81,386 plus benefits) and all the support equipment needed to deploy them such as computer work station and vehicle.

***Dave Ruben***

Fire Marshal  
Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701

Direct 775-283-7153  
Main 775-887-2210  
FAX 775-887-2209