

**MEMORANDUM**

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September 5, 2013

TO: Property Maintenance Code Advisory Group

FROM: Ken Gibb, Community Development Director



RE: September 10 meeting packet

The upcoming meeting of the Property Maintenance Code Advisory Group will begin a focus on and discussion of the provisions and standards contained in the International Code Council's 2012 International Property Maintenance Code (IPMC). You should all have received a copy of that document in the mail by now, and we would ask that you bring it with you to our upcoming meetings. During your September 10 meeting staff will provide an IPMC overview beginning with Chapter 3; that overview will continue at your September 24 meeting, and will conclude with an overview of IPMC Chapters 1 and 2 as a lead-in to future discussions about local Code implementation protocols.

As background for your IPMC discussion we are enclosing a copy of a matrix that displays the areas of coverage/lack of coverage under the various codes currently enforced by the City of Corvallis. This document was helpful to the Collaboration Corvallis Livability Work Group in their formulation of a recommendation to proceed with development and implementation of a Corvallis Property Maintenance Code.

We are in the process of creating a link on the City's Web-based calendar for your upcoming meeting agendas and materials, and should have that established by the time you meet next week. We will share it with you, so you can share it with community members you represent, as soon as it is available.

**CITY OF CORVALLIS  
PROPERTY MAINTENANCE CODE ADVISORY GROUP  
MEETING AGENDA**

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4:00 p.m.

Tuesday, September 10, 2013

Madison Avenue Meeting Room

500 SW Madison Avenue

- I. Visitor comments (up to 10 minutes)
- II. Review August 27, 2013 meeting notes
- III. Overview of International Property Maintenance Code standards and provisions
- IV. Other business/next steps
- V. Adjourn

**City of Corvallis**  
**Property Maintenance Code Advisory Group**  
**Notes for the meeting of August 27, 2013**

Meeting time: 4:00 p.m. Meeting location: Madison Avenue Meeting Room, 500 SW Madison Avenue

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Members present: Amy Harding, Jerry Duerksen, Karen Levy Keon, Kari King, Ken Gibb, Rachel Ulrich  
Members absent: Allie Bircher, Charlyn Ellis  
Staff present: Bob Loewen, Chris Westfall, Kent Weiss

- I. Introductions – Self introductions of members and staff.
- II. Overview of meeting packet – Chair Gibb provided a summary overview of the meeting packet, including a staff report entitled “Attachment 3 – Property Maintenance Code and Related Recommendations” that was distributed during the meeting.
- III. Discussion of work group operating protocols – a discussion of the protocols that will be used to conduct the work of the Advisory Group, concluding in consensus that:
  - A. Meetings will follow a “managed discussion” approach to achieve balanced participation. Members will wait to be recognized by the chair. Members are encouraged to share their perspectives with other Advisory Group members.
  - B. Tables and chairs will be arranged more appropriately to encourage face to face interaction of the Advisory Group members.
  - C. A public comment period of approximately ten minutes will be provided at the beginning of each meeting. A longer comment period may be provided at a later meeting if needed. Written comments from audience members will also be accepted.
  - D. Advisory Group members have been selected to represent certain community interests; all are encouraged to share information with and bring comments from those they represent.
  - E. Meeting notes capturing the gist of discussions will be kept by staff, and provided to Advisory Group members in subsequent meeting packets.
  - F. The recommendations of the Advisory Group will be arrived at via consensus.
  - G. Information pertinent to the topics of each meeting will be provided by staff in advance. Advisory group members may request specific information from staff, and staff will try to accommodate those requests as resources allow. Requests should be directed to Housing Division Manager Kent Weiss at [kent.weiss@corvallisoregon.gov](mailto:kent.weiss@corvallisoregon.gov).
  - H. Any e-mails sent to or by City staff are considered part of the public record.
  - I. The Chair will attempt to limit the duration of meetings to two hours.
  - J. Meeting dates, times and packets will be posted on the meeting calendar on the City’s Web site.
- IV. Next steps, questions and other business – Code Enforcement Supervisor Chris Westfall provided a brief overview of the International Property Maintenance Code (IPMC), the code that is envisioned as the basis for the Corvallis Property Maintenance Code. Although the overview was general, it was clarified that the Code applies to properties of all types, including residential, commercial, industrial, and vacant land. It was noted that in-depth discussions of the IPMC will occur during the next two Advisory Group meetings, on September 10 and September 24. It was also noted that future discussions will address tools to evaluate Corvallis Property Maintenance Code performance and community impacts, and how the new Code will either integrate or supplement existing City codes.
- V. Adjournment

**Property Maintenance Code Coverage/Gaps by General Category**

Code Coverage *	IPMC	Exist Rental Housing Code	Municipal Codes	Fire Code	Building Code
<b>Occupancy Limits</b>	Area Basis		LDC Flat Number		
<b>Fire Safety</b>	All Occupancies; all Systems	Smoke Detectors		Triplex +	
<b>Building Alteration</b>	Routine Inspections			Occasional Inspection, Triplex+	Complaint Basis
<b>Interior Maintenance</b>	All Occupancies; safe, sound, good repair	Plumbing, Heat, Security; Structurally Sound	Sanitation	Limited to Fire Hazard Conditions	**
<b>Light</b>	All Occupancies; all spaces				
<b>Ventilation</b>	All Occupancies; all habitable space				
<b>Electrical System</b>	All elements safe; dwellings 3-wire service only			Limited to Fire Hazard Conditions	**
<b>Plumbing System</b>	All Elements; to approved systems; no leaks or obstructions; H & C	Installed and maintained; no leaks or obstructions	Connected to approved discharge		
<b>Heating</b>	68 F. @ center/ 2' in from exterior all habitable, work spaces, bath & toilet rooms	68 F. @ center all habitable rooms			
<b>Sanitation</b>	All Spaces; clean, sanitary & good repair		No Public Nuisance		**
<b>Security</b>	Egress-type Deadbolt, windows, basement hatch	Door Locks, window latches			
<b>Exterior Maintenance</b>	Structurally Sound & Good Repair; sanitary; vacant lots		Solid Waste Removal	Limited to Fire Hazard Conditions	**
<b>Weather &amp; Water Proofing</b>	Weather proof from wind, water, snow	Only water infiltration			
<b>Exterior Sanitation</b>	All Areas; clean & sanitary		Rat Harborage Abatement		
<b>Solid Waste Removal</b>	Required for All Occupancies		Removal Required, but not Service	Limited to Fire Hazard Conditions	
<b>Accessory Bldg Maintenance</b>	All				**

\* Coverage under general categories; not intended as an all-inclusive summary

\*\* Enforcement under the Dangerous Building Code is applicable to buildings already in failure mode, beyond routine maintenance