



## SANDY SPRINGS

GEORGIA

### CITY COUNCIL

Rusty Paul, Mayor

John Paulson – District 1

Melody Kelley – District 2

Melissa Mular – District 3

Jody Reichel – District 4

Tibby DeJulio – District 5

Andy Bauman – District 6

**Tuesday, February 6, 2024**

**Work Session**

**6:00 PM**

The City Council Work Session will be held in the Studio Theatre at Sandy Springs City Hall  
(1 Galambos Way, Sandy Springs, GA 30328).

**Live-stream:** [www.SandySpringsGA.gov/stream](http://www.SandySpringsGA.gov/stream)

#### **I. Staff Discussion Items**

##### **A. 2024-022 Multifamily Housing Inspection Program Progress**

*(Presented by Ginger Sottile, Director of Community Development, Jonathan Livingston,  
Building Official/Building Department Manager)*

#### **II. City Council Discussion Items**

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in a public meeting, or who have questions regarding the accessibility of the meeting or facilities should contact the City Clerk at 770-730-5600 promptly for assistance.*

*The City will make reasonable accommodations for those persons.*  
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# Multifamily Rental Housing Updates

January 30, 2024



**SANDY SPRINGS™**  
GEORGIA

# WHAT HAVE WE DONE?

# Ordinance Development

- Worked on developing the new Multifamily Rental Housing (MRH) Ordinance for over a year
- Collaboration with the Building Department, Code Enforcement, and Fire Marshal's Office
- Consolidated all the MRH requirements into one section of code for greater clarity and transparency



# Life Safety Requirements

- Reviewed statistical data and fire trends that led to the adding additional life safety requirements
  - Automatic door closures
  - Vertical chase protection
  - Non-combustible siding for exterior shared breezeways



# Life Safety Requirements

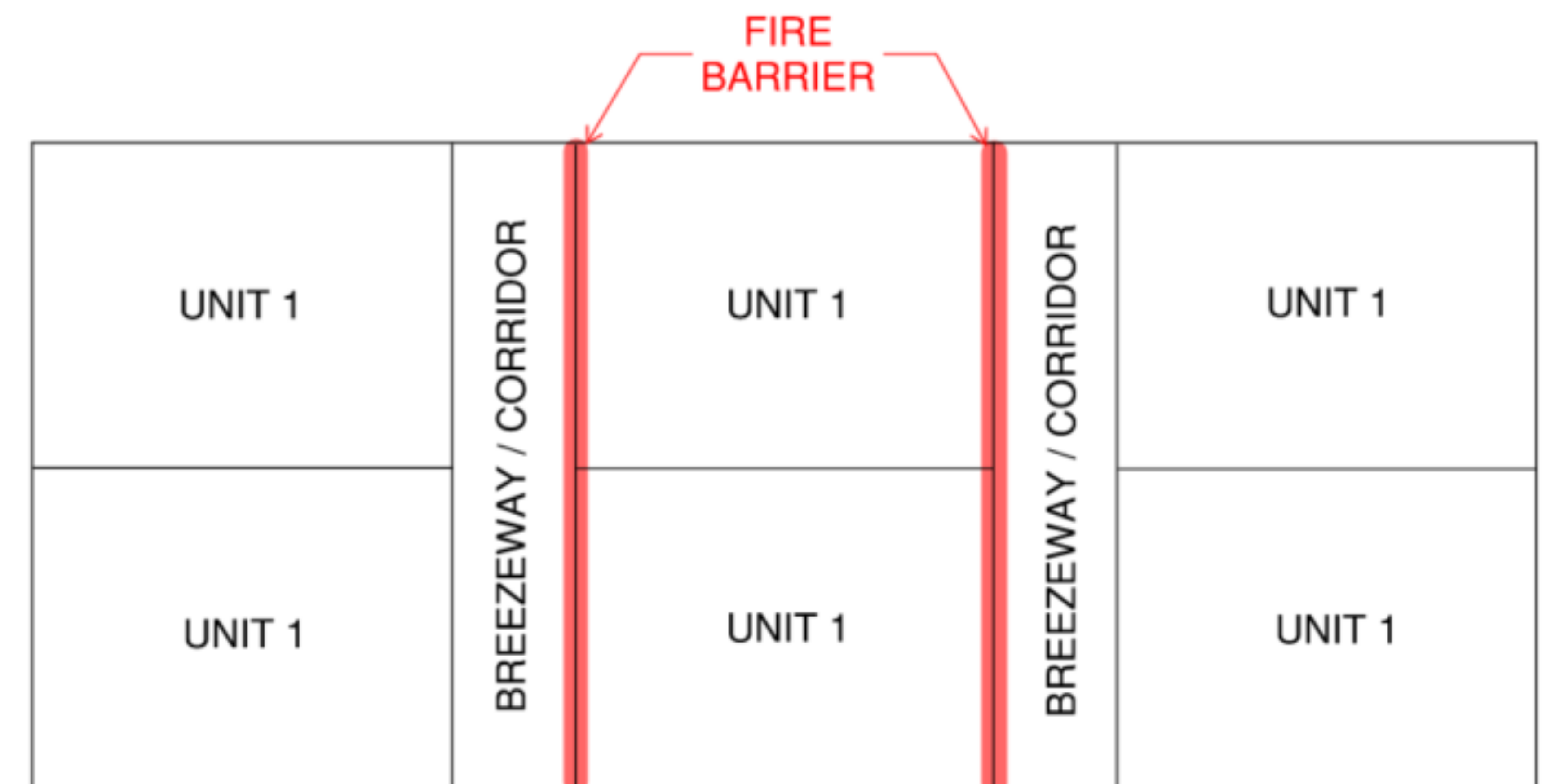
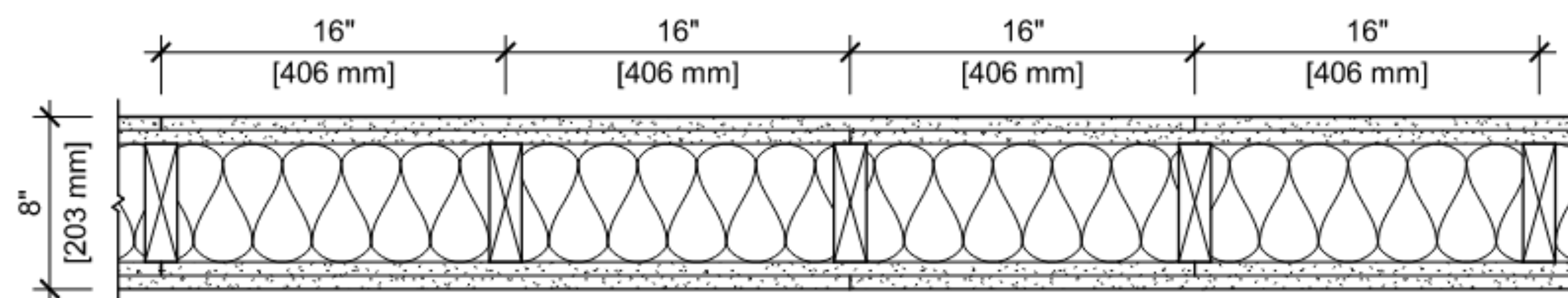
- Acknowledged the difficulty with the installation of intumescent paint and developed more reliable and cost-efficient options
  - Fire Barrier
  - Sprinkler System
  - Intumescent Paint



## UL U301 - 2-HOUR FIRE RATING

### ASSEMBLY REQUIREMENTS:

GYPSUM PANELS: TWO LAYERS 5/8" [15.9 MM] SHEETROCK® GYPSUM PANEL (UL TYPE SCX)  
WOOD STUDS: 2" X 6" [38 X 140 MM] WOOD STUDS, 16" [406 MM] O.C.  
INSULATION: 5-1/2" [140 MM] FIBERGLASS INSULATION  
GYPSUM PANELS: TWO LAYERS 5/8" [15.9 MM] SHEETROCK® GYPSUM PANEL (UL TYPE SCX)



# Revenue Coordination

- We developed a coordinated effort with Revenue to verify MRH code compliance before issuing the Occupational Tax Certificate
- All MRH properties are now required to submit the following before obtaining their Occupational Tax Certificate
  - Code Compliance Certificate
  - Property Manager Certification
  - Certificate of Insurance
- This coordinated effort creates a series of checks and balances to keep the MRH properties compliant

# Summary

- More accurately reflects the actual inspection needs of the City to maintain a safe multifamily dwelling for its residents
- New MRH Ordinance adopted by City Council on September 5, 2023
  - Subpart B - Land Development, Chapter 105
    - Buildings & Building Regulations, Article IV
    - Property Maintenance & Housing Standards, Division 2 - Multifamily Rental Housing



# WHERE ARE WE NOW?

# MRH Property Statistics

- There are 96 MRH properties
  - 90 rental (95% of total rental units)
  - 6 Retirement/Independent Living (7% of total rental units)
- Assisted Living and Memory Care facilities that provide 24-hour care services are not part of the MRH



# MRH Property Statistics

- Approximately 1,300 structures
- Over 25,000 rental units
- 70% of apartments are 20 years old or older
- Automatic Sprinkler Systems
  - 47% do not have an automatic sprinkler system
  - 25% are partially sprinklered
  - 28% are fully sprinklered

# Property Manager Training

- The MRH ordinance requires all on-site property managers to attend a Property Manager Training seminar every year to stay current with the ordinance
- We have presented 4 Property Manager Training seminars
  - Tuesday, October 17, 2023
  - Thursday, November 9, 2023
  - Thursday, December 7, 2023
  - Tuesday, January 23, 2024
- To date, 73 out of 96 properties have attended the training seminar



# Certified Building Inspector (CBI) Training

- The MRH ordinance requires all CBI to attend a Property Manager Training seminar every year to stay current with the inspection requirements.
- We have presented 4 Certified Building Inspector (CBI) Training seminars
  - Monday, October 23, 2023
  - Monday, November 20, 2023
  - Monday, December 18, 2023
  - Tuesday, January 29, 2024
- 16 CBI inspectors have attended the CBI training seminar
  - This represents 10 separate CBI companies to date with more expected in the future.



# Certified Building Inspector (CBI) Training

- We developed a standard checklist that all CBI must use that will allow the City to run statistical data and trends
  - Developed from reviewing and combining previous CBI reports, identifying common deficiencies, and feedback from the CBIs
  - Consists of 98 questions organized by inspection category

**CERTIFIED BUILDING INSPECTOR  
RENTAL UNIT INSPECTION REPORT**

INSPECTION DATE: \_\_\_\_\_

| RENTAL PROPERTY INFORMATION |                                                          |        |  |  |
|-----------------------------|----------------------------------------------------------|--------|--|--|
| Property Name               |                                                          |        |  |  |
| Property Address            |                                                          |        |  |  |
| Building #                  |                                                          | Unit # |  |  |
| Is the unit occupied?       | <input type="checkbox"/> Yes <input type="checkbox"/> No |        |  |  |
| Can the unit be inspected?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |        |  |  |
| If no, provide a reason     |                                                          |        |  |  |

| CERTIFIED BUILDING INSPECTOR INFORMATION |  |
|------------------------------------------|--|
| Inspector Name                           |  |
| Company Name                             |  |
| Company Address                          |  |
| Phone Number                             |  |
| Email                                    |  |
| Certification Type                       |  |
| License Number                           |  |
| License Expiry Date                      |  |

In accordance with the new ordinance: Part 1 - Subpart B - Chapter 105 - Article IV - Multifamily Rental Housing, all multifamily rental units will be inspected annually for the following conditions:

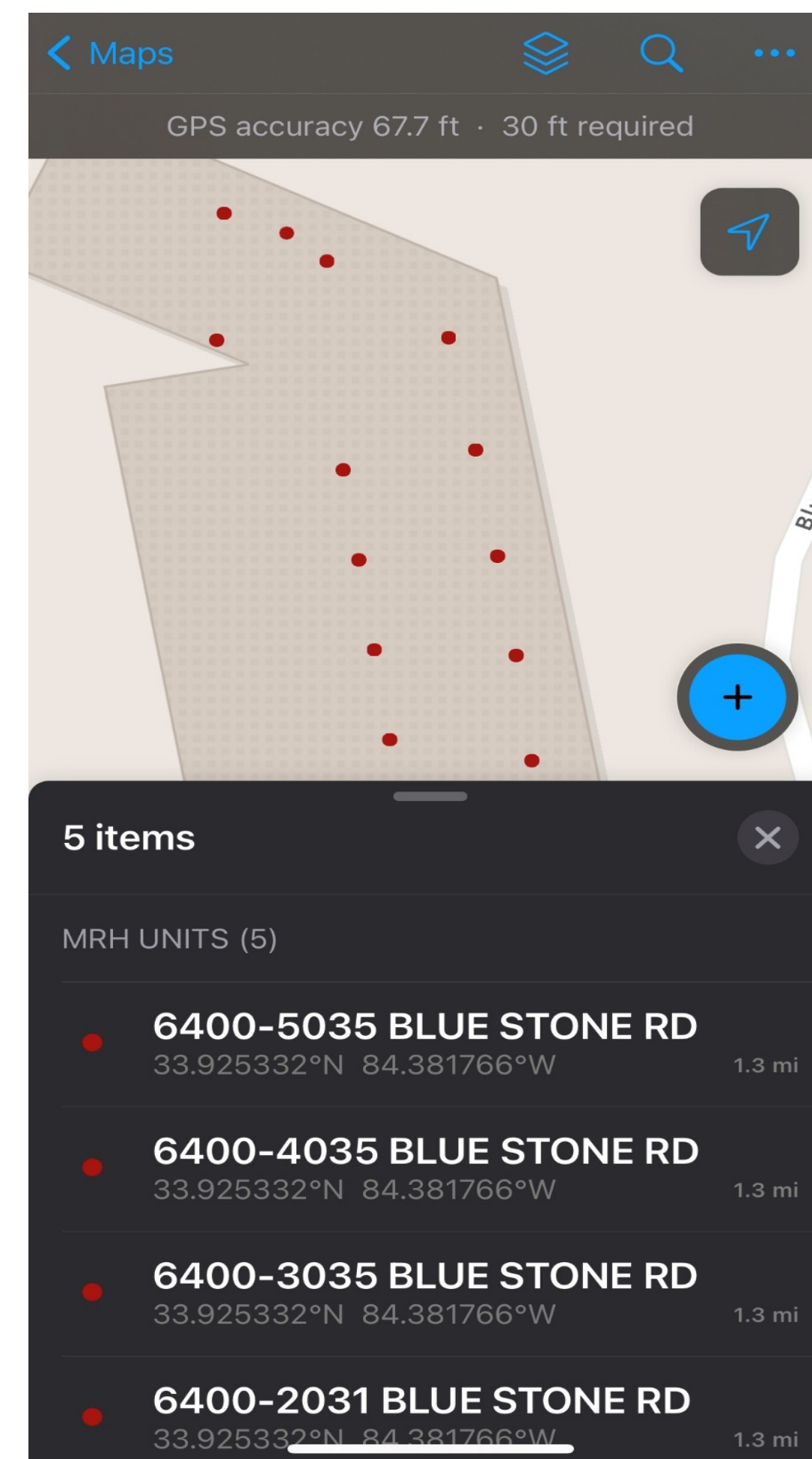
| INTERIOR UNIT INSPECTION |                                                                                                                                                           |                          |                          |                          |                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|
| Doors / Windows          |                                                                                                                                                           |                          |                          |                          |                 |
| No.                      | Minimum Standards for Basic Equipment & Facilities                                                                                                        | N/A                      | Pass                     | Fail                     | Required Action |
| 1                        | All <u>exterior entry doors</u> are <u>operational</u> and properly aligned and installed in the door frame (provide "failed" location(s) if applicable). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2                        | All <u>exterior entry doors</u> have <u>privacy locks</u> and are in good working order (no double-keyed locks are allowed).                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 3                        | All <u>exterior entry doors</u> providing access to egress corridors, breezeways, or stairs are self-closing and fully <u>latch</u> .                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4                        | All <u>interior doors</u> are <u>operational</u> and properly aligned and installed in the door frame (provide "failed" location(s) if applicable).       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |

# Certified Building Inspector (CBI) Training

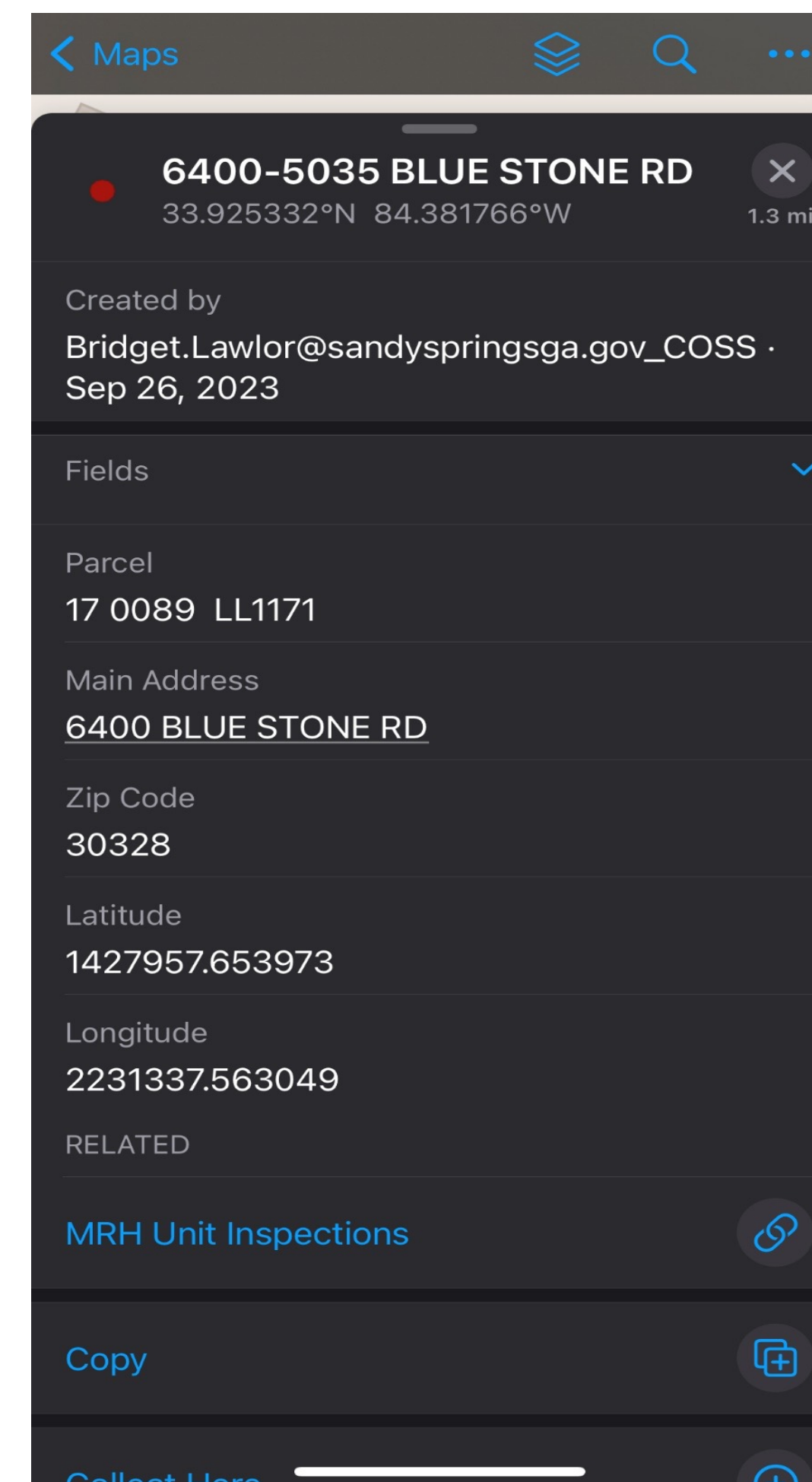
- Developed an in-house location-based inspection software which allows the inspectors to easily identify where they are on a particular property



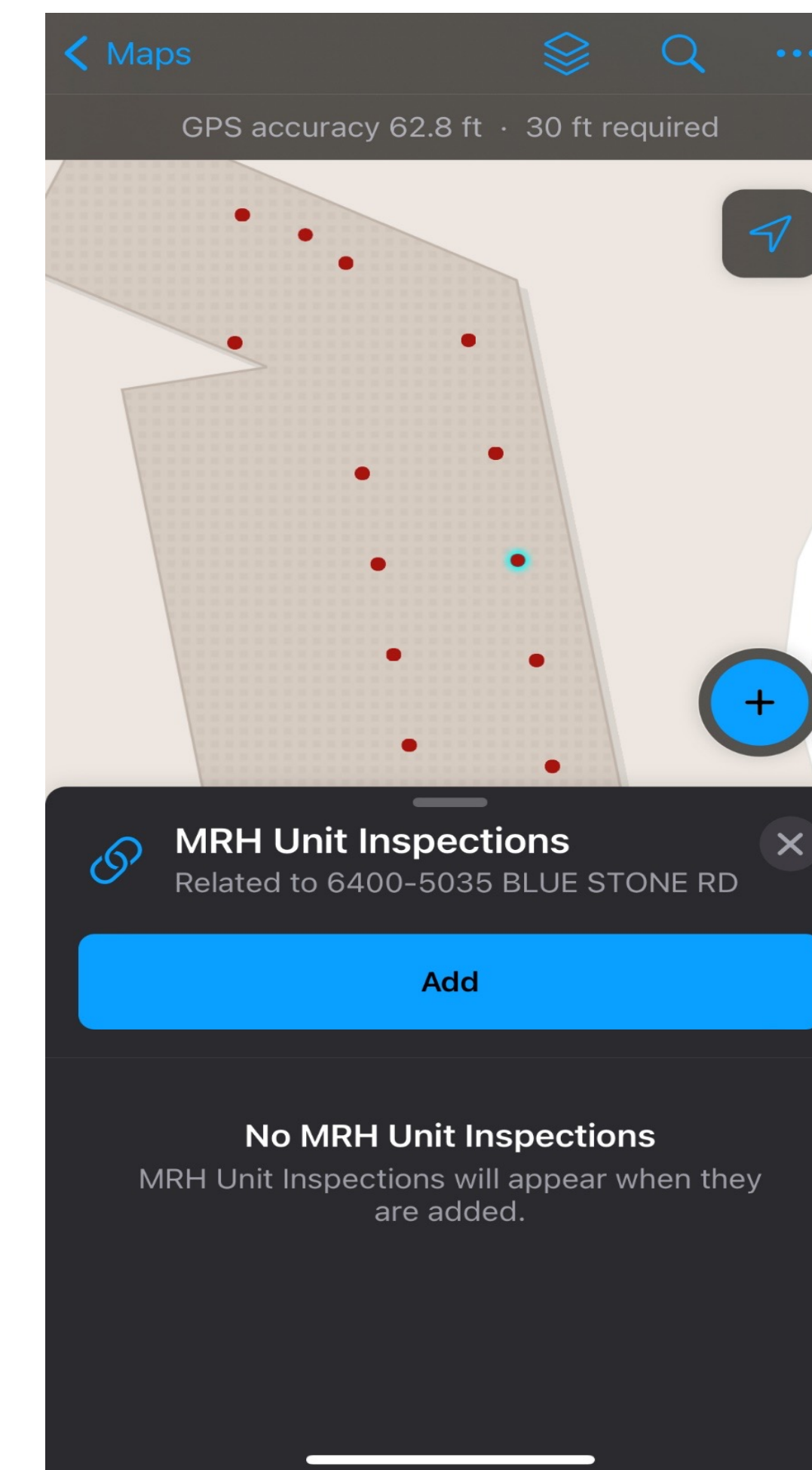
1) Select the location



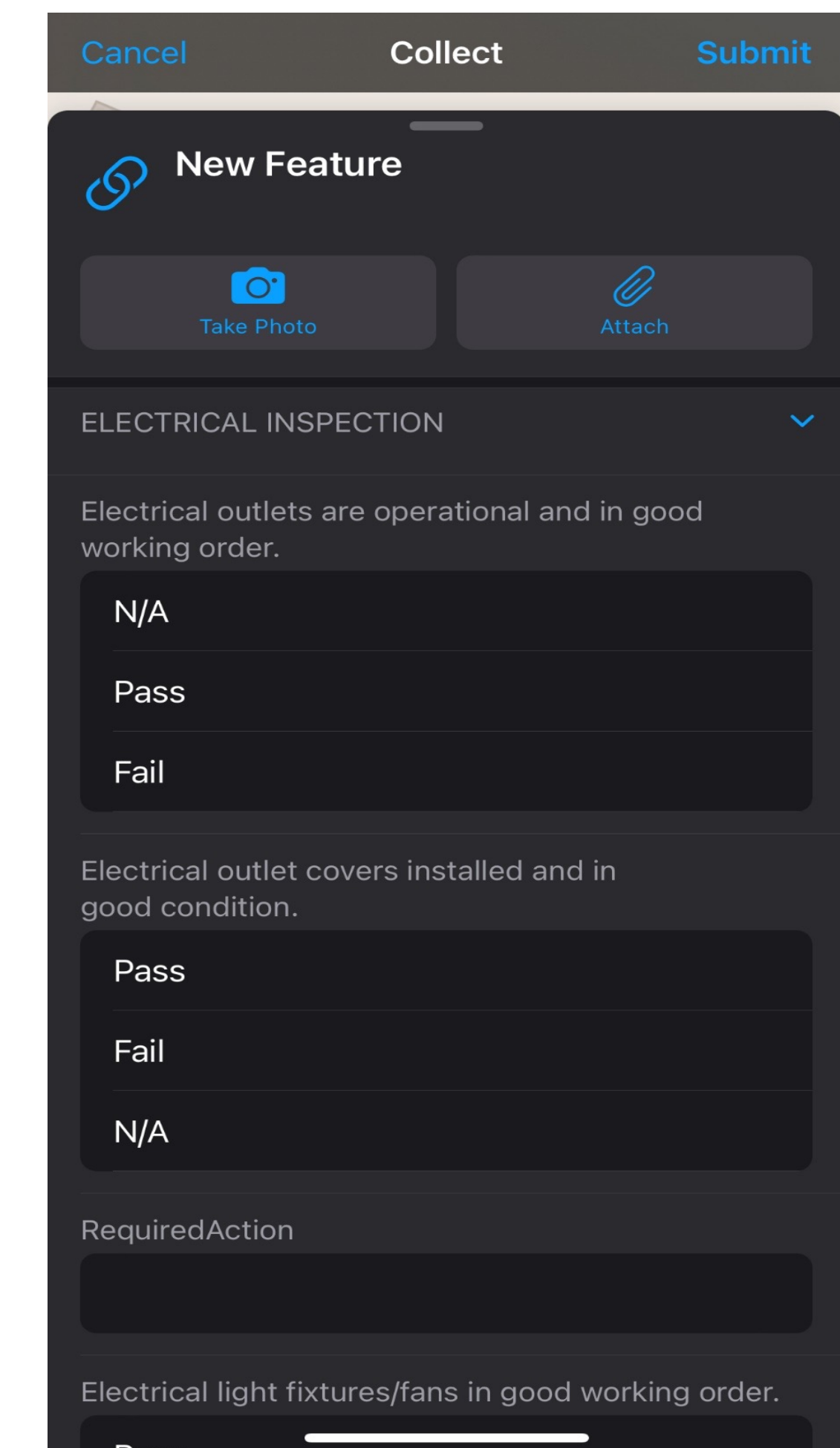
2) Select the unit



3) Property Information



4) Add a report



5) Fill out the report

# Future Training Seminars

- Quarterly Property Manager Training seminars throughout the year for any new property managers and/or recertifications
  - February 2024 (Make-Up Seminar TBD)
  - Tuesday, April 9, 2024
  - Tuesday, July 9, 2024
  - Tuesday, October 8, 2024
- Quarterly CBI Training seminars throughout the year for any new CBI inspectors and/or recertifications
  - Tuesday, April 16, 2024
  - Tuesday, July 16, 2024
  - Tuesday, October 15, 2024

# SUMMARY

# Current MRH Deadline Summary

- All 2023 inspections were required to be completed by December 31, 2023
  - Only the 20% required by the previous code was required to be completed in 2023
  - The 2023 inspections apply for the 2024 Occupational Tax Certificate Year
- 2023 Occupational Tax Certificate expired December 31, 2023
- 2024 Occupational Tax Certificate must be filed no later than March 31, 2024

# 2024 Occupational Tax Certificate Requirements

1. 2024 Occupational Tax Certificate Application
2. Property Manager Certification issued by the City prior to March 31, 2024
  - Property Manager must be physically located on the property or assigned to the property
3. Certificate of Compliance issued by the City for the 2023 inspections
  - *Only the 20% required by the previous code is required to be completed in 2023*
4. Current Certificate of Insurance

# QUESTIONS