
Memorandum

To: City of Hancock Owners of Rental Properties
From: Ron M. Howell, City Manager
Date: December 5, 1994
Subject: Instructions for Rental Registration Form

The City of Hancock is now processing the estimated 342 Rental Properties in accordance with the Rental Registration Ordinance No. 211. This packet is being sent to you in an effort to assist you in registering your rental property. Included in this packet is;

- (a) this Memorandum which includes instructions,
- (b) a copy of Ordinance No. 211 Rental Registration,
- (c) the Rental Registration form,
- (d) a copy of Chapter 7-Fire Safety Requirements from the BOCA National Property Maintenance Code,
- (e) a copy of Section 1502 Parking Requirements from the City Zoning code which took effect in 1976,
- (f) a summary of Rights & Responsibilities for Landlords and Tenants based on Michigan Public Acts 42 of 1917 and Act 219 of 1931

Instructions

Part A. Dwelling Data

Question 1. Address-Please print the building number and street name of the rental building.

Question 2. Total dwelling units in building-Please print the number of dwelling units.

Dwelling Unit is defined as a single unit providing complete independent living facilities for one or more persons including permanent provisions for sleeping, eating, cooking, and sanitation.

Total dwelling units in building for rent-Please print the number of units that are for rent.

Total number of people occupying building-Please print total number of people in building

Question 3. Rooming/Dormitory units-Please answer yes or no if the building contains Rooming or Dormitory units.

Dormitory is defined as group sleeping accommodations are provided in one room or in a series of closely associated rooms, for persons not members of the same family group.

Rooming House is defined as a building arranged for or occupied for lodging, with or without meals, for compensation and not occupied as a single family dwelling or a two-family dwelling also known as a Bed and Breakfast.

If you answered yes to question #3, then print the number Rooming or Dormitory type dwelling units in the building .

Question 4. Off Street Parking Spaces-Please Print the number of spaces provided for tenants.

Parking Requirements Section 1502 states that 2 parking spaces be provided for each dwelling unit or 1 space per 2 occupants maximum capacity of a Dormitory/Rooming House. A **Parking space** is defined as an area 10 feet by 20 feet plus 10% snow storage exclusive of drives, aisles, or entrance giving access thereto, and fully accessible for the storage or parking of permitted vehicles. Such parking is **not** permitted within a required front or side yard.

Question 5. Smoke Detectors-Please answer yes or no if the building and units are in compliance with Fire Prevention property maintenance code for smoke detectors.

Smoke Detectors are required on every story of the dwelling unit including basement and in the unit in the immediate vicinity of the bedrooms.

Question 6. Fire Escapes-Please answer yes or no if the building and units are in compliance with the Fire Prevention property maintenance code for Fire Escapes.

Fire Escapes shall be a safe continuous and unobstructed means of egress shall be provided to the public way and not lead through other such units or through toilet rooms or bathrooms. Such egress shall be indicated with an approved exit sign that is visible and illuminated at all times the building is occupied. Sleeping rooms located in basements shall have at least one openable window or exterior door approved for emergency egress or rescue unless equipped throughout with an automatic fire suppression system.

Part B. Owner or Responsible local agent

Question 7. Owner/Agent Name-Please print the name of the building owner or the owner's designated local responsible agent.

Question 8. Address-Please print the number, street, City, State, and Zip code of the owner or the local responsible agent.

Question 9. Phone Number-please print the area code and phone number of the owner or responsible local agent.

Question 10. Signature-Please sign the form as the owner or responsible local agent and include the date of signing

Fees-A one time registration fee of \$5.00 per building of 5 units or less or \$1.00 per unit for structures containing 5 or more units is required to cover the initial costs of preparing the Rental Registration program.

please return the form with your one time registration fee to:

City of Hancock
399 Quincy Street
Hancock, MI 49930

City of Hancock
Code of City Ordinances

TITLE IX; Section 99
Rental Registration

Section 99.01

Intent and Purpose

An ordinance to establish a Rental Registration procedure to provide for the monitoring of all rental dwelling units within the City of Hancock so as to insure that adequate fire prevention in accordance with the BOCA Property Maintenance Code Section 95.16 is provided and adequate parking is provided in accordance with Section 1502 of the City Zoning code.

Section 99.02

Definitions

The following definitions shall apply to terms used in this ordinance:

Dwellings:

Dormitory: A space in a building where group sleeping accommodations are provided in one room or in a series of closely associated rooms, for persons not members of the same family group.

Dwelling Unit: A single unit providing complete independent living facilities for one or more person including permanent provisions for sleeping, eating, cooking and sanitation..

Hotel: Any building containing six or more guest rooms, intended or designed to be occupied, or which are rented or hired out to be occupied for sleeping purposes by guests.

One family dwelling: A building containing one dwelling unit with not more than three lodgers or boarders.

Rooming House: A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one-family dwelling or a two-family dwelling a.k.a. a Bed and Breakfast.

Two family dwelling: A building containing two dwelling units with not more than three lodgers or boarders per family.

Family: An individual or married couple and the children thereof with not more than two other persons related directly to the individual or married couple by blood or marriage; or a group of not more than (3) unrelated persons, living together as single housekeeping unit in a dwelling unit.

Section 99.03

Rental Registration information; requirement; designation of local agent.

A. All rental dwelling Buildings shall be registered with the City. Every owner of a Building within the City of Hancock that has dwellings for rent shall provide all information required by this ordinance to the Building Inspector in the manner set forth herein.

B. If the owner does not wish to be contacted in regards to the property then he/she shall designate a local agent to act on behalf of the owner and for the operating and managing of such dwelling in compliance with the Hancock Building and Maintenance Codes, as adopted.

C. In cases where the building is owned by a corporation or other legal entity then the organization shall designate, in writing, a responsible party to furnish the required information.

Section 99.04

Rental Registration Form; Contents; Procedure

Each owner or local agent of an owner of a rental dwelling unit shall provide the following information to the Building Inspector on a form provided by the City:

A. Dwelling Unit information, including:

1. Street address of the Rental Building
2. Total number of dwelling units in building
3. Total number of units in building for rent
4. Brief description of type of units rented (e.g. rooming/dormitory type; private bath/full kitchen, etc.)
5. Number of off street on site parking spaces provided for tenants.
{Pursuant to Section 1502. Parking Requirements-Zoning Code}
6. Information indicating whether or not smoke detectors are in compliance with Fire Codes
{Pursuant to Section 150.02 BOCA Basic Property Maintenance Code, 150.32 Fire Chief Inspections, and 95.16 Compliance-Fire Prevention}
7. Information indicating whether or not fire escapes are established in accordance with the Fire Codes.
{Pursuant to Section 150.02 BOCA Basic Property Maintenance Code, 150.32 Fire Chief Inspections, and 95.16 Compliance-Fire Code}

B. Owner or responsible local agent information, including:

1. Name of owner or responsible agent
2. Address of where owner/responsible agent will accept notices:
3. Phone number where owner/responsible agent will accept calls

C. Each completed rental registration form must be signed by the Owner/Agent.

Section 99.05

Providing Information; accuracy; completeness

No owner shall provide inaccurate or incomplete information for their rental buildings.

Section 99.06

Fees

Every person filing a Rental Registration Form shall pay a registration and processing fee equal to \$5.00 per building containing 1-5 units and \$1.00 per dwelling unit for buildings having greater than 5 units, except dwelling units under the direct control of the City of Hancock Housing Commission.

Section 99.07

Rental Registration Form; time for filing; notice of changes

- A. Failure of the owner to file a rental registration form as set forth in this ordinance within 30 days of receiving a request to complete such a form shall be considered a violation of the code.
- B. Failure to keep rental registration information updated within 30 days of any changes shall be considered a violation of the code.

Section 99.08

Violations; penalty

Violation of this act shall be punishable by a fine of up to \$100.00 for each day during which the real property owner is in violation of this ordinance.

Section 99.09. This Ordinance was introduced by the City Council of the City of Hancock, Houghton County, Michigan on the 19th day of October, 1994.

Section 99.10. This Ordinance was enacted by the City Council of the City of Hancock, Houghton, County, Michigan on the 2nd day of November, 1994


This Ordinance shall take effect on the 30th day following the date of the adoption according to the City Charter.

Effective date: December 2, 1994

CLERK'S CERTIFICATION

I, Karen Haischer, Cler of the City of Hancock, hereby certify that the above Ordinance was published in the Daily Mining Gazette, a newspaper having general circulation in the City of Hancock on the 26th day of October, 1994 and the 9th day of November, 1994.

A Public Hearing was held on November 2, 1994.



Karen Haischer, CMC City Clerk

City of Hancock

Rental Registration Form

This form is to be completed by the owner or the responsible local agent for each address or complex.

A. Dwelling Data

Section 99.03-.04 Registration of Rental Dwelling Required. All rental dwelling Buildings shall be registered with the City. If the owner does not wish to be contacted by the City in regards to the property then he/she shall designate a local agent who shall be legally responsible to act on behalf of the owner and for the operating and managing of such dwelling in compliance with the Hancock Building and Maintenance Codes, as adopted.

1. Street address of the Rental Building _____
2. Total number of dwelling units in building _____ Total # of units for rent _____
Total number of people occupying building _____
3. Are any of the rental units in the building named above rooming/dormitory type units only? yes _____ no _____

If yes, How many rooming/dormitory type units are there? # _____
4. How many off street on site parking spaces are provided for the tenants? # _____
[Pursuant to Section 1502. Parking Requirements- Zoning Code]
5. Are smoke detectors provided in accordance with the Fire Codes?
yes _____ no _____
[Pursuant to Section 150.02 BOCA Basic Property Maintenance Code, 150.32 Fire Chief; Inspections, and 95.16 Compliance-Fire Prevention]
6. Are fire escapes established in accordance with the Fire Codes? yes _____ no _____
[Pursuant to Section 150.02 BOCA Basic Property Maintenance Code, 150.32 Fire Chief Inspections, and 95.16 Compliance-Fire Code]

(for office use) Zoning _____

(for office use) parcel number _____ - _____ - _____

B. Owner or responsible local agent information

7. Name of owner or responsible agent _____

8. Address of where owner/responsible agent will accept notices:

9. Phone number where owner/responsible agent will accept calls.

(_____) _____ - _____

Section 99.05- Providing Information: No owner shall provide inaccurate or incomplete information for their rental buildings. In cases where the building is owned by a corporation or other legal entity then the organization shall designate, in writing, a responsible party to furnish the required information.

Section 99.06 Fees: This registration must be accompanied by a \$5.00 fee for each Rental Building up to 5 units or \$1.00 per unit for Buildings in excess of 5 units.

Section 99.07 Change in registration Information: **If any change occurs in the registration information required by Ordinance No. 211 Rental Registration then the owner or designated responsible party shall file an amended registration within 30 calendar days of the change.**

10. signature of Owner/Agent _____

Date Signed _____

Return Registration and Remittance to:

City of Hancock
399 Quincy Street
Hancock, MI 49930
(906) 482-1121

Section 99.08 **Violations** of this act are punishable by a fine of up to \$100.00 for each day during which the real property owner is in violation of this ordinance.

CHAPTER 7

FIRE SAFETY REQUIREMENTS

SECTION PM-701.0 GENERAL

PM-701.1 Scope: The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior *premises*, including fire safety facilities and equipment to be provided.

PM-701.2 Responsibility: The *owner* of the *premises* shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A *person* shall not occupy as *owner-occupant* or permit another *person* to occupy any *premises* that do not comply with the requirements of this chapter.

SECTION PM-702.0 MEANS OF EGRESS

PM-702.1 General: A safe, continuous and unobstructed means of egress shall be provided from the interior of a structure to a public way.

PM-702.2 Exit capacity: The capacity of the exits serving a floor shall be sufficient for the occupant load thereof as determined by the *building code* listed in Chapter 8.

PM-702.3 Number of exits: In nonresidential buildings, every occupied story more than six stories above grade shall be provided with not less than two independent exits. In residential buildings, every story exceeding two stories above grade shall be provided with not less than two independent exits. In stories where more than one exit is required, all *occupants* shall have access to at least two exits. Every occupied story which is both totally below grade and greater than 2,000 square feet shall be provided with not less than two independent exits.

Exception: A single exit is acceptable under any one of the following conditions:

1. Where the building is equipped throughout with an automatic sprinkler system and an automatic fire detection system with smoke detectors located in all corridors, lobbies and common areas.
2. Where the building is equipped throughout with an automatic fire detection system and the exit is an approved smokeproof enclosure or pressurized stairway.
3. Where an existing fire escape conforming to the *building code* listed in Chapter 8 is provided in addition to the single exit.
4. Where permitted by the *building code* listed in Chapter 8.

PM-702.4 Arrangement: Exits from *dwelling units*, *rooming units*, *guestrooms* and *dormitory* units shall not lead through other such units, or through *toilet rooms* or *bathrooms*.

PM-702.5 Exit signs: All means of egress shall be indicated with approved "Exit" signs where required by the *building code* listed in Chapter 8. All "Exit" signs shall be maintained visible and all illuminated "Exit" signs shall be illuminated at all times that the building is occupied.

PM-702.6 Corridor enclosure: All corridors serving an occupant load greater than 30 and the openings therein shall provide an effective barrier to resist the movement of smoke. All transoms, louvers, doors and other openings shall be closed or shall be self-closing.

Exceptions

1. Corridors in *occupancies* in other than Use Group H which are equipped throughout with an automatic sprinkler system.
2. Patient room doors in corridors in *occupancies* in Use Group I-2 where smoke barriers are provided in accordance with the fire prevention code listed in Chapter 8, are not required to be self-closing.
3. Corridors in *occupancies* in Use Group E where each room that is occupied for instruction or assembly purposes has at least one-half of the required means of egress doors opening directly to the exterior of the building at ground level.
4. Corridors that are in compliance with the *building code* listed in Chapter 8.

PM-702.7 Dead-end travel distance: All corridors that serve more than one exit shall provide direct connection to such exits. The length of a dead-end corridor shall not exceed 35 feet (10668 mm) where the building is not equipped throughout with an automatic sprinkler system. The dead-end travel distance limitation shall be increased to 70 feet (21336 mm) where the building is equipped throughout with an automatic sprinkler system.

PM-702.8 Aisles: Arrangements of chairs or tables and chairs shall provide for ready access by aisle accessways and aisles to each egress door. The minimum clear width of each aisle in *occupancies* in Use Groups A, E and I-2 shall be maintained in accordance with the requirements of the *building code* listed in Chapter 8. In all other *occupancies*, aisles shall have a minimum required clear width of 44 inches (1118 mm) where serving an occupant load greater than 50, and 36 inches (914 mm) where

THE BOCA NATIONAL PROPERTY MAINTENANCE CODE/1993

servicing an occupant load of 50 or less. The clear width of aisles shall not be obstructed by chairs, tables or other objects.

PM-702.9 Stairways, handrails and guards: Every exterior and interior flight of stairs having more than four risers, and every open portion of a stair, landing or balcony which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) nor more than 42 inches (1067 mm) high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) high above the floor of the landing or balcony.

PM-702.10 Information signs: A sign shall be provided at each floor landing in all interior stairways more than three stories above grade, designating the floor level above the floor of discharge. All elevator lobby call stations on all floor levels shall be marked with approved signs in accordance with the requirements for new buildings in the *building code* listed in Chapter 8.

Exception: The emergency sign shall not be required for elevators that are part of an accessible means of egress complying with the *building code* listed in Chapter 8.

PM-702.11 Locked doors: All means of egress doors shall be readily *openable* from the side from which egress is to be made without the need for keys, special knowledge or effort, except as provided for in Section PM-702.11.1.

PM-702.11.1 Locks permitted: Locks or fasteners shall not be installed on egress doors except in accordance with the following conditions:

1. In mental, penal or other institutions where the security of inmates is necessary, in which case properly trained supervisory personnel shall be continuously on duty and approved provisions are made to remove *occupants* safely in case of fire or other emergency.
2. In problem security areas, special-purpose door alarms or locking devices shall be approved prior to installation. Manually operated edge or surface-molded flush bolts are prohibited.
3. Where the door hardware conforms to that permitted by the *building code* listed in Chapter 8.

PM-702.12 Emergency escape: Every sleeping room located in a *basement* in an *occupancy* in Use Group I-1 or R shall have at least one openable window or exterior door approved for emergency egress or rescue; or shall have access to not less than two approved independent exits.

Exception: Buildings equipped throughout with an automatic fire suppression system.

SECTION PM-703.0 ACCUMULATIONS AND STORAGE

PM-703.1 Accumulations: *Rubbish, garbage* or other materials shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.

PM-703.2 Hazardous material: Combustible, flammable, explosive or other hazardous materials, such as paints, volatile oils and cleaning fluids, or combustible *rubbish*, such as wastepaper, boxes and rags, shall not be accumulated or stored unless such storage complies with the applicable requirements of the *building code* and the fire prevention code listed in Chapter 8.

SECTION PM-704.0 FIRE RESISTANCE RATINGS

PM-704.1 General: The fire resistance rating of floors, walls, ceilings, and other elements and components shall be maintained.

PM-704.2 Maintenance: All required fire doors and smoke barriers shall be maintained in good working order, including all hardware necessary for the proper operation thereof. Fire doors shall not be held open by door stops, wedges and other unapproved hold-open devices.

SECTION PM-705.0 FIRE PROTECTION SYSTEMS

PM-705.1 General: All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be properly maintained.

PM-705.2 Fire suppression system: Fire suppression systems shall be in proper operating condition at all times.

PM-705.2.1 Valves: Control valves shall be in the fully open position.

PM-705.2.2 Sprinklers: Sprinklers shall be clean and free of corrosion, paint and damage. Stock shall be at least 18 inches (457 mm) below sprinkler deflectors.

PM-705.2.3 Piping: Piping shall be properly supported and shall not support any other loads.

PM-705.3 Standpipe systems: Standpipe systems shall be in proper operating condition at all times.

PM-705.3.1 Valves: Water supply control valves shall be in the fully open position.

PM-705.3.2 Hose connections: Hose connections shall be identified and have ready access thereto.

PM-705.3.3 Hose: Where provided, the hose shall be properly packed, dry and free from deterioration.

PM-705.4 Fire extinguishers: All portable fire extinguishers shall be visible, provided with ready access thereto, and maintained in an efficient and safe operating condition. Extinguishers shall be of an approved type.

PM-705.5 Smoke detectors: A minimum of one approved single-station or multiple-station smoke detector shall be installed in each guestroom, suite or sleeping area in *occupancies* in Use Groups R-1 and I-1, and in *dwelling units* in the immediate vicinity of the bedrooms in *occupancies* in Use Groups R-2 and R-3. In all residential *occupancies*, smoke detectors shall be required on every story of the *dwelling unit*, including *basements*. In *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke detector 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.

PM-705.5.1 Installation: All detectors shall be installed in accordance with the *building code* listed in Chapter 8. When actuated, the smoke detectors shall provide an alarm suitable to warn the *occupants* within the individual room or *dwelling unit*.

PM-705.5.2 Power source: The power source for smoke detectors shall be either an AC primary power source or a monitored battery primary power source.

PM-705.5.3 Tampering: Anyone tampering or interfering with the effectiveness of a smoke detector shall be in violation of this code.

PM-705.6 Fire protective signaling systems: Fire protective signaling systems shall be in proper operating condition at all times.

PM-705.6.1 Control panel: The "power on" indicator shall be lit. Alarm or trouble indicators shall not be illuminated.

PM-705.6.2 Manual fire alarm boxes: All manual fire alarm boxes shall be operational and unobstructed.

PM-705.6.3 Automatic fire detectors: All automatic fire detectors shall be operational and free from any obstructions that prevent proper operation, including smoke entry.

PM-705.7 Records: A complete written record of all tests and inspections of fire protection systems shall be maintained on the premises by the owner or occupant in charge of said premises.

SECTION PM-706.0 ELEVATOR RECALL

PM-706.1 Required: All elevators having a travel distance of 25 feet (7620 mm) or more above or below the primary level of elevator access for emergency fire-fighting or rescue personnel shall conform to the requirements of Rule 211.3 of ASME A17.1 listed in Chapter 8.

SECTION PM-707.0 MECHANICAL EQUIPMENT CONTROL

PM-707.1 Smoke and heat detection: Approved smoke or heat detectors shall be installed in return air ducts or plenums in each recirculating air system with a capacity of more than 2,000 cfm and serving more than one floor in buildings that exceed six stories in height in accordance with the mechanical code listed in Chapter 8. Actuation of the detector shall stop the fan(s) automatically and shall be of the manual-reset type. Automatic fan shutdown is not required where the system is part of an approved smoke control system.

SECTION 1801. ACCESS BY BUILDINGS**Intent:**

It is the intent of this Ordinance that accessory buildings be placed on the lot in such a manner that they can be maintained on all sides and there is no undue encroachment upon adjacent properties, and sunlight, movements of air, and views from adjacent residential premises are not impaired beyond a reasonable point. Therefore, some premises which have extremely limited land areas may not be capable of supporting an accessory building.

Accessory buildings shall comply with the minimum requirements for main buildings, except as follows;

1. Unless structurally attached, accessory buildings shall not be located closer than five feet to any main buildings.
2. Accessory residential buildings may be located on a side lot line in instances where "cluster" buildings are contemplated or the cooperative use of driveways is legally established, and the accessory building is structurally attached to an adjoining property's accessory building.
3. In rear yards, accessory residential buildings shall maintain a minimum setback of 15 feet from any property line through which vehicular access is provided; except that a minimum setback of four feet shall be required where access is not provided.
4. In all Districts accessory buildings may locate in required yards subject to approval by the Board of Appeals, who shall determine that:
 - a) There is at least 15 feet vehicular backing space between a residential garage and any sidewalk or similar pedestrian walkway.
 - b) There is no undue encroachment upon adjacent premises, and sunlight, air flow, and views from the adjacent property's dwelling(s) are not impaired by shadows, high walls and relocated obstructions. A minimum side yard of four feet shall be provided.
 - c) There is insufficient space to achieve the required setback.

SECTION 1802. PARKING REQUIREMENTS:

At the time of erection or enlargement of any main building or structure, automobile off-street parking space shall be provided in all districts in accordance with the following provisions:

1. Off-street parking shall not be permitted within a required front yard or a side yard setback unless in an approved driveway or as otherwise provided in this Ordinance.
2. Dedicated off-street parking for non-residential uses shall be either on the same lot or within 400 feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the parking lot.
3. Required residential off-street parking spaces shall consist of a parking strip, parking bay, driveway, garage or combination thereof and shall be located on the premises they are

intended to serve.

4. Any area once designated as required off-street parking or any existing off-street parking area shall not be changed to any other use unless it is on surplus parking area and/or until equal facilities are provided elsewhere.
5. In the instance of dual function of off-street parking spaces where operating house or buildings do not overlap, the Board of Appeals may grant an exception to the spaces required.
6. The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited on required off-street parking spaces.
7. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the Board of Appeals considers is similar in type.
8. For computing the number of parking spaces required, the definition of Useable Floor Area shall govern.
- 8A. In the city all uses and buildings within the area bounded by the streets; Reservation, Franklin, Montezuma and Hancock, shall be exempt from the minimum parking space requirements listed under item 9 herein, except residential dwelling units. This area is defined as the "Central Business District" in the city's Comprehensive Land Use Plan.
9. Schedule of the minimum number of off-street parking spaces required by type of use, excluding the Central Business District:

LAND USE	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASURE
Residential:	
Dwellings	2 per dwelling
Elderly Housing	1 per 2 units
Rooming House	1 per 2 occupants of maximum capacity
Fraternity or Sorority	1 per 2 beds or 1 per 5 active members, whichever is greater.
Trailer Court	2 per unit
Institutional & Public:	
Church or Temple	1 per 3 seats or each 6 feet of pew
Hospital	1 per bed
Nursing Home	1 per 2 beds

Hancock - Land Usage

LAND USE	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASURE
Gasoline Station	2 per service stall, plus 1 per employee
Laundromat	1 per 3 machines for washing
Funeral Home-Mortuary	1 per 50 square feet of slumber room
Hotel or Motel	1 per rental unit, plus 1 per employee
Vehicle sales	1 per 200 square feet of showroom floor area
Retail groceries	1 per 100 square feet of floor area
Other Retail Stores	1 per 150 square feet of floor area
Industrial:	
Welding Shop	2 per employee
Industrial Office or Research	1½ spaces per employee
Warehouse & Wholesale	1 per employee

NOTES:

- a) Sq. Ft. refers to square feet of "useable" floor area.
- b) 1 per unit of measure, shall be interpreted to mean 1 per each unit, as 1 per "each" 3 persons.
- c) Space requirements are cumulative, hence, a country club may require parking for the golf use as well as restaurant or bar use.
- d) Employees refer to all permanent staff and part time equivalent.
- e) Legal capacity is the occupancy load as permitted by fire or health standards.

SECTION 1803. OFF-STREET PARKING SPACE CONSTRUCTION

Parking lots required under the terms of this Ordinance shall be approved by the Administrative Officer, subject to any construction specification and standards adopted by the municipality, and due consideration for the following:

- safe ingress and egress from public streets
- effective storm drainage and dust control measures
- storm water discharge controls may be required
- safe maneuvering lanes and effective spacing between vehicles
- a logical circulation system in parking lots

Rights And Responsibilities*

Landlord

The landlord has a right to receive rent on time, to expect that the property will not be damaged or used for illegal purposes, and to receive payment for damages from the tenant at the end of the lease. The landlord has the right to expect that the tenant will not create a nuisance and will abide by the responsibilities contained in the lease agreement.

When a landlord and tenant agree to a specific amount of rent for a specific period of time, that agreement remains in force during that period of time unless *both* parties agree to something else. In the case where a tenant vacates a rental unit *before* the end of the lease period, the tenant may continue to be liable for rental payments. If a tenant leaves without giving timely notice, he/she may be held liable for additional rent payments because notice was not given at all or was insufficient. The tenant may owe rent for the full term of the lease; that could be a number of months, payable according to the terms of the lease. (The landlord must, however, make every effort to re-rent the property and thereby mitigate the damages for the tenant.) The tenant may also, in some instances, be held liable for advertising costs to find a new tenant.

Where there is no lease spelling out the period of the tenancy, a landlord is entitled to 30 days' notice of the tenant's intent to vacate the premises. Generally, the timing of this notice depends on the length of the rental period. If the agreement is for monthly rent, a month's notice should be given. If the rental period is a week, a week's notice is usually sufficient, and so on.

The landlord also has maintenance rights. These include access to the unit to inspect and repair at reasonable intervals (with notice to the tenant) and in times of emergency. In addition, the landlord has recourse to court procedures to evict and sue tenants who cause damage to the property through action or neglect.

On the other hand, the landlord has maintenance responsibilities. The landlord must provide a safe and habitable dwelling, comply with state and local laws, and carry out repairs that are not the fault of the tenant. (See Part V: Maintenance.) The landlord is also required to return the unclaimed portion of the security deposit. The landlord's specific duties and responsibilities are a very important and basic part of a lease. Before entering into either a written or oral lease, these rights and responsibilities should be clearly understood by both parties.

The landlord will generally carry insurance for fire, liability, and, if necessary, flood protection on the land and structures. In many instances, that insurance may not cover the tenant, so the tenant should find out the extent of the landlord's coverage and make arrangements to be notified in the event there is a change in insurance coverage which would affect the tenant. The tenant should purchase a renter's policy to protect personal possessions from theft, damage, or loss. Liability insurance is also a good idea if a tenant has children or pets. Some landlords may require proof of insurance if the tenant has a waterbed. Renters' policies are readily available through most insurance agencies.

Tenant

The tenant has the right to "quiet enjoyment" of the rented premises, to timely repair and maintenance of the premises, to receive a written eviction notice as provided by law, to the return of the unused portion of the security deposit, and to expect that the landlord will discharge the responsibilities contained in the lease agreement. Also, the tenant has the right to remain in the rental unit if the landlord sells it, unless there is a "condition of sale" clause as part of the lease arrangement. This holds until the expiration of the lease agreement. The new landlord must abide by the terms of any existing lease. (See Part IV: Evictions.)

A tenant generally is expected to make timely rental payments and other agreed-upon payments (i.e., utility bills), to keep the property in good condition, and not to engage in actions that are illegal or bothersome to others. A tenant can be charged late fees for missing deadlines on the payment of rent, but the late fees can only be of an amount to recover the landlord's costs, rather than being some type of penalty. Again, the written or oral lease will usually contain the tenant's specific duties and responsibilities. Also, the tenant is required to inform the landlord of necessary repairs.

*Based on Public Act No. 42 of 1917 and Public Act No. 219 of 1931.