



**CITY OF LA CAÑADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT**

24-01	MULTI-FAMILY RENTAL HOUSING INSPECTION PROGRAM POLICIES AND PROCEDURES (AB548)	DATE REVISED:	11/25/2024
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PROGRAM SUMMARY

The Multi-Family Rental Housing Inspection and Maintenance Program (“Program”) is adopted by the City in order to address complaints from residents about serious life, health and safety violations, to proactively identify blighted and deteriorated multi-family residential buildings and to improve the quality of life associated with multi-family rental housing units. Accordingly, this Policy and Procedure shall provide the appropriate provisions in administering the Program, the maintenance standards for interior, exterior and common areas for rental units, and the processes and procedures necessary to implement the Multiple-Family Rental Dwelling Unit Inspection Program.

Annually. A year corresponding to the City of La Cañada Flintridge’s fiscal year.

Program Manager. The City Manager or their designee.

Property or Common Area. References to “Property” or “Common Area” shall apply to the interior and exterior elements of common use areas and facilities at each rental complex, including but not limited to buildings, structures, facilities, landscaping, parking areas, driveway areas, exterior walkways and exterior lighting.

Rental Complex. A complex with four or more rental dwelling units that is subject to the Program requirements.

ASSIGNED PROGRAM MANAGER

Assigned Inspection Program

The Program Manager, with written concurrence of the City Manager or their designee and based upon evidence supporting such action, is authorized to set increased levels of inspection rates and/or frequency of inspections for rental complexes determined to be very poorly maintained. Such authority will be limited to increasing unit inspections up to a maximum rate and frequency of 100% of the units in each year and property inspections up to a maximum frequency of once each year.

Qualitative criteria for such determinations will include, but not limited to, the following types of conditions:

1. Repeated and confirmed Municipal or Building Code violations which would cause a substandard condition, that are not addressed within a reasonable period of time,



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after having been brought to the attention of property owner or agent, manager, or maintenance staff, with no substantial effort to repair or resolve the violation(s) within a reasonable period of time.

2. Severely deteriorated, dilapidated, and/or otherwise unsafe balcony, stairway, handrail/guardrail, upper deck walkway, or other property or common area component that has gone unrepaired for any period of time and that has been determined by the Program Manager to create unsafe conditions to residents and others.
3. Lack of required water, hot water, electricity, heat to individual units, or other substandard living conditions as defined in the State Housing Code.
4. Unsafe conditions within common areas or on property that exists due to action or inaction by owner or owner’s agent with no substantial effort to repair or resolve the unsafe conditions within a reasonable period of time.
5. Confirmation of a significant number of substandard conditions found to exist in a majority of the rental units inspected under the normal program inspection process or under complaint-based inspections within the same complex over a relatively short period of time.

Special Evaluations

The Program Manager is authorized under the Program to require a rental complex owner to retain and pay for an architect, engineer, contractor, and/or other specialists to investigate areas that are inaccessible to the city inspector or that require specialized knowledge or skill to properly evaluate conditions within rental units or on any portion of the property/common area, and to provide appropriate recommendations to correct confirmed violations of the Program Standards.

INSPECTION NOTIFICATION AND PROCEDURES

Notification of Inspection

1. A letter of intent to inspect a property shall be mailed to the owner of the property stating the date and time of the inspection. Such notification shall give a minimum of 14 days’ notice.



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2. It shall be the responsibility of the owner to notify the individual tenants of the inspection and ensure access to the units to be inspected.
3. Should an inspection be canceled or rescheduled by the inspector, a notice shall be mailed to the owner at least ten days prior to the scheduled inspection date.
4. Should an inspection be canceled or rescheduled by the owner, the owner shall notify the city in writing at least 10 days prior to the scheduled inspection date. Failure of the owner to do so will result in the issuance of a reinspection fee which will be assessed in the manner described below.
5. The owner or owner’s designated agent shall accompany and escort the inspector through the inspection of the property on the scheduled inspection date and time.
6. In the event an owner or tenant in possession of the property to be inspected refuses access to said property, the City Prosecutor Attorney is authorized to obtain from a court of competent jurisdiction any warrant necessary to cause the inspection to take place.

RENTAL UNIT AND PROPERTY MAINTENANCE STANDARDS

Rental Unit Maintenance Standards

Pursuant to the California Code of Regulations, California Health and Safety Code, and La Cañada Flintridge Municipal Code, residential rental buildings shall meet the following rental unit maintenance standards which include, but are not limited to:

- Every rental housing unit shall have hot water service that is maintained in sound condition, capable of furnishing hot water to every required fixture in the unit with a minimum temperature of one hundred ten degrees (110°).
- Units shall be equipped with a temperature and pressure relief valve and discharge line. All existing water heater units shall be secured by straps to resist horizontal displacement due to earthquake motion. Strapping shall be installed in accordance with California Health & Safety Code section 19215.
- Bathroom and kitchen fixtures within rental units shall have sufficient water flow and pressure per the City of La Cañada Flintridge Plumbing and Building Code.



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- Within rental dwelling units, the installation of smoke alarms and carbon monoxide alarms shall meet the design requirements found in the City of La Cañada Flintridge Building Code.
- Interior walls and ceilings shall be kept in sound condition free of holes, cracks or breaks that could injure a person, admit or harbor insects or rodents, or admit dampness.
- Interior wall and ceiling, cabinet and all appurtenances thereto shall be kept in sound condition free of any loose, cracked, scaling, chipping or peeling paint or plaster.
- Floor coverings that are torn or loose and located on or near stairway shall be removed and repaired to prevent tripping.
- Floor coverings such as carpeting, tile, linoleum and similar materials shall be repaired or replaced when the floor covering is severely deteriorated or when the condition of the floor covering creates an unsafe or unsanitary environment.
- No owner, agent or manager or occupant shall cause any services, facilities, equipment or utilities which are required under the California Code of Regulations to be removed from, shut off or discontinued in any occupied dwelling unit except for such temporary interruption as may be necessary while actual repairs or alternations are in process.
- Shall not contain any substandard building condition, as defined in Chapter 4.33 of the City of La Cañada Flintridge Municipal Code.

Property Maintenance Standards

The property maintenance standards shall apply to the interior and exterior elements of common use areas and facilities which include, but are not limited to, buildings, structures, facilities, landscaping, parking areas, driveway areas, exterior walkways, and exterior lighting. Pursuant to the California Code of Regulations, California Health and Safety Code, and La Cañada Flintridge Municipal Code, residential rental buildings shall meet the following property maintenance standards which include, but are not limited to:

- Buildings, or portions thereof, shall have exterior walls that are weathertight and watertight and kept free of deterioration, holes, breaks, or loose boards or



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coverings. Roof surfaces and flashings shall be watertight and not have any defects that will allow water to enter into the structure.

- The exterior finish of all structures shall be maintained. If the exterior finish of a structure is paint or stain, the structure shall be painted or stained prior to a time when the exterior finish has substantially deteriorated. Paint that is peeling, flaking, scaling, cracking or chalking shall be eliminated and surfaces repainted.
- All architectural projections such as cornices, moldings, lintels, sills and similar projections shall be maintained in good repair and free of defects.
- All chimneys, antennas, vents, gutters and downspouts and similar projections or building accessories shall be structurally sound and in good repair. Such projections shall be properly secured, when applicable, to an exterior wall or roof.
- Windows and exterior glazing shall be soundly and adequately glazed, free from loose and broken glass and cracks that could cause physical injury or allow the elements to enter the structure. Exterior doors shall be maintained weather tight, watertight and rodent proof. Exterior doors of rental dwelling units shall be solid core or equivalent and be provided with a deadbolt-locking device that tightly secures the door.
- Windows equipped with screens at the time of their installation shall be maintained. All such screens shall be free from tears, holes or imperfections of the frame that could admit insects and other vermin.
- All structures and exterior property shall be maintained free of rodent, insect or vermin infestation, which creates an unsafe or unsanitary environment on the subject, or adjacent buildings or properties.
- All accessory structures shall be maintained in a state of good repair or removed from the site. Such structures shall include, but not be limited to, clubhouses, offices, maintenance buildings, carports, retaining walls, fences, garages, swimming pools, spas, hot tubs, and miscellaneous sheds or structures. Placement and erection of these structures shall be in accordance with the Zoning Ordinance of the La Cañada Flintridge Municipal Code and all applicable Building Codes.
- All signs and building identification markings or lettering, such as numbers or addresses shall be maintained in good repair.



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- Interior and exterior stairs and stair enclosures and their associated components shall be maintained in good repair and free from blockage.
- Exterior elements of buildings, such as balconies, unit access walkways, and guardrails, shall be maintained in good repair.
- The accumulation of weeds, vegetation, junk (to include, but not be limited to, abandoned, unused or nonoperational appliances, equipment, vehicles, machinery, or household furnishings), dead organic matter, debris, garbage, stagnant water, combustible materials or similar materials or conditions shall be subject to the applicable provisions of City of La Cañada Flintridge Municipal Code Chapter 4.33.
- All parking areas shall be kept free of potholes, cracks or other deterioration. No dirt, grass or sod parking areas are allowed. All striping and signage, including parking signage and fire lane or access signage, shall be maintained in good condition and clearly legible.
- All landscaped areas shall be maintained so as not to constitute a public nuisance, a visual blight, and/or a public safety hazard and all dead or severely damaged plant materials shall be removed. The owner then has the option of replacing the plant material or submitting a landscape plan to the Planning Division for approval. Landscape areas are defined as the general landscape area, rights-of-way and detention or pond areas. Driveways, hardscape parking areas, patios or walks are not included as landscape areas.
- Refuse enclosures shall be installed and maintained at multifamily dwellings. All refuse shall be kept inside the enclosure. Oversized trash that will not fit within the refuse enclosure shall be removed from the property.

PROGRAM FEES AND CHARGES

Enforcement Inspection Fees.

Where complaint-based or proactive enforcement inspections are performed by the building inspector and/or Code Enforcement Officer of units and/or property that have verified violations of program standards and the inspector confirms violations of the Program are present, the owner of the complex shall be charged an enforcement inspection fee as set forth in the Master Schedule of Fees as adopted by resolution of the



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City Council. Should the owner fail to pay the required fee, the city will recover it, plus accrued interest and penalties, utilizing any remedies provided by law including nuisance abatement or municipal tax lien procedures established by ordinance or state law.

Code Enforcement Fees.

Where code enforcement action is initiated to compel an owner to perform work, take action, or refrain from action to ensure compliance with the Program, the owner of the complex shall be charged a Code Enforcement Fee as set forth in the Master Schedule of Fees as adopted by resolution of the City Council. Should the owner fail to pay the required fee, the city will recover it, plus accrued interest and penalties, utilizing any remedies provided by law including nuisance abatement or municipal tax lien procedures established by ordinance or state law.

REPORT OF INSPECTIONS AND VIOLATIONS

Report of Inspection.

Upon completion of the property inspection, the inspector may provide written notice of results of the inspection with the owner and/or representative immediately after the inspection at the inspection site. In the event that the property owner and/or his or her representative refuse to accept the written notice of results of the inspection, the inspector may post such notice on the property. The notice shall contain an itemization of any violation(s) and set forth a period of time for correction ranging from 24 hours to up to 120 days. The City may extend the time for correction upon a showing by the property owner that additional time is needed.

Notice and Order to Correct Violation.

Whenever the inspector determines that a violation of this article code exists, the inspector shall give notice of violation and order to correct to the owner. The notice shall be in writing and shall describe with reasonable detail the violation so that the owner has the opportunity to correct said violation.

Time for Correction.

The notice and order shall provide a reasonable time, for correction, ranging from 24 hours to up to 120 days, to correct or otherwise remedy the violation. In determining what is a reasonable time, the City may consider the estimate of local professionals including licensed contractors. The City may extend the time for correction upon a



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showing by the property owner that additional time is needed.

Service of Notice and Order.

Notice shall be served personally to the owner or by mailing a copy of the notice by certified mail, return receipt requested to the owner at the address shown on county records. Service of such notice shall be effective on the date the notice is mailed.

Formal Notice of Noncompliance.

Upon completion of the re-inspection, a formal notice of noncompliance documenting any uncorrected violations shall be mailed to the property owner within ten days of the completion of the re-inspection. The notice of noncompliance shall be filed with the Los Angeles County Registrar Recorder, along with a certificate describing the property and certifying that the building is substandard and the owner has been so notified.

Building Permits.

Building permits for the correction of violations shall be as required by the Municipal Code and California Building Code.

Re-Inspections.

Re-inspections will be conducted to verify that the violations identified on the initial inspection have been corrected. Violations that were not noted on the initial inspection report, but are discovered on the re-inspection due to subsequent damage or deterioration, shall be subject to correction.

APPEAL

Any person aggrieved by a determination of the inspector may appeal to the City Council in the manner provided in the City of La Cañada Flintridge Municipal Code.



Susan Koleda, AICP
Director of Community Development

11/25/2024
Date