



Whitehall Township

Local Property Manager

Guide

Please note that all information is current as of the date of writing. Always check with the Township if you have questions or concerns.

Welcome to Whitehall Township!

As a local property manager, we wanted to inform you of your responsibilities under our ordinances and laws with respect to the property that you are occupying or managing, and to provide some helpful information to you as the first point of contact for the property.

To that end, we have developed this guide for your reference and would ask that you keep it handy to know what you are required to do as a property manager.

Even though the property you manage may be owned by someone else, or some entity far away from Whitehall, *you* as the local agent are still responsible for the condition of the property which you manage, and if there are violations of the Township Ordinances, *YOU can be cited through the District Magistrate as well as the owner for violating the rules. Penalties for violations can be as high as \$1,000.00 per day!*

This is why we wanted to make this helpful guide available to you and provide some quick information and contact information to help you manage the property in accordance with our rules.



OUTSIDE AREAS

According to Whitehall Township Ordinances, Chapter 5, Section 5, adopting the International Property Maintenance Code, you as a local manager are in control of the premises, and therefore are responsible for the conditions thereon, both inside and out.

This means that you need to be aware and active in controlling litter, debris, overgrowth and shopping carts outside of your business, both in the parking areas as well as green areas.

In addition, Whitehall Township has regulations prohibiting the overnight parking of any vehicle not associated with the business, so **you may not allow overnight parking of vehicles** on your parking lot. This includes tractor trailers. As local manager you must take steps to prevent this.

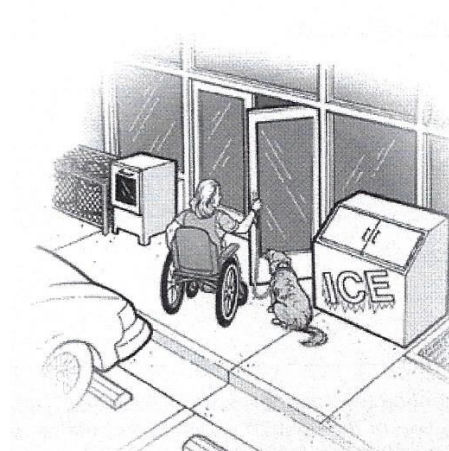
You need to remember to **retrieve any carts and keep them contained on the property**, keep all growth maintained as appropriate, and clean up all litter and debris. In addition, **all dumpster areas must be kept closed and all enclosures secured** when not in use, and dumpsters may not be overflowing, so you need to make sure they are regularly serviced.

PARKING AREAS...

- ⇒ Again, must be free of all debris
- ⇒ Must have all growth regularly maintained
- ⇒ May not be used for parking overnight for any vehicles not associated with the business
- ⇒ May not be obstructed by containers, clothing drop bins, temporary sales areas or other items without further approvals by the township.
- ⇒ Must have carts cleaned up regularly and *not leave* the site
- ⇒ May not obstruct accessible paths or fire lanes

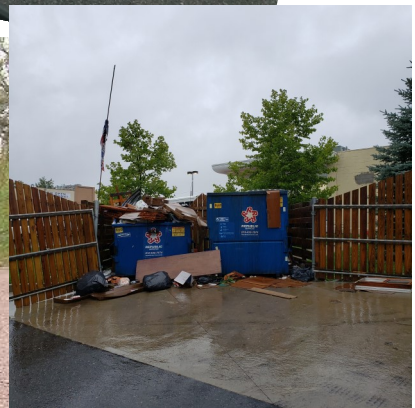
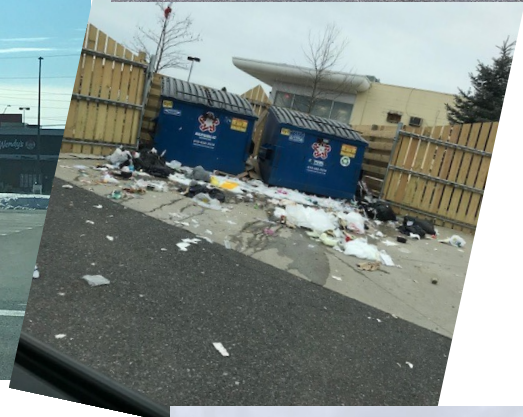
BUILDING AREAS

- ⇒ Must be maintained in a clean and sanitary condition
- ⇒ May not display any unapproved signage (including temporary signs)
- ⇒ May not perform work or alterations without first securing necessary permits
- ⇒ Must maintain clear aisle widths and appropriate handicap access



Remember....
your store or property
is **YOUR**
responsibility
as a Manager...

Don't let these things happen,
be observant and pro-active
for maintenance....



SPECIAL PROVISIONS REGARDING MERCHANDISE/SHOPPING/GROCERY CARTS

308.3.3 Shopping/Merchandise/Grocery Carts. Shopping/Merchandise/Grocery carts shall be defined as any cart or similar vehicle whether motorized or not provided by an establishment for transportation of goods from the establishment to parking area. All shopping/merchandise/grocery carts shall:



Be contained entirely on the premises of the establishment, and shall not be permitted to leave the property.

In addition, they must be maintained in corrals or within the main structure. Carts shall not be permitted to be stored randomly throughout the property, in landscaped areas or parking stalls for continuous periods. All establishments providing same must provide conspicuous notice at all entrances and exits that said carts cannot be removed from premises under penalty of fine or citation.

All carts must be identified in a prominent and conspicuous manner, including the name of the establishment.

No carts can be deposited or transported on any property that is not the owner's property, and cannot be deposited or allowed to remain in any public right of way.

Carts removed from the premises must be retrieved by the owner of same within 24 hours, and within 12 hours of notification. Any cart not retrieved will be considered illegal dumping and owner of same will be cited pursuant to the regulations of this chapter.

**These are only partial excerpts
from the Property Maintenance Code.**

**There are other provisions that
may also apply.**

www.cityofhouston.gov

Provisions of the Property Maintenance Code



PLEASE KNOW THAT UNDER THE LAW, AS YOU CAN SEE BELOW, YOU AS MANAGER ARE ALL OF THESE AND THEREFORE YOU CAN BE PROSECUTED FOR ANY VIOLATIONS:



OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

OPERATOR. Any person who has charge, care or control of a structure or *premises* which is let or offered for *occupancy*.

OWNER. Any person, agent, *operator*, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

301.2 Responsibility. The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

Provisions of the Property Maintenance Code

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: *Approved* retention areas and reservoirs.

302.3 Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of 15

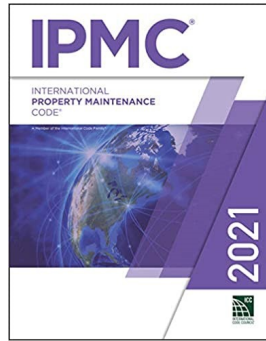
inches). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction.

302.7 Accessory structures. All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

Provisions of the Property Maintenance Code



SECTION 304 EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.2 Protective treatment. 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. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

304.15 Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to *dwelling units* and *sleeping units* shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

Provisions of the Property Maintenance Code

SECTION 305 INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

SECTION 308 RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. All *exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

308.2 Disposal of rubbish. Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

308.2.1 Rubbish storage facilities. The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

308.3 Disposal of garbage. Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

308.3.1 Garbage facilities. The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* incinerator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

308.3.2 Containers. The operator of every establishment producing garbage shall provide, and at all times, cause to be utilized, approved leakproof containers provided with close fitting or self latching covers for the storage of materials until removed from the premises for disposal. Furthermore containers shall:

- Have sufficient capacity to contain all generated waste.
- Lids must be closed and or locked at all times when waste is not being deposited or removed from container.
- Be free of odors or leaking fluids.
- Contain hauler's name, logo and identification number in case of need for emergency contact.

WHO DO I CALL?

Please remember we are here to help you keep your property in compliance. We are here to assist you, however your responsibilities are significant and failure to maintain the area under your control can and must result in the enforcement of the codes noted herein. Each code violated carries with it significant penalties of up to \$1,000 per day for each violation. Both the property owner AND YOU AS THE MANAGER can be cited for every violation.

If you have questions, here is a list of numbers to call for information and assistance:

Code Inspector—610-437-5524 x1133 or x1123

Zoning/Codes Officer—610-437-5524 x1155

(For information on temporary signage, temporary sales, container permits, etc.)

Keycodes Inspection Agency 610-866-9663

(information regarding construction, alterations, additions, repairs), accessibility issues)

Whitehall Police

Emergency—911

Non-Emergency 610-437-3042

(illegal, unauthorized overnight parking) illegal parking in fire lanes)

Whitehall Fire Chief—610-437-5524 x1166

Whitehall Fire Inspector—610-437-5524 x1164