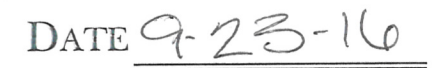




AGENDA
AD HOC COMMITTEE ON DIVERSITY
Friday, September 23, 2016 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley
Councilmember Jody Washington

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - September 9, 2016
5. Presentation:
 - Code Compliance-Scott Sanford
 - Housing Grants – Barb Kimmel (Planning & Neighborhood Development)
6. Action/Discussion:
 - A. ORDINANCE - Chapter 297 Amendments; Human Rights
 - B. Review of Human Rights brochure to make sure it is consistent with ordinance.
7. Other
 - Updates on Participants in the Committee
8. Adjourn



AGENDA ITEM

INFORMATION
NOT AVAILABLE
AT THE TIME
PACKET WAS
DISTRIBUTED

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 297, SECTIONS 297.01, 297.02, 297.03, 297.04, 297.07, 297.08, 297.09, 297.10, 297.11, 297.12, 297.13, 297.14, AND ADDING SECTION 297.16 TO RENAME CERTAIN SECTIONS; TO BETTER ILLUMINATE THE INTENT OF THE CHAPTER; TO ADD THE DEFINITIONS OF BULLYING AND HOSTILE WORK ENVIRONMENT AND MODIFY OTHER DEFINITIONS; TO CLARIFY THE PROCESS FOR THE SUBMISSION AND HANDLING OF CLAIMS; AND TO ADD A SECTION ALLOWING FOR CLAIMS TO BE RESOLVED BY CONCILIATION AGEEMENTS.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 297, sections 297.01, 297.02, 297.03, 297.04, 297.07, 297.08, 297.09, 297.10, 297.11, 297.12, 297.13, 297.14 and 297.16, of the codified ordinances of the City of Lansing, Michigan, be and is hereby amended to read as follows:

297.01. - Intent.

~~The City finds that discrimination on the basis of irrelevant characteristics exists and that it adversely affects all citizens and the quality of life and opportunities available to all people.~~

~~And is therefore addressed by this Chapter declaring that discrimination or harassment against any person because of irrelevant characteristics, including actual or perceived race, religion, ancestry, national origin, color, sex, age, height, weight, student status, marital status, familial status, veteran status, political affiliation or~~

~~belief, sexual orientation, gender identity or expression, mental or physical limitation,
or source of income is prohibited.~~

IT IS THE INTENT OF THE CITY OF LANSING THAT NO PERSON BE DENIED THE
EQUAL PROTECTION OF THE LAWS; NOR SHALL ANY PERSON BE DENIED THE
ENJOYMENT OF THEIR CIVIL RIGHTS OR BE DISCRIMINATED AGAINST
BECAUSE OF THEIR ACTUAL OR PERCEIVED RACE, COLOR, RELIGION,
NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, MARITAL STATUS, PHYSICAL
OR MENTAL DISABILITY, FAMILY STATUS, SEXUAL ORIENTATION, GENDER
IDENTITY **OR EXPRESSION**, VETERAN STATUS OR HIV STATUS, **SOURCE OF
INCOME, ANCESTRY, STUDENT STATUS, HOUSING STATUS, POLITICAL
AFFILIATION OR BELIEF, SERVICE IN ARMED FORCES IN SOVEREIGN NATIONS**
AS ALL FORMS OF DISCRIMINATION ADVERSELY AFFECT LANSING CITIZENS
AND THE QUALITY OF LIFE AND OPPORTUNITIES AVAILABLE TO ALL PEOPLE.
NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO PROHIBIT ANY
CAUSE OF ACTION BASED ON ANY OTHER LANSING, FEDERAL OR STATE LAW.

41

42(297.02. - Definitions.

43

As used in this Chapter, the following words and phrases have the following meanings:

45

Age: Chronological age as measured from date of birth.

47

Ancestry: The nationality, ethnicity, or family lineage from which a person is a

49 descendent.

51 Bona fide occupational qualifications: Characteristics that are reasonably necessary for
52 the proper performance or evaluation of an occupation or the normal operation of a
53 business.

55 BULLYING: REPEATED, PERSISTENT, WILLFUL, AGGRESSIVE BEHAVIOR
56 DIRECTED AT ANOTHER PERSON THAT IS INTENDED TO CAUSE HARM TO THE
57 OTHER PERSON'S BODY, EMOTIONS, SELF-ESTEEM OR REPUTATION.

59 Contractor: A person who by contract furnishes services, materials or supplies.
60 "Contractor" does not include a person who is merely a creditor or debtor of the City,
61 such as those holding the City's notes or bonds or persons whose notes, bonds or stock
62 are held by the City.

64 Discriminate/discrimination: ~~To harass or treat differently or the act of harassing or~~
65 ~~treating differently, a person, or the person's friends, relatives, or associates, based in~~
66 ~~whole or in part on irrelevant characteristics of that person.~~ MAKE A DECISION,
67 OFFER TO MAKE A DECISION OR REFRAIN FROM MAKING A DECISION IN
68 WHOLE OR IN PART ON THE ACTUAL OR PERCEIVED RACE, COLOR, RELIGION,
69 NATIONAL ORIGIN, SEX, AGE, HEIGHT, MARITAL STATUS, PHYSICAL OR
70 MENTAL DISABILITY, FAMILY STATUS, SEXUAL ORIENTATION GENDER
71 IDENTITY, OR HIV STATUS . DISCRIMINATION BASED ON SEX INCLUDES

SEXUALLY HARASSMENT, WHICH MEANS UNWELCOME SEXUAL ADVANCES,
REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL
CONDUCT OR COMMUNICATION OF A SEXUAL NATURE .WHEN:

(i) Submission to such conduct or communication is made a term or condition or
condition either explicitly or implicitly to obtain employment, public
accommodation or housing.

(ii) Submission to or rejection of such conduct or communication by an individual is
used as a factor in decisions affecting such individual's employment, public
accommodations or housing.

(iii) Such conduct or communication has the purpose or effect of substantially
interfering with an individual's employment accommodations or housing, or
creating an intimidation, hostile, or offensive employment, public
accommodations, or housing environment.

Employee: A person, paid or unpaid, performing work duties for an employer, including
an applicant for paid or volunteer employment, or a participant in a training or
apprenticeship program.

Employer: Any person with a business located within or doing business within the
corporate City limits of Lansing or doing Business with the City of Lansing who employs
or is seeking to employ five or more employees, including any agent of that person or
entity.

95 Employment: The act of an employee performing work duties for an employer.

96
97 Employment agency: Any person, paid or unpaid, who regularly undertakes to procure,
98 refer, recruit, or place an employee with an employer, including any agent of that
99 person.

100
101 Familial status: The state of being in a family or functional family.

102
103 Family: Any one of the following:

104 (1) An individual who is pregnant; or

105 (2) Two or more individuals related by blood within four degrees of consanguinity,
106 marriage, adoption, or in a foster care relationship.

107
108 Functional family: A group of individuals who do not meet the definition of “family,” living
109 together as a single housekeeping unit and intending to live together as a single
110 housekeeping unit for the indefinite future. “Functional family” does not include a
111 fraternity, sorority, club, hotel, or other group of persons whose association is temporary
112 or commercial in nature.

113
114 Gender identity or expression: A person’s gender-related self-perception, appearance,
115 or behavior, regardless of that person’s BIOLOGICAL sex at birth.

116
117 Harass/harassment: Physical conduct or communication directed at another person

intentionally for the purpose or effect of creating an intimidating, hostile, or offensive environment with regard to employment, places of public accommodation, public services, or housing.

HOSTILE WORK ENVIRONMENT: THIS DEFINITION ADOPTS BY REFERENCE THE DEFINITION OF THIS TERM UNDER MICHIGAN LAW AND INCLUDES THAT A HOSTILE WORK ENVIRONMENT EXISTS WHEN THERE IS PERSISTENT AND PERVASIVE DISCRIMINATORY CONDUCT OR BEHAVIOR IN THE PLACE OF WORK THAT IS UNWELCOME AND OFFENSIVE TO AN EMPLOYEE OR GROUP OF EMPLOYEES OF A PROTECTED CLASS STATUS, THAT IS SEVERE ENOUGH TO DISRUPT, BEYOND A REASONABLE DEGREE, THE WORK OF THE TARGETED EMPLOYEE OR EMPLOYEES.

Housing status: The state of having or not having a fixed residence, including, but not limited to, the state of owning or renting (with or without receiving public housing assistance) a place to live. This includes a person's type of dwelling or shelter, including, but not limited to, single family or multiple family homes, apartments, condominiums, rooming houses, housing cooperatives, hotels, motels, public or subsidized housing units, retirement homes, nursing homes, and temporary or long-term shelters.

Irrelevant characteristic/irrelevant characteristics: Any status or condition which is unrelated to a person's ability to:

- 141 (1) Safely and competently perform specific duties of a particular job or profession, or
142 qualify for promotion,
- 143 (2) Use or benefit from a place of public accommodation,
- 144 (3) Use or benefit from public services, or
- 145 (4) Acquire, rent, or maintain property.

146

147 “Irrelevant characteristics” do not include bona fide occupational qualifications but do
148 include a person’s actual or perceived race, religion, ancestry, national origin, color,
149 sex, age, height, weight, student status, marital status, familial status, housing status,
150 veteran status, political affiliation or belief sexual orientation, gender identity or
151 expression, mental or physical limitation, source of income, **HIV STATUS** OR
152 SERVICES IN ARMED FORCES IN SOVERIGN NATIONS.

153

154 Labor organization: Any union, committee, association, or organized group of
155 employees that exists primarily for the purpose of dealing with employment concerns,
156 grievances, wages, labor disputes, rates of pay, hours of work, or other terms or
157 conditions of employment.

158

159 Marital status: The state of being single, married, separated, divorced, in a functional
160 family, or a surviving spouse.

161

162 Mental limitation: Actual or perceived disability or handicap, as those terms are defined
163 in the Michigan Persons With Disabilities Civil Rights Act, or limitation regarding mental

capabilities unrelated to a person's ability to:

(1) Perform a particular job or profession or qualify for promotion,

(2) Use or benefit from a place of public accommodation,

(3) Use or benefit from public services, or

(4) Acquire, rent, or maintain property.

"Mental limitation" includes, but is not limited to, developmental disabilities, psychological conditions, and the use by any person of adaptive devices, aids, or medication to mitigate such limitations. "Mental limitation" does not include any condition caused by the current use of an illegal or controlled substance or alcohol.

National origin: The country where a person or a person's ancestors were born. Discrimination against a person based on national origin shall include discrimination against nonnaturalized citizens and persons for whom English is a second language.

Perceived: As used in this chapter "perceived" refers to the perception of ~~the respondent and not the perception of the claimant.~~ THE PERSON WHO ACTS, AND NOT TO THE PERCEPTION OF THE PERSON FOR OR AGAINST WHOM THE ACTION IS TAKEN.

Person/persons: One or more individuals, partnerships, associations, or organizations; labor organizations, labor unions, or joint apprenticeship committees; businesses, companies, or corporations; legal representatives, receivers, trusts, or trustees; unincorporated organizations; employers or employment agencies; employees or

contractors; realtors, real estate brokers, salespersons, or leasing agents; the City of Lansing, agencies of the city, and any recipient of city funds or any other legal or commercial entity.

Physical limitation: Actual or perceived disability or handicap, as those terms are defined in the Michigan Persons With Disabilities Civil Rights Act, or limitation regarding physical capabilities and human motor performance unrelated to a person's ability to:

- (1) Safely and competently perform specific duties of a particular job or profession or qualify for promotion,
- (2) Use or benefit from a place of public accommodation,
- (3) Use or benefit from public services, or
- (4) Acquire, rent, or maintain property.

"Physical limitation" includes, but is not limited to, blindness or partial sightedness, deafness or hearing impairment, muteness, partial or total absence of any body part(s), speech impairment, motor impairment, and the use by any person of adaptive devices or aids to mitigate such limitations.

"Physical limitation" does not include any condition caused by the current use of an illegal or controlled substance, or alcohol.

Place of public accommodation: A place open to the general public that is a facility or business of any educational, governmental, nonprofit, health, day care, entertainment,

cultural, recreational, refreshment, transportation, or human services, financial, or other business of any kind, whose goods, services, facilities, activities, privileges, or advantages are extended, offered, sold, rented, leased, or otherwise made available to the public.

Public services: Goods, services, facilities, activities, privileges, or advantages extended, offered, sold, rented, leased, or otherwise made available to the public through a department, agency, board, or commission owned, operated, or managed by or on behalf of the state or a political subdivision of the state or a nonprofit organization, including tax-exempt private agencies, which receive financial support through the solicitation of the general public or through governmental subsidy of any kind.

Real property: Any habitable or potentially habitable land or building, as used in this definition "habitable building" includes, but is not limited to, single and multiple family homes, apartments, condominiums, housing cooperatives, mobile homes or trailers, mobile home or trailer parks, and tenements, including any lease or interest in real property.

Religion: All aspects of religious observance, dress, practice, and belief.

Sexual orientation: ~~Male or female homosexuality, heterosexuality or bisexuality, whether past or present.~~ A PERSON'S SEXUAL IDENTITY IN RELATION TO THE GENDER TO WHICH THEY ARE ATTRACTED; THE **STATE** OF BEING

HETEROSEXUAL, HOMOSEXUAL, BISEXUAL, OR ASEXUAL.

Sex: The condition of being male, ~~or~~ female, OR INTERSEX. Discrimination based on sex includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

(1) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodation, or housing;

or

(2) Submission to or rejection of such conduct or communication by a person is used as a factor in decisions affecting such person's employment, public accommodation, or housing; or

(3) Such conduct or communication has the purpose or effect of substantially interfering with a person's employment, public accommodation, or housing, or creating an intimidating, hostile, or offensive employment, public accommodation, or housing environment.

Student status: The current state of pursuing a diploma/degree at any educational institution.

Source of income: Any legal source from which a person obtains money.

Veteran Status: Having served in any unit of the United States Armed Forces or their

reserve components, including the National Guard and the Coast Guard.

297.03. - ~~Prohibitions in employment.~~ DISCRIMINATORY EMPLOYMENT PRACTICES.

(a) Except as otherwise provided, no employer shall discriminate against any other person with regard to recruiting, referring, hiring, contracting, compensating, grading, classifying, promoting, demoting, disciplining, terminating or otherwise restricting or conditioning terms and privileges of employment.

(b) Except as otherwise provided, no labor organization or apprentice program shall discriminate by limiting membership, conditions of membership, privileges of membership or termination of membership of any person in any labor union or apprentice program.

(c) Except as otherwise provided, no person shall discharge, terminate, expel, or otherwise discriminate against any other person because that person has opposed any discriminatory practice forbidden by this chapter or has filed a complaint, testified, or assisted in any proceeding regarding any discriminatory practice forbidden by this chapter.

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281.
282.
283. **297.04. - Prohibitions in DISCRIMINATORY places of public accommodation**
284 **PRACTICES.**
285.

286 (a) No person shall discriminate against any other person by withholding, denying,
287 curtailing, or otherwise limiting the full use and enjoyment of places of public
288 accommodations.

289
290 (b) No person shall prohibit a breastfeeding mother from or segregate a
291 breastfeeding mother within any place of public accommodation where she and the
292 child would otherwise be authorized to be.

293.
294.
295. **297.05. - Prohibitions DISCRIMINATION in provision of public services AND**
296 **HEALTH CARE.**

297 (a) No person shall discriminate against any other person in providing information,
298 offering access, or making referrals regarding public services, or by withholding,
299 denying, curtailing, or otherwise limiting the full use of and benefit from public
300 services.

301. **297.06. - Prohibitions in DISCRIMINATORY housing PRACTICES.**
302.

303 (a) No person shall discriminate in referring, leasing, selling, renting, showing,
304 advertising, pricing, offering, inspecting, listing, or otherwise making available any

real property, including discrimination in providing information and receiving or communicating a bona fide offer on any real property.

(b) No person shall discriminate in (a) the application, conditions, or granting of mortgages (b) No person shall discriminate in (a) the application, conditions or granting of mortgages, or other financing, (b) the offer, conditions, or sale of home-owner or rental insurance, or (c) the contracting of construction, rehabilitation, maintenance, repair, or other improvement of any housing facility.

(c) No person shall refuse to lend money for the purchase or repair of any real property or insure any real property solely because of the location in the city of such real property.

(d) No person shall promote any sale, rental, lease, sublease, Exchange, transfer, or assignment of real property by representing that changes are occurring or will occur in an area with respect to any irrelevant characteristics.

(e) No person shall indicate, communicate, or otherwise represent to another person that any real property or interest therein is not available for inspection, sale, rental, or lease knowing in fact it is available, including failing to make a person aware of a real property listing, refusing to permit inspection of real property, and representing that a property has been sold when In fact it has not.

(f) No person shall offer, solicit, accept, use or retain a listing of real property or an

interest therein with the understanding that a person may be discriminated against in a real estate transaction or in the furnishing of facilities or services in connection therewith.

297.07. - Other prohibited practices.

(a) No person shall adopt, enforce, or employ any policy or publish, circulate, post, mail, or otherwise broadcast any statement, advertisement, sign, or notice or use a form of application or make a record of inquiry which directly or indirectly discriminates or indicates discrimination in providing employment, public accommodations, public services, ~~or~~ housing OR HEALTH CARE.

(b) No person shall discriminate in the publication or distribution of advertising material, information, or solicitation regarding employment, public accommodations, public services, ~~or~~ housing, OR HEALTH CARE.

(c) No person shall coerce, intimidate, threaten, harass, retaliate against, BULLY or interfere with any person:

(1) In the exercise or enjoyment of, or on account of one's having exercised or enjoyed, or on account of one's having aided or encouraged any person in the exercise or enjoyment of, any right protected in this chapter; or

(2) Making a complaint or assisting in an investigation regarding a violation or alleged violation of this chapter.

(d) No person shall require, request, conspire with, assist, BULLY or coerce another

person to:

(1) Discriminate in any manner prohibited by this chapter; or

(2) Intimidate, threaten, harass, or retaliate against another person for making a complaint or assisting in an investigation regarding an alleged violation of this chapter.

(e) No person shall provide false or misleading information to any authorized person investigating a complaint regarding a violation or alleged violation of this chapter, or sign a complaint for a violation of this chapter based upon false or substantially misleading information.

297.08. - Exceptions.

~~Exceptions to discrimination and harassment under this chapter shall include, but are not limited to:~~ NOTWITHSTANDING ANYTHING CONTAINED IN THIS CHAPTER, THE FOLLOWING PRACTICES SHALL NOT BE VIOLATIONS OF THIS CHAPTER:

(a) Employment;

(1) This chapter does not apply to the employment of any person by his/her parent, spouse, or child.

(2) It is permissible to discriminate in hiring and selecting between one person and another based on bona fide occupational qualifications. Upon a claim of discrimination, the Claimant shall have the burden of making a prima facie

showing that a qualification or selection resulted from a prohibited discriminatory act. An employer shall then have the burden of establishing that a qualification or selection criterion is reasonably necessary for the claimant to perform in the normal operation of the business. The Claimant will then have the burden of showing that such qualification or criterion is mere pretext.

(1) It is permissible to give preferential treatment in hiring to veterans and their relatives as required by federal or state law.

(2) It is permissible to engage in a bona fide effort to establish, maintain, or improve employment opportunities for persons protected from discrimination and harassment under this chapter.

(5) It is permissible to consider legal source of income as a bona fide occupational qualification where the employment involves non-compete agreements, trade secrets, or similar legally recognized restraints on employment based on source of income.

(b) Public accommodation and public services;

(1) It is permissible to restrict the use of shower or changing areas in health clubs or recreational facilities on the basis of sex when separate and private shower or changing areas do not exist.

(2) It is permissible to refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.

(3) It is permissible to refuse to admit persons under 18 years of age to a business providing entertainment or selling literature or merchandise, which the operator of

the business deems unsuitable for minors, or which is a “sexually explicit matter” as defined by Section 3 of Act 33 of the Public Acts of 1978, codified at MCL 722.673.

(4) It is permissible for an educational institution to limit the use of its facilities to those affiliated with such institution.

(5) It is permissible to provide discounts on products or service to students, minors, and senior citizens.

(6) it is permissible to restrict participation on athletic teams or in athletic events on the basis of age.

(c) Housing;

(1) It is permissible to discriminate in any arrangement for the sharing of a single unit dwelling, the remainder of which is occupied by the owner or a member of his/her immediate family.

(2) It is permissible for the owner of a dwelling devoted entirely to the housing or accommodation of a single sex to restrict occupancy and use on the basis of sex.

(3) This chapter does not require any person who does not participate in the Federal Section 8 Housing Assistance Program to accept any subsidy, payment assistance, voucher or contribution in connection with such program, or to lease or rent to any tenant or prospective tenant who is relying on such a subsidy as payment for at least part of the rent.

297.09. - Other exceptions as required by law.

422.

423 This chapter shall not be construed to limit rights granted by State or Federal
424 Constitution, law, rule or regulation, including but not limited to, the following:

425

426 (a) It is permissible to discriminate in employment, public accommodation, public
427 services ~~and~~ housing, AND HEALTH CARE based on a person's age, income level,
428 or mental or physical limitations when such discrimination is required or allowed by
429 Federal, State or Local constitution, law, rule or regulation.

430

431 (b) It is permissible for a governmental institution to restrict access to any of its
432 facilities or to restrict employment opportunities based on duly adopted institutional
433 policies that conform to Federal, State or local constitution, law, rule or regulation.

434 (c) This chapter shall not be read to prohibit or interfere with the exercise of a
435 person's first amendment rights.

436 (d) It is permissible for a religious organization or institution to restrict employment
437 opportunities, housing facilities, or accommodations that are operated as a direct
438 part of religious activities to persons who are members of or who conform to the
439 moral tenets of that religious institution or organization.

440 (e) It is permissible to limit occupancy in a housing development or to provide public
441 accommodations or employment privileges or assistance to persons of low income,
442 over 55 years of age, or who have a physical or mental limitation.

443 (f) It is permissible to discriminate based on a person's age when State, Federal, or
444 local law requires it.

(g) It is permissible to refuse to enter into a contract with an emancipated minor.

(h) Nothing in this chapter shall affect, replace, or diminish the duties, obligations, rights, or remedies as otherwise provided by any union contract, collective bargaining agreement, or federal, state or local constitution, law, rule or regulation, which shall control over this chapter.

(i) This chapter shall not be read to require an employer, whether public or private, to provide benefits to UNMARRIED domestic partners in contravention of Article I, Section 25 the Michigan Constitution.

297.10. - Complaints.

(a) Any person claiming to be discriminated against or harassed in violation of this ordinance may file with the Human Relations and Community Services ~~department~~ Department (~~hereafter referred to as~~ "the department") a complaint, in writing, setting forth with reasonable specificity the person or persons alleged to have violated this chapter, the specific nature of the violation and the date(s) of the alleged violation. A person filing a complaint must do so within 180 days of the incident forming the basis of the complaint.

(b) To the extent permitted by law, all written complaints of discrimination in employment, public accommodation, public services, and housing received by the department shall be kept confidential.

(c) UPON RECEIPT OF THE COMPLAINT the department shall:

(1) Be responsible for ~~receipt, recordation, investigation, mediation, conciliation, recommendation, and/or referral to the Office of the City Attorney~~ ; DETERMINING WHETHER THERE IS SUFFICIENT EVIDENCE OF A VIOLATION OF THIS CHAPTER. IF THE DEPARTMENT DETERMINES THAT

SUFFICIENT EVIDENCE OF A VIOLATION EXISTS, IT WILL REFER THE
MATTER TO THE OFFICE OF THE CITY ATTORNEY.

~~(2)~~

~~Ensure there are no undue burdens placed on a Claimant, which might
discourage filing of a discrimination complaint;~~

~~(3)~~

~~Commence and complete the complaint investigation, mediation/conciliation,
and recommendation process in a timely manner;~~

~~(4)~~

~~Promulgate and publish rules and guidelines for processing, investigating,
mediating/conciliating, and recommending resolution of the complaint; and~~

~~(5)~~

~~Refer a complaint it deems valid and sufficiently egregious directly to the City
Attorney for review and additional action.~~

(D) UPON RECEIPT OF A REFERRAL FROM THE DEPARTMENT, THE OFFICE OF
THE CITY ATTORNEY SHALL:

(1) CONTACT THE CLAIMANT TO DISCUSS ITS CONCERNS AND SCHEDULE
AN INFORMAL CONFERENCE (ESTIMATED TIME WITHIN 45 DAYS);

(2) ENSURE THERE ARE NO UNDUE BURDENS PLACED ON A CLAIMANT,
WHICH MIGHT DISCOURAGE FILING OF A DISCRIMINATION COMPLAINT;

(3) COMMENCE AND COMPLETE THE COMPLAINT INVESTIGATION,
MEDIATION/CONCILIATION, AND RECOMMENDATION PROCESS IN A
TIMELY MANNER.

(E) THE OFFICE OF THE CITY ATTORNEY SHALL BE RESPONSIBLE FOR
PROMULGATING AND PUBLISHING RULES AND GUIDELINES FOR

PROCESSING, INVESTIGATING, MEDIATING/CONCILIATING, AND
RECOMMENDING RESOLUTION OF THE COMPLAINT.

297.11. - Investigation and hearing.

(a) During an investigation, the ~~department~~ OFFICE OF THE CITY ATTORNEY may request the appearance of witnesses and the production of books, papers, records or other documents that may be relevant to a violation or alleged violation of this chapter.

(b) If the ~~department~~ OFFICE OF THE CITY ATTORNEY determines that the complaint and preliminary evidence gathered indicates a prima facie violation of an ordinance in this chapter, the ~~department~~ OFFICE OF THE CITY ATTORNEY shall assign a person within the department to conduct a hearing (hereinafter referred to as the "Hearing Officer") within 90 days after completion of its preliminary investigation. The person who is alleged to have committed a violation (the "Respondent") and the claimant shall be sent by regular mail at least 14 days advance, notice of the scheduled date and time of the hearing and a request for each to appear. At the hearing, testimony will be taken. All testimony shall be on the record, under oath and either recorded or transcribed. Both Claimant and Respondent shall be allowed to testify, present evidence, bring witnesses to testify, and to cross examine all witnesses at the hearing. Technical rules of evidence shall not apply.

(c) A failure of either the Claimant or the Respondent to cooperate with the OFFICE OF THE CITY ATTORNEY ~~department~~ may result in an adverse determination for that person at the hearing.

297.12. - Findings and recommendations.

527 The Hearing Officer shall make findings of fact based on the testimony and evidence
528 introduced at the hearing and shall recommend such relief as the Hearing Officer
529 deems appropriate. The Claimant and Respondent shall have the right to appeal the
530 Hearing Officer's findings and recommendations in writing within 30 days to the
531 ~~Director of the department~~ HEARING OFFICER. On appeal, the hearing record and
532 Hearing Officer's findings and recommendations shall be reviewed by the ~~Director of~~
533 ~~the department~~ CITY ATTORNEY who shall approve, approve with modification, or
534 disapprove of the findings and recommendations. After the ~~Director's~~ CITY
535 ATTORNEY'S review, the ~~department's~~ HEARING OFFICER'S findings and
536 recommendations shall be served by regular mail on the Claimant and Respondent.
537 ~~to the complaint, who shall have~~ THE PARTIES SHALL HAVE 30 days to comply with
538 such findings and recommendations, unless otherwise provided by the ~~department~~.
539 HEARING OFFICER.

540(297.13. - Available recommendations AND REMEDIES.

541 ~~Department recommendations may include, but are not limited to one or more of the~~
542 ~~following:~~ IF A VIOLATION OF THIS CHAPTER IS FOUND, THE HEARING OFFICER
543 MAY RECOMMEND THAT REMEDIAL ACTION BE TAKEN. THE RECOMMENDED
544 REMEDIES MAY INCLUDE, BUT ARE NOT LIMITED TO ONE OR MORE OF THE
545 FOLLOWING:

- 546 (a) Ceasing the illegal conduct cited in the complaint and taking steps to alleviate the
547 effect of such illegal conduct;
- 548 (b) Requiring the respondent apologize to the Claimant;
- 549 (c) Closure of the matter based upon a mediation/ conciliation agreement of the
550 Claimant and Respondent;
- 551 ~~(d) Paying actual~~ REQUIRING THE RESPONDENT PAY damages for injury or
552 loss;
- 553
- 554 (e) Hiring, reinstating, or promoting the Claimant, with or without back pay, or

- providing such fringe benefits as the Claimant may have been denied;
- (f) Selling or leasing of housing or dwelling unit in question to the Claimant;
- (g) Admitting the claimant to a place of public accommodation or extending full and equal use and enjoyment of said place of public accommodation;
- (h) Paying some or all of the Claimant's costs, costs incurred at any stage of review;
- (i) Posting the explanation of and requirements for compliance with this chapter;
- (j) Dismissing the complaint; and
- (k) Imposing costs against a Claimant for a frivolously filed claim.

297.14. – CONCILIATORY AGREEMENTS.

IN CASES INVOLVING ALLEGED VIOLATIONS OF THIS CHAPTER, THE HEARING OFFICER MAY HAVE THE PARTIES ENTER INTO AGREEMENTS WHEREBY THE INVOLVED PARTIES AGREE TO TAKE STEPS THAT WILL TERMINATE CONTINUED DISCRIMINATORY PRACTICES AND/OR COMPENSATE FOR PAST AND FUTURE INJURY. VIOLATIONS OF SUCH AGREEMENTS SHALL BE VIOLATIONS OF THIS CHAPTER.

297.15 CIVIL INFRACTIONS

(A) A VIOLATION OF ANY PROVISION OF THIS CHAPTER IS A CIVIL INFRACTION AND SHALL BE PROSECUTED BY AN INDEPENDENT PROSECUTOR'S OFFICE. EACH DAY UPON WHICH A VIOLATION OCCURS SHALL CONSTITUTE A SEPARATE AND NEW VIOLATION.

(B) IF THE HEARING OFFICER DETERMINES THAT A VIOLATION OF THIS

578 CHAPTER HAS OCCURRED AND THE RESPONDENT DOES NOT COMPLY WITH
579 THE HEARING OFFICER'S RECOMMENDATION WITHIN THE SPECIFIED TIME
580 PERIOD, EITHER THE COMPLAINANT OR THE HEARING OFFICER MAY REFER
581 THE MATTER TO A CITY OR, COUNTY PROSECUTOR, THE MICHIGAN
582 DEPARTMENT OF CIVIL RIGHTS, THE UNITED STATES DEPARTMENT OF
583 JUSTICE, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, OR OTHER
584 APPROPRIATE ENFORCING AGENCY.

585 (C) A VIOLATION OF A PROHIBITED ACT IN THIS CHAPTER IS DESIGNATED A
586 MUNICIPAL CIVIL INFRACTION, IS NOT A CRIME, AND SHALL NOT BE
587 PUNISHABLE BY IMPRISONMENT.

588 (D) SCHEDULE OF CIVIL FINES. THE VIOLATION SHALL BE ACCORDING TO THE
589 FOLLOWING SCHEDULE:

590 (1) FIRST VIOLATION\$ 150.00
591 (2) SECOND VIOLATION \$ 250.00
592 (3) THIRD (OR ANY SUBSEQUENT) VIOLATION \$ 500.00

593

594 (E) CONTINUING VIOLATION.

595 (1) FOR AN OFFENSE THAT IS A SINGLE AND DISCRETE OCCURRENCE, A
596 SINGLE VIOLATION SHALL ACCRUE (FOR EXAMPLE, A SINGLE ACT OF
597 HARASSMENT LIKE A RACIAL EPITHET). SUBSEQUENT SINGLE AND
598 DISCRETE OCCURRENCES SHALL RESULT IN ADDITIONAL
599 VIOLATIONS ACCORDING TO THE ABOVE SCHEDULE (FOR EXAMPLE,
600 TWO SEPARATE INSTANCES OF RACIAL EPITHETS WOULD

601 CONSTITUTE A FIRST AND SECOND VIOLATION).

602 (2) FOR OFFENSES THAT ARE CONTINUING IN NATURE, RATHER THAN
603 SINGLE AND DISCRETE, THE FIRST VIOLATION SHALL ACCRUE WITH
604 THE FIRST DAY OF THE OCCURRENCE, AND SUBSEQUENT
605 VIOLATIONS SHALL ACCRUE FOR EACH ADDITIONAL DAY OF THAT
606 OCCURRENCE (FOR EXAMPLE, AN IMPERMISSIBLE HIRING PRACTICE
607 THAT CONTINUES EACH DAY ON AN ONGOING BASIS).

608 (3) FOR CONTINUING VIOLATIONS UNDER SUBSECTION (F)(2), THE DAY
609 OF THE FIRST OCCURRENCE SHALL BE MEASURED FROM THE DAY
610 OF SERVICE OF THE COMPLAINT.

611.
612 ~~(A) AN ACTION FOR A CIVIL INFRACTION FOR A VIOLATION OF THIS CHAPTER MAY BE~~
613 ~~INITIATED BY THE DEPARTMENT ON THE BASIS OF ITS INVESTIGATION OF A COMPLAINT AND~~
614 ~~ISSUANCE OF FINDINGS AND RECOMMENDATIONS.~~

615 ~~(B) IF THE DEPARTMENT DETERMINES THAT DISCRIMINATION OR HARASSMENT TOOK PLACE~~
616 ~~AND THE RESPONDENT DOES NOT COMPLY WITH THE DEPARTMENT'S RECOMMENDATION~~
617 ~~WITHIN THE SPECIFIED TIME PERIOD, THE DEPARTMENT MAY REFER THE MATTER TO THE~~
618 ~~CITY ATTORNEY, COUNTY PROSECUTOR, THE MICHIGAN DEPARTMENT OF CIVIL RIGHTS,~~
619 ~~THE UNITED STATES DEPARTMENT OF JUSTICE, DEPARTMENT OF HOUSING AND URBAN~~
620 ~~DEVELOPMENT, OR OTHER APPROPRIATE ENFORCING AGENCY.~~

621 ~~(C) THE CITY ATTORNEY MAY COMMENCE LEGAL ACTION BY FILING AND SERVING A~~
622 ~~COMPLAINT TO OBTAIN INJUNCTIVE RELIEF OR ANY OTHER REMEDY IN AN EFFORT TO~~
623 ~~PREVENT FURTHER DISCRIMINATION PROHIBITED BY THIS CHAPTER AND TO REMEDY THE~~
624 ~~EFFECTS OF SUCH DISCRIMINATION.~~

625 ~~(D) A VIOLATION OF A PROHIBITED ACT IN THIS CHAPTER IS DESIGNATED A MUNICIPAL CIVIL~~
626 ~~INFRACTION, IS NOT A CRIME AND SHALL NOT BE PUNISHABLE BY IMPRISONMENT.~~

627 ~~(E) SCHEDULE OF CIVIL FINES. THE VIOLATION SHALL BE ACCORDING TO THE FOLLOWING~~
628 ~~SCHEDULE:~~

629 ~~(1) FIRST VIOLATION\$150.00~~

630 ~~(2) SECOND VIOLATION\$250.00~~

631 ~~(3) THIRD (OR ANY SUBSEQUENT) VIOLATION\$500.00~~

632 ~~(F) CONTINUING VIOLATION:~~

633 ~~(1) FOR AN OFFENSE THAT IS A SINGLE AND DISCRETE OCCURRENCE, A SINGLE~~
634 ~~VIOLATION SHALL ACCRUE (FOR EXAMPLE, A SINGLE ACT OF HARASSMENT LIKE A~~
635 ~~RACIAL EPITHET). SUBSEQUENT SINGLE AND DISCRETE OCCURRENCES SHALL RESULT~~
636 ~~IN ADDITIONAL VIOLATIONS ACCORDING TO THE ABOVE SCHEDULE (FOR EXAMPLE, TWO~~
637 ~~SEPARATE INSTANCES OF RACIAL EPITHETS WOULD CONSTITUTE A FIRST AND SECOND~~
638 ~~VIOLATION).~~

639 ~~(2) FOR OFFENSES THAT ARE CONTINUING IN NATURE, RATHER THAN SINGLE AND~~
640 ~~DISCRETE, THE FIRST VIOLATION SHALL ACCRUE WITH THE FIRST DAY OF THE~~
641 ~~OCCURRENCE, AND SUBSEQUENT VIOLATIONS SHALL ACCRUE FOR EACH ADDITIONAL~~
642 ~~DAY OF THAT OCCURRENCE (FOR EXAMPLE, AN IMPERMISSIBLE HIRING PRACTICE THAT~~
643 ~~CONTINUES EACH DAY ON AN ONGOING BASIS).~~

644 ~~(3) FOR CONTINUING VIOLATIONS UNDER SUBSECTION (F)(2), THE DAY OF THE FIRST~~
645 ~~OCCURRENCE SHALL BE MEASURED FROM THE DAY OF SERVICE OF THE CITY~~
646 ~~ATTORNEY'S COMPLAINT.~~

647. ~~297.15~~ 297.16 . - Private actions.

648

649 Any person who is the victim of discrimination in violation of this chapter retains his
650 or her right to pursue any and all other legal action to which the person may be
651 entitled in addition to the remedies available under this chapter. Nothing in this
652 chapter shall be construed to limit rights granted under the laws of the State of
653 Michigan or the United States.

654

Where to Start

(Frequently Asked Questions)

What does the Lansing Human Rights Ordinance (HRO) protect against?

Lansing's HRO prohibits discrimination based on irrelevant characteristics (actual or perceived) in employment, public accommodation, housing, and public services including:

- race
- religion
- ancestry
- national origin
- color
- sex
- age
- height
- weight
- student status
- marital status
- familial status
- veteran status
- political affiliation
- sexual orientation
- gender identity or expression
- mental or physical limitation
- source of income

What do I do if I feel I am discriminated against?

- Immediately document the facts of the incident: date, time, place, names, witnesses, etc. for your personal records.
- Fill out the Initial Inquiry form and return it to City Hall by mail or in person, or contact the Lansing Human Relations and Community Service Department for assistance.

Where can I find more information about Lansing's HRO and my rights?

The City of Lansing Human Relations and Community Service Department

DIRECTOR

Dr. Joan Jackson Johnson

4th Floor City Hall
124 W. Michigan Ave.
Lansing, MI 48933

517-483-4477

www.lansingmi.gov/hrccs

joan.jacksonjohnson@lansingmi.gov

HOURS

Monday - Friday

8:00 AM - 5:00 PM



Revised 07/2015



LANSING'S HUMAN RIGHTS ORDINANCE

*An overview for individuals
encountering discrimination
in Lansing*



Human Rights Ordinance Initial Inquiry Form

Please fill out this form to the best of your ability. Attach additional pages if necessary. Mail or return the completed form and any attachments to:

**City of Lansing Human Relations and
Community Services Department
4th Floor City Hall
124 W. Michigan Ave.
Lansing, MI 48933**

A staff member will contact you to discuss your concern and schedule an informal conference. If you have questions, call City Hall at **517-483-4477** or visit www.lansingmi.gov/hrcs.

Name: _____

Today's Date: _____

Phone: _____

Address: _____

How should we contact you? _____

How were you discriminated against?

Who discriminated against you (if known)?

When and Where did the incident occur?

What happens after I file a complaint?

- A staff member will contact you to discuss your concerns and schedule an informal conference (est. within 45 days).
- You must file a sworn statement within 180 days of the incident. A copy will be sent to the party against whom the complaint is made.
- The Human Relations and Community Service Department will investigate your claim. Only those claims that allege conduct found to be in violation of the City Ordinance can be mediated.
- If the Department finds probable cause that there was discriminatory behavior and a mediated settlement is not possible, it will take appropriate action.
- Decisions may be referred to the City Attorney, Michigan Department of Civil Rights, County Prosecutor, or other appropriate enforcing agency.

What are the penalties for violating the HRO?

- Violating the HRO is a Civil Infraction. Penalties for a violation are as follows:
 - First Violation: \$150.00
 - Second violation: \$250.00
 - Third (or subsequent) violation: \$350.00
- In addition the City Attorney may commence legal action to obtain injunctive relief or any other remedy in an effort to prevent further discrimination prohibited by the HRO and remedy the effects of such discrimination.
- A violation of the HRO may also be a violation of state or federal laws against discrimination. Filing an HRO complaint does not waive your rights to pursue any and all other legal action to which you may be entitled.

What can a violation of the HRO look like? (examples)

- Discrimination in employment by refusing to hire, promoting, or terminating or altering conditions of employment because of an irrelevant characteristic.
- Failing to make reasonable accommodations upon request from a qualified person with a disability.
- Harassing an individual based on an irrelevant characteristic.
- Publish, circulate, display, post, or mail any communication that goods, services, facilities, privileges, and advantages of any place of public accommodation shall be withheld or denied to a person or that patronage of such a person is unwelcome on the basis of an irrelevant characteristic.
- Represent to a person because of that person's irrelevant characteristic that any dwelling or real estate is not available for inspection/sale/lease when in fact it is available.
- Deny access to public accommodations to a person based on irrelevant characteristics.

This list is for illustration only and does not represent all potential scenarios or violations of the HRO.

This brochure is a brief overview and does not contain all of the information found within the Ordinance. Certain Exemptions may apply. For further details, refer to the Ordinance in its entirety located on the Human Relations and Community Services web site at:

http://www.lansingmi.gov/media/view/Chapter_297_Human_Rights_Ordinance/8117



Where Michigan Works!

City of Lansing

Fire Department

Contact Us

Code Enforcement Section

316 North Capitol Ave.,
Suite C-2 Lansing, MI 48933
517-483-4361 Fax: 517-337-0100

For General Information and Rental Registration:

codecom@lansingmi.gov

Contact

316 N Capitol Ave
Suite C-1
Lansing, MI 48933
Ph: 517-483-4361
Fax: 517-377-0100
codecom@lansingmi.gov

HOURS

Monday through Friday 8:00 a.m.
to 4:30 p.m.

Code Officers

Code Enforcement Inspection District Map

Scott Sanford Lead Housing Inspector Inspection District Number - See [Inspection Map](#)
517-483-6946 Scott.Sanford@lansingmi.gov

Walter Allen Code Enforcement Officer 8
517-483-4335 Walter.Allen@lansingmi.gov

Vince Cantrell Code Enforcement Officer 7
517-483-4376 Vince.Cantrell@lansingmi.gov

Amy Castillo Code Enforcement Officer 3
517-702-4751 Amy.Castillo@lansingmi.gov

Larry Connelly Code Enforcement Officer 4
517-483-7621 Larry.Connelly@lansingmi.gov

Cameron Priest Code Enforcement Officer 1
517-483-4380 Cameron.Priest@lansingmi.gov

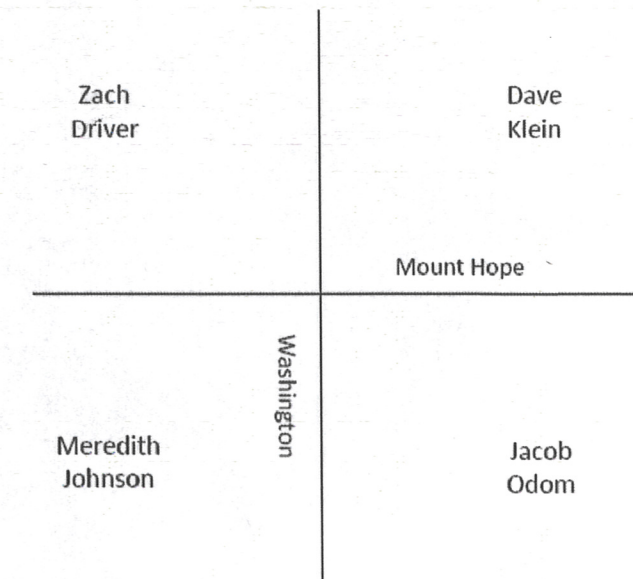
Gregg Scrimger Code Enforcement Officer 6
517-483-7620 Greg.Scrimger@lansingmi.gov

Dave Vincent Code Enforcement Officer 2
517-483-4379 Dave.Vincent@lansingmi.gov

Michael Morrison Code Enforcement Officer 5
517-483-4052 Mike.Morrison@lansingmi.gov

Dave Klein Premise Inspector Dave.Klein@lansingmi.gov

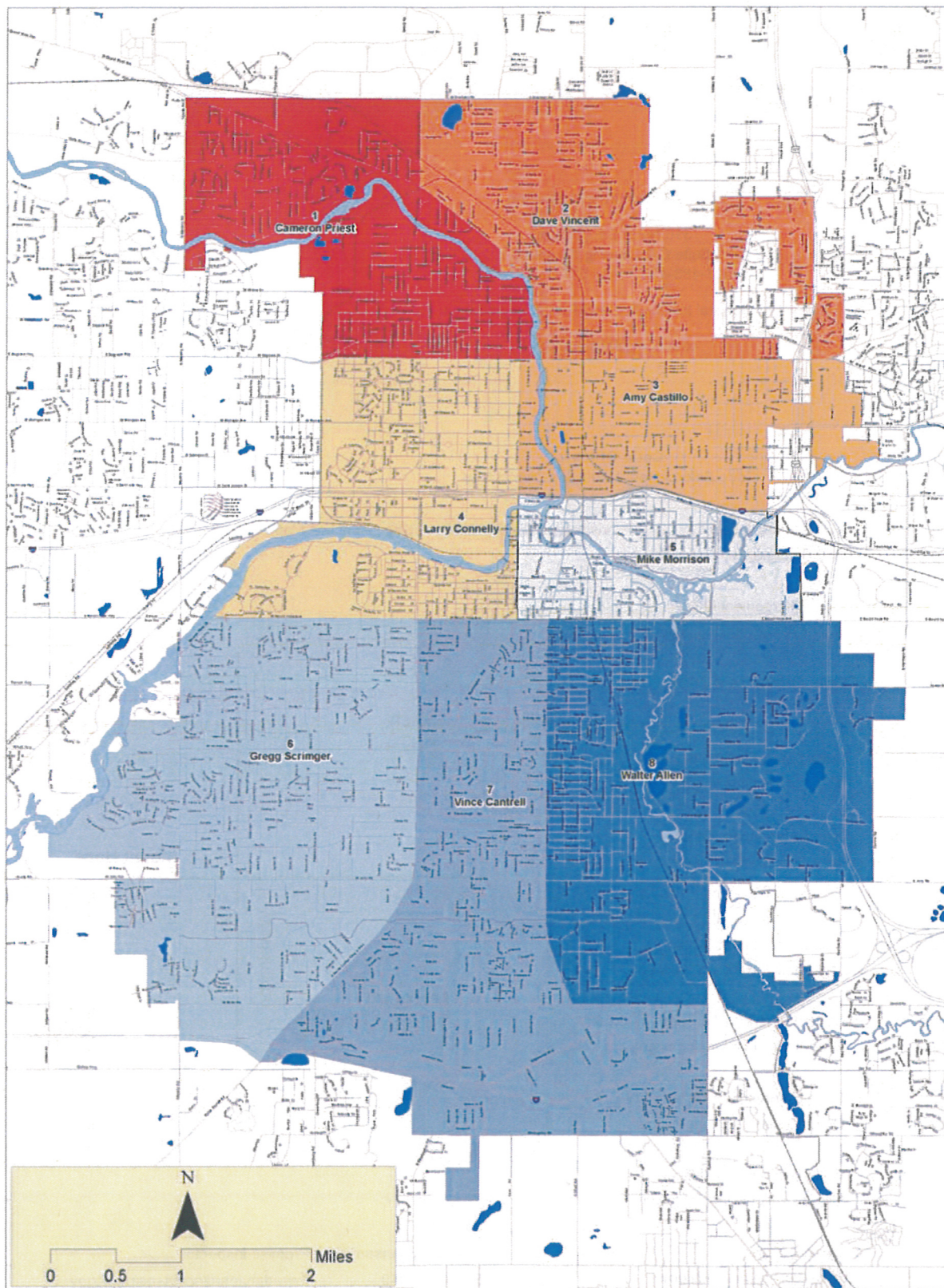
Jacob Odom Premise Inspector Jacob.Odom@lansingmi.gov



Meredith Johnson Premise Inspector
517-483-6849 meredith.johnson@lansingmi.gov

Zachary Driver Premise Inspector
517-702-4750 zachary.driver@lansingmi.gov

Code Compliance Areas 2015



Created by S. Quon, City of Lansing GIS-IT 11-19-15

Follow these steps to protect your children's health.

-  Get your child and your home tested if you live in a home built before 1978. Children who have high blood levels of lead may appear healthy.
-  Clean up paint chips using a wet sponge or rag. Completely rinse sponges and mop heads after cleaning dirty or dusty areas.
-  Avoid exposure to harmful lead dust. Hire a professional to remove lead-based paint, or when renovating or remodeling—don't do it yourself.
-  Use cold tap water for drinking or cooking since lead is more likely to leach into warm or hot water. Run tap water for 15-30 seconds (or until it feels much colder on your hand) before drinking it.
-  Clean or remove shoes before entering your home to avoid tracking in lead-contaminated soil.
-  Make sure children wash their hands after playing outside and before eating or going to bed. Have children play in grassy areas instead of bare soil.
-  Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly. Keep your home clean by washing floors and window sills weekly.
-  Keep children from chewing on painted surfaces, such as windowsills, cribs, or playpens or from playing near painted surfaces that rub together.
-  Make sure your family eats a well-balanced diet low in fat and high in calcium and iron to reduce absorption of lead into the body.
-  If you rent property, tell your landlord about peeling or chipping paint.

For more information about preventing lead poisoning, call the National Lead Information Center at 1-800-424-LEAD or visit www.epa.gov/lead.



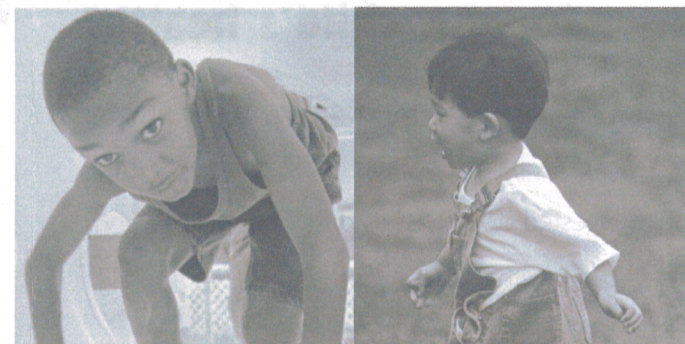
Official Business
Penalty for Private Use
\$300

EPA
United States
Environmental Protection Agency
(7404)
Washington, DC 20460

United States
Environmental Protection
Agency

EPA 747-F-99-005A
August 1999

Prevention, Pesticides, and Toxic Substances (7404)



Runs better unleaded

How to Protect Your Children from Lead Poisoning



Do you know that lead poisoning can pose a serious risk to your child's health?

Lead is a toxic substance that may be present in dust, paint, soil, and drinking water. When ingested or inhaled as dust, lead poses a serious health risk to young children. Low levels of lead exposure can cause nervous system and kidney damage, learning disabilities, poor muscle coordination, slower growth, hearing losses, and also speech, language, and behavior problems. While low-level exposure is most common, exposure to high levels can have devastating effects including seizures, unconsciousness, and even death.



The Centers for Disease Control and Prevention estimate that 1 in 11 American children has high levels of lead in their blood. Fortunately, there are simple ways to assess lead risks and protect your child's health. **If you live in a home built before 1978, keep reading for more information!**

What are the common sources of dangerous lead?



Lead is still prevalent in

housing built before

1978, and poses risks

in the form of lead-

based paint, lead-

contaminated

dust, lead-contami-

nated soil, and older plumb-

ing fixtures made with lead. Before we knew

how harmful lead could be, it was used in

paint, gasoline, water pipes, and many

other products. Now we

know the dangers of lead

poisoning and have

banned or limit-

ed the use of

lead in these

products. However,

this has not

eliminated the risk.



When are these sources hazardous?

Lead-based paint is a hazard if it's peeling,

chipping, chalking, or cracking. Even lead-

based paint that appears to be undis-

turbed can be a problem if it covers sur-

faces that children may chew or that get a

lot of wear and tear such as windows,

windowills, doors, stairs, railings, banis-

ters, porches, and fences.

Dust can become contaminated with lead

when lead-based paint is dry-scraped or

sanded. Dust can also become contami-

nated when older painted surfaces bump

or rub together. Lead chips and dust can

gather on surfaces and objects that

people touch or that children put into

their mouths.

Soil can become contaminated by flaking or

peeling lead-based paint on older build-

ings. Soil near roadways may also be con-

taminated by past use of leaded gasoline

in cars. Avoid these areas when planting

vegetable gardens.

Lead can leach into the water at any temper-

ature, but the amount of lead can be much

greater when the water is hot or warm.

Don't drink or cook with water from the

"hot" faucet if you live in an older home or

think you have lead plumbing fixtures.

Sources of Income

Gross annual income includes the total of all regular or periodic income from all sources before deductions (such as taxes or garnishments) for all adult household members' 18-years of age or older. Household members include unrelated individuals living in the same housing unit.

Gross income includes any of the following: Wages, overtime earnings, salaries, commissions, tips, bonuses, Social Security, public assistance payments and allowances (grand total before vendor payments), child support, alimony, unemployment, disability, Worker's Compensation, pensions or other retirement payments, interest (including tax-exempt interest), annuities and IRA's, dividends, fees or cash received for services rendered, self-employment from a business or profession (we will review the previous 2-year's tax returns – losses are counted as \$0 – they cannot be used to offset other income).

Gross income does not include: Food stamps, educational scholarships, foster care payments, insurance payments for health or accident, or settlements for personal losses. You may be asked to provide copies of this information as part of the application process; so that we can see you have a funding source for paying your bills.

Grants up to \$10,000!

0% Interest Loans up to \$30,000!

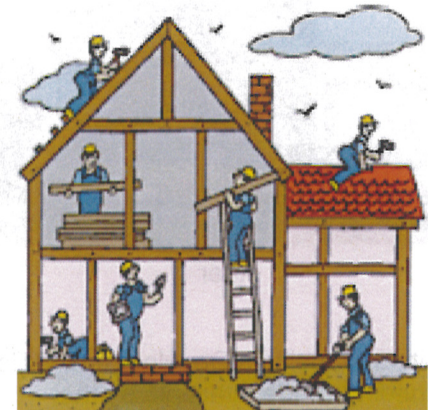
HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD INCOME (Eff. June 2016)
1	\$36,750
2	\$42,000
3	\$47,250
4	\$52,500
5	\$56,700
6	\$60,900
7	\$65,100
8	\$69,300

No Monthly Payments!



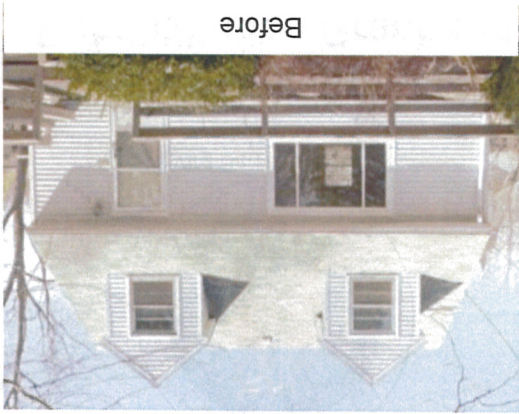
Virg Bernero, Mayor

Single Family Housing Rehabilitation Grant and Loan Program (As of 2016)



Development Office
Department of Planning &
Neighborhood Development

316 N. Capitol Ave.
Suite D-2
Lansing, MI 48933
(517) 483-4040
www.lansingmi.gov/development



Before



After

The City of Lansing's Development Office uses funding made available by the Department of Housing and Urban Development to provide a combination of grants and 0% interest loans for City residents to improve their homes through housing rehabilitation and/or repair of life threatening emergencies. More detailed information may be found at www.lansingmi.gov/development.

You may qualify for our programs if the following requirements are met:

1. You own and occupy your single-family home as your sole place of residence for a minimum of one year. A duplex may only be considered if the owner occupied unit meets income guidelines, and the rental unit is registered, certified, and meets the housing code. Loan funds cannot be used on the rental unit.

2. You must be the record owner of the property. This is usually verified by a recorded warranty deed or title commitment.

3. The home cannot be located in a floodway or flood plain.

4. House payments, homeowner's insurance and property taxes must be current, and have been current for at least one year prior to application.

Your credit history and payment record is a factor considered for loans. If you have owned your home for more than a year and payments have been consistently delinquent, we may not be able to assist you.

5. Total household income may not exceed the income guidelines in effect for the program year. See "Sources of Income." Current income requirements are printed on the back of this brochure or updated at www.lansingmi.gov/program_income_limits.



Funds must be used to correct code related structural, plumbing, mechanical, electrical, lead-based paint hazards and other health and safety violations as a priority. Funds may then be used for weatherization and energy efficiency.

Some examples of eligible improvements include:

- Furnace, boiler, and water heater replacement
- Roof replacement
- Windows, Siding & trim
- Sewer, sanitary and supply line replacement
- Correction of electrical hazards
- Handicap access, including grab bars, ramps, etc.

ADDITIONS AND SWIMMING POOLS ARE CONSIDERED LUXURY ITEMS, AND ARE NOT ALLOWED AS PART OF THIS PROGRAM.



Office of Code
Enforcement

Purpose of the

Exterior Checklist

This checklist will assist you in evaluating the exterior condition of your property. It will help you determine what types of exterior repairs may be needed in or to maintain it in accordance with the City Codes.

Please take a moment to look at the outside of your property and determine if it is in good repair.

CITY OF LANSING

Lansing Police Department

Emergency Phone dial 911
Non-Emergency 483-4600

Fire Marshal Division

Fire Marshal's Office 483-4200
Code Enforcement Office 483-6321

Planning & Neighborhood Development

Building Safety 483-4355
Zoning 483-4085
Development 483-4040

Public Service

Reporting snow on sidewalks 483-4456

City Of Lansing Website

www.lansingmi.gov

Exterior Checklist



**CODE
ENFORCEMENT**



Lansing Fire Department

Fire Marshal's Office

Code Enforcement Section

316 N. Capitol Ave Lansing, MI 48933-1238

(517) 483-4361 FAX (517) 377-0100

City of Lansing

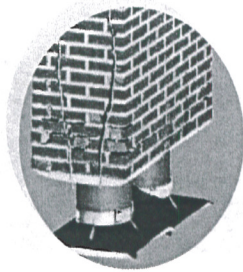
Lansing Fire Department

Fire Marshal Division

Office of Code Enforcement

Chimney

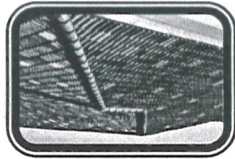
Are bricks and mortar missing?



Roof

Does it leak?

Are shingles in good repair?



Gutters & Downspouts

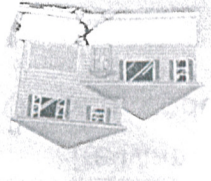
Are they detached and hanging away from the house?
Are there any pieces missing?
Do they drain away from the building without causing water to run onto other peoples property?

Exterior Walls

Do they have any holes or cracks?
Are there pieces of siding missing?
Is the wood exposed to the elements?
Any chipped, peeling or flaking paint?

Foundation

Are there any holes or cracks?
Do the walls look shifted or bulged?



Porches



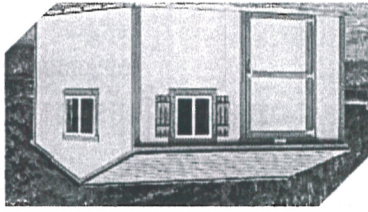
Do the steps need to be repaired or replaced?
Is there a handrail for more than 4 risers?
Do the railings need repaired?

Exterior Doors

Are they weather tight?
Are they equipped with locks maintained in good condition?
Do they need to be painted?

Garage or Shed

Is it in good repair?



Window

Are they weather tight?
Is any of the glass broken?
Do they operate properly?
Do the screens need to be repaired or replaced?
Do the frames and/or trim need to be repaired or replaced?
Do the window locks work?

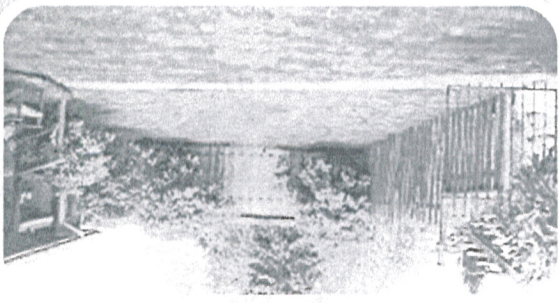
Street Numbers

Do you have street numbers on the front, and if you have one, are they visible from the alley?
Are they at least 4" high, 1/2" wide, and contrast with the background color?



Yard

Is the fence in good repair?
Is the yard free from trash, litter and garbage?
Is the grass in the yard and on the parkway less than 8" in height?
Do branches from any of the shrubs or trees hang over the sidewalk?
Are there any disabled vehicles parked on the property?



Purpose of the Interior Checklist

This checklist was designed to assist you in evaluating the interior condition of a property to see if it meets some of the basic code requirements for residential units.



CITY OF LANSING

Lansing Police Department

Emergency Phone dial 911
Non-Emergency 483-4600

Fire Marshal Division

Fire Marshal's Office 483-4200
Code Enforcement Office 483-6321

Planning & Neighborhood Development

Building Safety 483-4355
Zoning 483-4085
Development 483-4040

Public Service

Reporting snow on sidewalks 483-4456

City Of Lansing Website

www.lansingmi.gov

Lansing Fire Department

Fire Marshal's Office

Code Enforcement Section

316 N. Capitol Ave Lansing, MI 48933-1238

(517) 483-4361 FAX (517) 377-0100



CITY OF LANSING

Office of Code
Enforcement

Interior Checklist



**CODE
ENFORCEMENT**

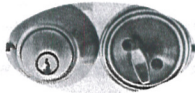
City of Lansing

Lansing Fire Department

Fire Marshal Division

Office of Code Enforcement

Locks



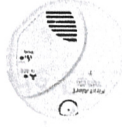
All means of egress doors shall be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort.

Windows

Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. All glazing materials shall be maintained free from cracks and holes. Every window, other than a fixed window shall be easily operable and capable of being held in position by window hardware. Screens must be installed on all operable windows between the months of May to October. Windows must not be difficult to open or close.

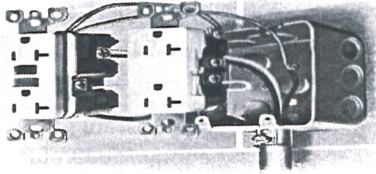
Smoke Detectors

Smoke detectors must be present, operable and installed in appropriate locations. Required to be installed on every level and in and out of every sleeping room. Smoke Detectors that are inoperative must be replaced immediately.



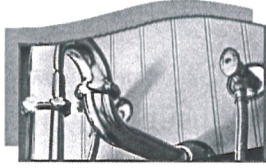
Electrical Systems

All electrical outlets, devices and fixtures must be operable. Electrical cover plates must be on all receptacles and switches. GFCI outlets or circuit breakers must be installed in bathrooms and laundry rooms.



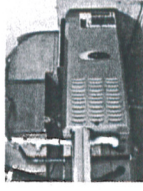
Plumbing

Plumbing fixtures must be in working order. Gas burning water heaters must be properly vented. The water heater must have an approved combination temperature and pressure relief valve with discharge piping installed to within one to four inches from the floor.



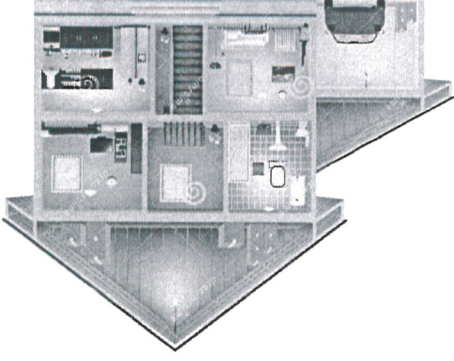
Mechanical

All mechanical equipment, such as fireplaces, furnaces, fuel burning appliances and water heaters, must be properly installed and maintained. Installation or replacement must be done under permits from the Building Safety Office.



Interior

Walls, floors and ceilings must be free of holes and peeling paint. There must be no insect or rodent infestation. Bathrooms without an operable window must have a working ventilation system. Rooms without windows cannot be used as bedrooms. Habitable spaces: bedrooms, hallways, corridors, laundry areas, bathroom, toilet rooms and habitable basement areas must have a clear ceiling height of not less than 7 feet. Rooms used for bedrooms must meet minimum occupancy area requirements. Handrails must not be missing or loose.



FAQ's

(Frequently Asked Questions)

Q: Does this ordinance also apply to my boat and/or trailer?

A: Yes. The ordinance applies to campers, motor homes, trailers, cars, trucks, boats & boat trailers.

Q: Where else can I park if I can't park in the front yard?

A: You can construct a parking surface on your lot in the side or rear yards (non-shaded areas on the illustrations) as long as it meets certain conditions.

Q: What are the conditions you mentioned and can I park on the grass in my yard?

A: No. Parking vehicles in the grass is prohibited. It creates muddy ruts and the grass is difficult to maintain. The location where you park the vehicle or trailer must be paved with asphalt, poured concrete, or brick/concrete pavers. Also the total area of paved surfaces and surfaces covered by the buildings cannot exceed 55% to 75% of the total lot area depending on the zoning district.

Q: If I'm trying to sell my car can I park it on the front lawn?

A: No. Other than the EXCEPTIONS listed in this pamphlet, parking on the front lawn is prohibited.

Q: Most of the driveways in my neighborhood are gravel, can I use gravel instead?

A: Yes, but only if it is requested and approved by both the Planning Office & Public Service Departments.

Q: Can I park my car on the street?

A: No. Parking is not allowed on streets from 2 a.m. to 5 a.m.

Attractive Neighborhoods Build Strong Communities

Please keep in mind that we need and want our neighborhoods to look nice. The storage of vehicles, motor homes, trailers or junk in our yards does not fulfill this goal. Consider storing those items in commercial facilities so that your approved parking areas will be available for things used every day.



Lansing Fire Department Fire Marshal Division Office of Code Enforcement

Our Mission

To protect the health, safety and welfare of Lansing residents primarily through the preservation and improvement of the housing stock by assuring safe, decent and sanitary housing while preserving the integrity of Lansing neighborhoods

Code Enforcement Office

316 N. Capitol Ave., Suite C-1
Lansing, MI 48933-1238
(517) 483-4361
Fax: (517) 377-0169

*VISIT US ON THE WEB @
WWW.CITYOFLANSINGMI.COM*

FRONT YARD PARKING

What You Should Know



Lansing Fire Department Fire Marshal Division Office of Code Enforcement

*Ensuring Safe Housing through
Education, Inspection and
Compliance*

WHAT YOU SHOULD KNOW

The City of Lansing Zoning Code, Chapter 1286, prohibits parking in the front yard in residential and office districts.

This code serves to:

- Protect the appearance of residential neighborhoods and property value;
- Enhance public safety; and
- Promote the public welfare

DEFINITIONS

The ordinance applies to any motor vehicle, trailer or watercraft.

Front Yard: The front yard is that yard which is between the front wall of the house and street right-of-way. Interior lots have one front yard, but corner lots may have two front yards (see Illustrations A & B).

Illustrations

The illustrations on the following panels show examples of homes in a residential neighborhood and where parking is prohibited. Typically, parking is permitted only on an approved driveway or a paved surface that is located behind the building setback line.

In the front yard area, a driveway can be up to twelve (12) feet wide or as wide as the approach to the garage door (whichever is greater). A typical two-car garage door is sixteen (16) feet wide. This means that a driveway in the front yard can be up to sixteen feet wide if it is in front of a sixteen foot wide garage door.

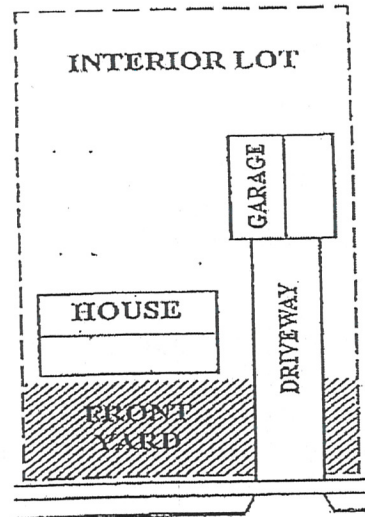
EXCEPTIONS

The only exceptions that permit parking in the front yard are:

- If prior to 1974, a front yard parking area was approved in conjunction with a building permit, or a front yard parking area was otherwise legally established*;
- If the vehicle has a valid handicapped parking permit*;
- Engaged in actual loading or unloading.

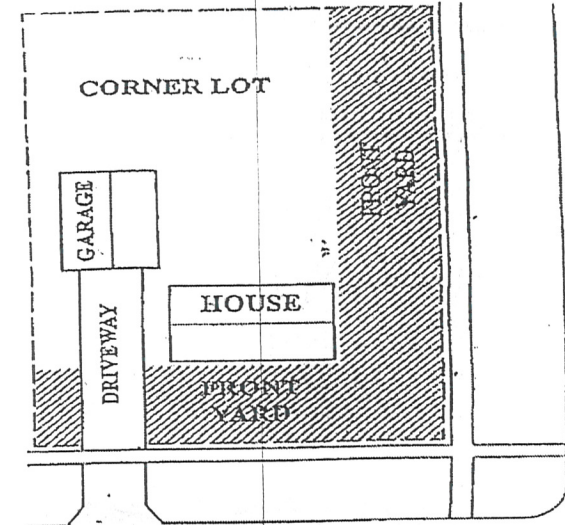
**Vehicles must be on an approved surface. Please note that paving portions of a side or rear yard for parking may conflict with other portions of the Zoning Code or subdivision regulations. Subdivision regulations are private rules that help regulate improvements in particular subdivision and are not regulated by the City of Lansing.*

Illustration A



Parking prohibited in shaded area

Illustration B



Parking prohibited in shaded area

NEED ASSISTANCE?

If you wish to discuss options, a particular situation or require clarification, call the Zoning Desk of the Planning Office at (517) 483-4069. You can fax a survey or property sketch for zoning review to (517) 483-6036. You may also come in during regular office hours (8 a.m. to noon Monday through Friday) at 316 N. Capitol Ave., Suite C-1, Lansing, MI 48933.

APPEALS

If, because of a hardship or practical difficulty, you believe that front yard parking is a necessity, you may seek relief from the Board of Zoning Appeals.

STILL HAVE QUESTIONS?

If you have questions or need additional information about the enforcement process, please call the Code Enforcement Office at (517) 483-4361 or contact your neighborhood Code Enforcement Officer.

IMPLEMENTATION & ENFORCEMENT

This is a coordinated effort between the Lansing Police Department and the Code Enforcement Office using the following process:



WARNING placard is applied to the windshield of the vehicle. Vehicle must be removed immediately. A letter will also be sent to the occupant of the structure explaining front yard parking



Further violations of the same vehicle are subject to being towed



Repeated offenses may be subject to fines of \$150, \$250 and ultimately \$500.



Office of Code
Enforcement

Tenant Resources

If you are a tenant and would like additional information, contact the following groups for information:

MSU College of Housing Law

517-913-9679

Legal Aid of South Central MI

517-394-3121

If you are a property owner, and would like additional information or assistance, contact the following group for information:

Landlords of Mid Michigan

517-487-4459



CITY OF LANSING

Lansing Police Department

Emergency Phone dial 911
Non-Emergency 483-4600

Fire Marshal Division

Fire Marshal's Office 483-4200
Code Enforcement Office 483-6321

Planning & Neighborhood Development

Building Safety 483-4355
Zoning 483-4085
Development 483-4040

Public Service

Reporting snow on sidewalks 483-4456

City Of Lansing Website

www.lansingmi.gov

Lansing Fire Department

Fire Marshal's Office

Code Enforcement Section

316 N. Capitol Ave Lansing, MI 48933-1238

(517) 483-4361 FAX (517) 377-0100

Occupancy Information for Tenants and Landlords



**CODE
ENFORCEMENT**

City of Lansing

Lansing Fire Department

Fire Marshal Division

Office of Code Enforcement

Frequently Asked Questions

Q. What determines how a property is to be maintained in the City of Lansing?

A. The City of Lansing has adopted, in the Municipal Code, numerous ordinances that establish minimal standards for the interior and exterior maintenance of property. The laws cover fire, safety and property maintenance regulations, the disposal of garbage, and placement of vehicles on private property.

Q. Under the ordinances, who is responsible for the maintenance of the property?

A. The primary responsibility for the interior and exterior maintenance of the building and grounds belongs to the property owner. However, tenants are required to keep the part of the building they occupy or control in a clean and sanitary condition.

Q. Where to find additional information about property maintenance codes:

A. Property owners and tenants are encouraged to contact the Office of Code Enforcement to the area in which the building is located. For general information, the codes and amendments are available online at: www.CityofLansingmi.gov



Know Your
Rights
as a Tenant

Q. How would a tenant request an

interior inspection of a unit?

A. A tenant can contact the Office of Code Enforcement and ask to speak to the Code Officer assigned to their area and schedule a Safety Inspection.

Q. How long will it take before the inspection is done?

A. The time frame is dependent on the Officers schedule, but life safety issues will be addressed as soon as possible.

Q. If there are violations observed during the inspection, how long will a property owner be given to correct the violations?

A. When problems present an imminent danger to the occupant of a unit or building, the property owner will be instructed to correct the situation immediately. For a majority of violations, the housing code notice includes a re-inspection date within 30 days of the initial inspection, and the property owner is instructed to correct the violations prior to that date.

Q. What if the property owner cannot have the violations corrected within the 30 time frame?

A. The property owner is required to call the Code Enforcement Officer that did the inspection and request an extension to complete the repairs in a reasonable period of time. If the property owner does not repair the property or request an extension, depending on the violations found the property may be red tagged by our office until the required repairs are made. The City also retains the option of issuing a Municipal Civil Infraction for failing to comply with the correction notice.

Q. What about terms and conditions of leases?

A. That is between the owner and the tenant. The City does not get involved in civil issues between landlords and tenants.

FOR
RENT

Yard Waste

Yard waste and outside storage areas make great homes for unwanted pests! Yard waste (brush, leaves, debris) must be bagged and disposed of properly. Many local businesses sell the brown lawn and leaf bags to help you dispose of your yard waste.

Contact the Public Service Department about scheduled times for pick up.

The City of Lansing is committed to maintaining a safe, clean and attractive city.

We are sure that all citizens, property owners and tenants alike will cooperate in making Lansing a better place in which to live.

VISIT US ON THE WEB @
WWW.CITYOFLANSINGMI.COM

Lansing Fire Department Fire Marshal's Office Code Enforcement Section

316 N. Capitol Ave Lansing, MI 48933
 (517) 483-4361 FAX (517) 377-0100

CITY OF LANSING IMPORTANT NUMBERS

Lansing Police Department

Emergency Phone	Dial 911
Non-Emergency	483-4600

Fire Marshal Division

Fire Marshal's Office	483-4200
Code Enforcement Office	483-6321

Planning/Neighborhood Development

Building Safety	483-4355
Zoning	483-4085
Development	483-4040

Public Service

Reporting snow on sidewalks	483-4456
Garbage/Compost/Recycling	483-4400

Our Mission

To protect the health, safety and welfare of Lansing residents primarily through the preservation and improvement of the housing stock by assuring safe, decent and sanitary housing while preserving the integrity of Lansing neighborhoods



Virg Bernero, Mayor

Be A Good Neighbor



Randy Talifarro, Chief

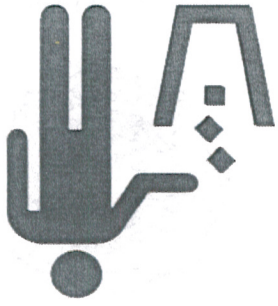
Did You Know



Household garbage must be picked up weekly by a licensed waste hauler that you hire.

Household garbage must be placed in trash cans with tight fitting lids. Trash cans and recycle bins can not sit at the curb longer than 24 hours.

Larger items, such as mattresses, couches, etc., can be picked up by the City of Lansing if you obtain a bulk sticker from the Treasurers Office or at some local grocery stores. You can contact the Treasurers Office at 517-483-4121 for more information. Trash left on your property is your responsibility. Please be a good neighbor and dispose of it quickly and properly.

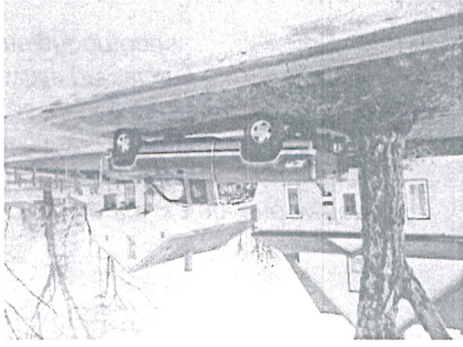


Yard Parking

The City of Lansing asks for your cooperation by not parking vehicles on unapproved surfaces on private property (front yard, back yard, side yard).

The front yard of a residence includes all of the area between the structure and the curb. A residence may be a house or an apartment building. Your vehicle will be illegally parked if it is parked:

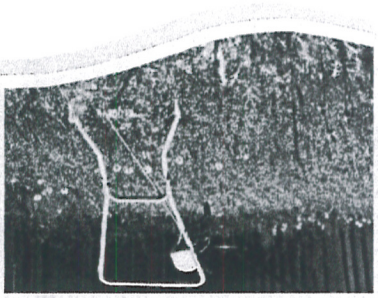
- ⇒ In the front yard
- ⇒ Across the sidewalk
- ⇒ The area between the sidewalk and the street
- ⇒ On a City right of way or easement



Tall Grass & Weeds

Grass/weeds in excess of 8" in height is considered a public nuisance. It's time to mow the front back and side yards if you grass is growing to that height.

You are responsible for maintaining public property adjacent to yours; this includes parkways, sidewalks and alleys. The parkway is the portion of a yard from the City street to the City sidewalk.



Trim vegetation in the alley at the rear of your property for free and unobstructed routes for neighbors and citizens.

Keep bushes and shrubbery trimmed back from the public right-of-way, for neighbors on foot, those backing out of driveways and those pulling into traffic. Bushes and shrubs in the front yard cannot exceed 36" in height near any driveway and intersection.



Peckham, Inc. and
Michigan Protection & Advocacy Services, Inc.
Present

Meet the Candidates!

Join us as we invite the candidates to meet with you and answer your questions.



When

October 10, 2016 from 2:30 to 4:30 p.m.



Where

Peckham, Inc. 3510 Capital City Blvd., Lansing, MI



Why

Join us as we invite the candidates to meet with you and answer your questions!





LANSING FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

Code Enforcement Section

316 N. Capitol Ave Ste. C-1, Lansing, MI 48933
Phone: 517-483-4361 Fax: 517-377-0169

DATE: September 9, 2016
TO: Chief Randy Talifarro, Asst. Chief Tyler, FM Blake
FROM: Scott Sanford, Lead Housing Manager
Code Enforcement Section
SUBJECT: Code Enforcement Activity Comparison Jan 1st - Sept 1st, 2015/2016

At Asst. Chief Tyler's request I have put together a comparison sheet with statistics from January 1st to September 1st for 2015 and 2016. This information is being requested by Council Member Wood to be presented at the Public Safety Committee on September 16th at 3:30.

Here are the Statistics for the specified time period:

<u>Violation Type</u>	<u>2015 Stats</u>	<u>2016 Stats</u>
Trash Debris Notices	3668	8062 (45% Increase)
Trash Vendor Submittals	466	1081
Percent of Trash Notices Submitted	13%	13%
Grass & Weeds Notices	6741	9994 (48% Increase)
Grass & Weeds Submittals	964	973
Percent of Grass Notices Submitted	14%	09%
Disabled Vehicle Notices	294	1365 (460% Increase)
Disabled Vehicle Submitted	17	137
Rental Inspections	2803	3702 (32% Increase)
Exterior Notices	114	150
Safety Inspections	440	601 (36% Increase)
Emergency Board ups	189	225
Failure to Comply Notices	1512	1545
Failure to Register Notices	884	1,089
New Rental Registrations	462	469
Complaints Via Website	796	553 (43% Decrease in Complaints)

The statistical data clearly shows that we are being more efficient, and the enforcements are increasing while the number of complaints is decreasing.

Respectfully Submitted,

Scott K Sanford
Lead Housing Manager
Fire Marshal's Office/Code Enforcement Section



Bernero Mayor Virg

LANSING FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

Code Enforcement Section

316 N. Capitol Ave Ste. C-1, Lansing, MI 48933

Phone: 517-483-4361 Fax: 517-377-0100

DATE: July 20, 2016
TO: City of Lansing Landlords
FROM: Scott Sanford, Manager
SUBJECT: Changes to Administrative and Rental Fees

Dear Landlord,

This memo is to inform you of current changes to the Administrative Fees set by City Council Resolution for the Code Enforcement Section for this budget year going forward. This year the City Council has adopted the following budget items that apply to all rental properties in the City of Lansing.

1. Landlord Failure to Comply Fee \$100.00

This fee is assessed when the Code Enforcement Office has to send a Failure to Comply letter for not complying with an outstanding Housing or Safety letter. All letters sent from our office have a date set for bringing the violations into compliance. Failure to meet this deadline, without an approved extension by the Code Officer, will result in a Failure to Comply letter with the associated fee being assessed.

2. Administrative Fee – Failure to Register \$150.00

If a Landlord, with registered rentals in the City of Lansing, has to be sent a Failure to Register letter for additional rentals that are found by our office that are not registered, as required by the City of Lansing Housing Code, an Administrative Fee will be assessed. This fee is in addition to the registration and inspection fee normally charged.

3. Late Fee's for Rental Registration:

- | | |
|---|----------|
| A. Late Fee (30 days) Rental Housing Inspection – Single Family | \$120.00 |
| B. Late Fee (60 days) Rental Housing Inspection – Single Family | \$120.00 |
| C. Late Fee (30 days) Rental Housing Inspection – Multi Family | \$75.00 |
| D. Late Fee (60 days) Rental Housing Inspection – Multi Family | \$150.00 |

Rental Inspection bills are sent out 60 days in advance of the expiration of the Rental Certificate issued for each registered rental property. It is the **landlord's responsibility** under the Code to ensure that the Code Enforcement Office has the correct address and phone number of the person responsible for the Rental Certificate issued for each of their rental properties. It is also the **landlord's responsibility** to be aware of the expiration date of the Certificates issued for their rental properties to ensure they are in compliance with the City and State Housing Codes. Failure to pay the re-inspection bill within 90 days of the date of issuance will result in the above fees being assessed in addition to the required inspection fee.

These fees will go into effect on **September 1, 2016**. The full list of administrative fees can be seen on the City of Lansing website at: lansingmi.gov/media/view/AR_M355N_20120716_092226/2639. If you have any questions or concerns, you can contact the City of Lansing Code Enforcement Office at (517) 483-4361.

Scott Sanford
Manager
Lansing Fire Department / Code Enforcement Section