



## CITY OF DUNWOODY

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[www.dunwoodyga.gov](http://www.dunwoodyga.gov)

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# MEMORANDUM

**To:** Honorable Mayor & City Council

**From:** Michael M. Tuller, AICP, Community Development Director  
Michael Nier, Chief Building Official

**Date:** March 8, 2010

**Subject:** **Dunwoody Multi-Family Residential Code Compliance Program**

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In the continuing effort to attain Community Development Department goals outlined by the Mayor and City Council as part of the 2010 budget, staff has begun the investigation process for creating and implementing a multi-family residential code compliance program. These inspections will be utilized to identify and abate Building Code deficiencies in multi-family residential structures.

The program consists of several tasks that have to be orchestrated and completed in short order. The early results of staff research indicate a reorganization of priorities, in order to address both day-to-day departmental operational necessities and the potential addition of a new staff-level program specific to code compliance.

The program has two separate courses that run simultaneously. The first course is the utilization of third-party contractors to perform interior unit evaluations. This activity has some preliminary work associated with the effort that calls for pre-qualifying approved vendors and inspection companies to oversee these reviews. The City of Dunwoody will identify criteria requirements for these inspections. Once the interior inspections are completed, Inspections Staff would then have to input the compiled data from these third party vendors into a database or spreadsheet, while evaluating the data to determine if any required construction or trade work would necessitate permitting and re-inspections. The anticipated workload is approximately 20 additional hours per project, not including any permitting or inspections identified.

The second, more extensive aspect of the Program is the exterior evaluations of the complexes themselves. Each multi-family residential complex inspection would require several tasks associations that will have to be implemented by staff in preparation of the actual code compliance walk-through. Staff estimates the initial preparation and implementation will take approximately 8 hours (on average) per project to complete. The actual structural inspection phase will take approximately 30-40 minutes per building; however, this portion of the workload may vary widely according to the size and complexity of the building. After the field inspection, creating the report from these code compliance inspections will typically take twice the amount of time as the actual inspection. The violations identified from the inspections may require permitting, re-inspections, and possibly punitive citations. The Community Development Department estimates an average of between 8 and 20 hours of staff time to address these violations, per complex.

For reference, staff has compiled a list approximately 32 known apartment complexes throughout our municipally, with an average of 10 buildings within each complex, totaling over 9,000 individual residential dwelling units throughout the City of Dunwoody. These numbers suggest an average staff time of about 9 hours to inspect the buildings and about 18 hours to generate the reports, on the average complex. Our largest apartment complex -



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with 50 buildings - is projected to take roughly 33 hours of inspection time on-site (over 4 days) and nearly 70 hours of staff time to generate the subsequent report.

The two days following the actual code compliance inspection will focus on generating the report from the on-site inspection activity. The report will feature pictures, code section references, and proposed repairs to bring the issue into code compliance. The compilation of the report into a legible format for presentation will take approximately 8 to 12 hours to prepare. Finally, there will have to be a formal meeting between city staff and the management company of the apartment complex to go over all the detailed findings of the Sweeps report. Once the initial inspection has been completed and delivered, the re-inspection process will begin to verify all violations have been properly addressed.

When contemplating implementation of the Sweeps Program for Dunwoody, staff has first considered utilizing existing department staff, exclusively. The work-related demands of shifting manpower from office/field inspection to the specific Sweeps Program will take a team-approach in order to be successful and seamless within Community Development. It is safe to say our department will ensure an optimal level of customer service as we do currently and any Sweeps Program-related initiatives will not compromise the enhanced level of service we provide to citizens, contractors, and business owners necessitating Community Development staff reviews. Community Development would program a budget amount of \$97,000/annually to hire an additional staff person to help manage the workload created by the institution of a multi-family code compliance program. The costs include employee salary, benefits, and work-related equipment. If an eighteen (18) month trial period were to be entertained, a combined amount of \$145,500 would be necessary to increase current staffing levels. This would provide four inspectors to implement the program in Dunwoody and there is a potential to obtain some police assistance.

Neighboring jurisdictions perform these programs with approximately three times the staffing level of Dunwoody's Inspections Department. Multi-family code compliance programs in Sandy Springs and Roswell municipalities call for "Teams" descending upon a given apartment complex with no less than three, three-person teams (nine individuals); each team generating a portion of the data for the final report. As the reports are being compiled in the office, the remaining members of the department begin the re-inspection process of previously completed complexes to verify earlier violations are being corrected. Staff has estimated this methodology would have little or no measureable effect on current-day inspections, code compliance, or plan review activities; and actually increased code compliance/citation activity to a point that court fines, over the course of the year in each of these two peer cities actually exceeded \$200,000.00.

Staff research and conversations indicate each process will consume our current Inspections Staff for approximately 10 working days to complete. The implementation of these processes will increase the workload for departmental staff by approximately 80 hours, not including the possible permitting and the extensive re-inspection process. Based on the number of complexes within the city limits, staff anticipates this program will continue for more than three years, if one apartment complex per month is addressed.

The Community Development Department requests guidance from Mayor and City Council as to how they would best like to see this program implemented and the expected time frame for the inspection of approximately 32 multi-family complexes within Dunwoody. The answers to these questions will give the Community Development Department the needed direction in formulating a staffing plan of action, which ranges from no staff additions to potentially contracting with numerous third parties to handle various aspects of the program, necessitating a significant capital outlay to pay for the service.

## Apartment/Condominium Developments

Complex	Owner	Street Address	Phone No.	Manager	Buildings	# of Units	Age	Condition
Northchase Apartments		6750 Ptree Ind Blvd	770 840 9999	JMG Realty	50	519		
Alexander at the Perimeter		70 Perimeter Center E.	770.804.2224		2	380		
Amli Perimeter Place		60 Perimeter Center Place	770.393.1217		1	323		
Ashford Park		2000 Asbury Square	770.872.4366		3	408		
Broadstone of Dunwoody		2311 Dunwoody Crossing	770.452.7660	Alliance Communities	27	802		
		2331 Dunwoody Crossing	770.452.7660		"	"		
Camden Dunwoody		10 Peachford Circle ???	770.220.0040		11	324		
Chateau at Dunwoody (condos/apartments)		4330 Tilly Mill Rd	770.389.6528	Grace Management (HOA)				VM - Misty Rivers, 1/21@ 11:28
Delido Apartments		4685 Chamblee Dunwoody Rd	770.458.2868		12	102		
Dunwoody Gables		1000 Charles Town Sq.	770.458.0852					No Ans or VM: 1/19, 1/21
Dunwoody Trails Townhomes (rental)		2061 Pernoshal CT	770.455.6309		10	50		
Heights at Perimeter Center		100 Perimeter Trace	770.399.9920		11	265		
Lacota Apartments		6664 Peachtree Industrial Blvd Access	770.448.7310	McKinley	20	266		
Madison Square at Dunwoody		1850 Cotillion Drive	888.731.7550		4	398		
Gables Metropolitan		350 Perimeter Center North	770.392.1009		17	1155		
Peachtree Place North		4607 Peachtree Place Parkway	770.447.4200			309		
Post Crossing		4777 Ashford Dunwoody Road	770.390.9699		15	354		
Terraces of Dunwoody (Condos)		4333 Dunwoody Park	404 835-9212	Alex O'Neal (HOA Mgmt.)	3	137		
The Pointe At Perimeter Center		100 Ashford Gables Drive	770-392-9709	Fairfield Properties	18	90		Leasing office not sure, 4-6 per building?
Amli Perimeter Gardens		100 Azelea Garden Drive	678.587.0800		8	245		
Jefferson at Perimeter(frnr St. Andrews)		4867 Ashford Dunwoody Rd.	770-901-9999		13	504		
Savannah at Park Place		31 Perimeter Center East	770.350.0995		6	415		
The Drexel		20 Perimeter Center East	770.817.8300			266		
Lofts at Perimeter Center		28 Perimeter Center East	770.399.3097		9	269		
Fountainbleau Apartments ***		5479 Bunky Way	404.255.8460		*	*		Zoned R-100 (apartments not allowed), I did not call
Two Blocks Apartments		4000 Dunwoody Park	770.396.0400		2	400		
Barclay @ Dunwoody/Asbury Commons		4586 Barclay Dirve	770.986.9091		4	204		
Columns at Lakeridge		3900 Lake Ridge Lane	770-986-0788	ECI Group	38	268		<a href="http://www.ecigroups.com/resident-survey.html">http://www.ecigroups.com/resident-survey.html</a>
Parkwood Village Apartments		4920 Winters Chapel Rd	770.396.4004		15	136		
Axis at Perimeter		Perimeter Center East	877.254.8069		2	312		
Sterling of Dunwoody Townhomes		2300 Peachford Road	770-458-2804	The Providence Group	6	240		
Walton Ashwood Apartments	Walton Communities	1000 Ashwood Parkway	678.579.0433		1	160		
Custis		1314 Custis Court						Tom -- checking into property
<b>Totals</b>					<b>308</b>	<b>9301</b>		

877-254-8069