

International Property Maintenance Code (IPMC) 2021

The Muncy Borough Council has adopted the International Property Maintenance Code (IPMC) 2021 on February 7, 2023. The current version of the IPMC is available for reference.

<https://codes.iccsafe.org/content/IPMC2021P2>

The Muncy Borough will now itself enforce provisions of the IPMC that governs how the exterior of structures within the Borough are maintained as well as general property maintenance considerations such as but not limited to; accumulations of rubbish/debris, lack of adequate maintenance for property buildings, or bushes/shrubs, landscaping, etc.

The intent of enforcing the IPMC, similar to reasons why the Borough requires Project Permits (issued by the Codes and Zoning) for changes to structures in the Borough, is to:

- Preserve the quality of life and rights of Borough residents and visitors
- Prevent “blight” properties
- Protect property values
- Protect the safety of the public from potential unsafe/hazardous property(ies)

The Muncy Borough adheres to the following policies in the enforcement of the IPMC:

1. Who can submit a complaint about the condition of properties in Muncy Borough?

Town officials, other property owners, other residents (e.g., renters), and any interested parties. In other words, anyone can request that the Borough determine if the IPMC needs to be enforced for any property in the Muncy Borough limits.

2. How are complaints submitted?

Complaints can be submitted verbally to the Borough’s Property Maintenance/Codes Enforcement Officer (PMCEO) or via email or written correspondence. There is a specific form required for submitting a complaint which is found on our website. Complaints should clearly state the issue and the property address. A person who files a complaint will remain confidential.

3. Are complaints kept confidential?

Yes, the sources of complaints **are not** revealed to property owners without the express consent of the person who identified a potential problem.

4. What is considered the general scope of IPMC enforcement?

Including but not limited to: Exterior condition of structures (example - untreated/damaged/missing siding, peeling paint, broken windows), rubbish/debris in and around a property, landscaping that blocks walkways or obstructs vehicle sight lines at intersections, grass/weeds that exceeds a height of 8”, trees/shrubs/bushes

that infringe public walkways, streets, or alleys, unsafe/hazardous conditions of a property to include handrails, sidewalks, or structure(s).

In addition, procedures used by the Borough to enforce the IPMC include:

Upon receipt of a complaint, the Borough's PMCEO will conduct an initial "Drive-by" inspection typically within 48 hours to determine if the complaint appears to be valid. If the complaint does not seem justified, the PMCEO will inform the person who made the complaint of this decision.

If the complaint appears to have some basis in fact, the PMCEO will perform the following steps:

- First try to make verbal contact with the property owner, property representative or the authorized property agent to discuss and create a resolution to the potential violation.
- If verbal contact is not made the PMCEO will transmit an initial notice letter via registered mail to the property owner of record, property representative or the authorized property agent that indicates a complaint has been filed and requests a resolution within 20 days after receipt of the letter.
 - If a registered letter is returned unclaimed, the PMCEO or police officer shall place a notice on the property and shall be documented.
- The PMCEO will perform periodic drive-by to ensure actions are being taken during the 20 days.
 - During the 20 days the property owner of record, property representative or the authorized property agent may contact the PMCEO to ask for an extension of the timeline to complete. A plan along with a timeline of completion must be submitted in writing for approval. However, this is at the discretion of the PMCEO to allow an extension.
- If the PMCEO does not hear from the property owner, property representative or the authorized property agent within the 20 days that the resolution has been completed, the PMCEO will perform a site visit to inspect that the resolution has occurred.
- If a resolution has not been performed, a monetary/fee violation (violation fees/cost will depend on the violation) shall be sent to the property owner, or property representative or the authorized property agent.
 - A violation issued is subject to fees per day and per violation.
 - If violation fees are not paid or a payment plan set-up, the Borough shall place monetary liens on the property.
- If a resolution is not completed or extensions granted by the PMCEO within 30 days of the initial timeline given, a summary violation offence shall be issued and be presented to the local District Magistrate Court.

Please note: No changes can be made to a property that would otherwise require a Project Permit or Certificate of Appropriateness without completing these regulatory processes as well.

For more information, contact the Muncy Borough office or Muncy Borough Property Maintenance/Codes Enforcement Officer at (570) 850-2633 or email muncy.pmceo@gmail.com