

3 **ORDINANCE NO. 2022-15**

4 AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS  
5 OF ALACHUA COUNTY, FLORIDA, RELATED TO THE  
6 REGULATION OF RESIDENTIAL RENTAL UNITS; AMENDING  
7 TITLE 6 OF THE ALACHUA COUNTY CODE OF ORDINANCES,  
8 CHAPTER 65 TO BE ENTITLED “RESIDENTIAL RENTAL UNIT  
9 PERMITS”; AMENDING THE FEE SCHEDULE OF ALACHUA  
10 COUNTY TO ADD A PERMIT FEE; PROVIDING FOR  
11 MODIFICATION; PROVIDING FOR REPEALING CLAUSE;  
12 PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR  
13 THE ORDINANCE TO BE LIBERALLY CONSTRUCTED;  
14 PROVIDING FOR SEVERABILITY; AND PROVIDING AN  
15 EFFECTIVE DATE.

16 **WHEREAS**, the Board of County Commissioners of Alachua County (“Board”) has  
17 knowledge that some residential rental units in the County are substandard and do not currently  
18 meet certain housing code requirements and living standards; and

19 **WHEREAS**, the Board has additional knowledge that some residential rental units in  
20 Alachua County are not efficient or are lacking sufficient life safety equipment; and

21 **WHEREAS**, requiring certain energy efficiency standards to be met in residential rental  
22 housing will help alleviate some of the cost burden on households, especially those in the low and  
23 extremely low-income categories; and

24 **WHEREAS**, a residential rental unit permit program will address these public health,  
25 safety and welfare concerns.

26 **NOW, THEREFORE, BE IT DULY ORDAINED BY THE BOARD OF COUNTY**  
27 **COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, AS FOLLOWS:**

28 SECTION 1. Alachua County Code. Title 6, Chapter 65, Sections 65.01 to 65.06, to be  
29 entitled “Residential Rental Unit Permits”, which was previously reserved, is hereby amended and  
30 added to the Code of Alachua County, Florida, to state as follows:

1 **CHAPTER 65. RESIDENTIAL RENTAL UNIT PERMITS.**

2 **Sec. 65.01. - Purpose and intent.**

3 The purpose and intent of this Chapter is to eliminate substandard conditions in  
4 residential rental units by creating a permit and inspection program that requires all  
5 Regulated Residential Rental Units, as defined, within unincorporated Alachua County,  
6 and within any cities that have interlocal agreements with Alachua County regarding  
7 this permitting, to meet minimum energy efficiency and living standards.

8 **Sec. 65.02. – Definitions.**

9 As used in this Chapter, the following words and phrases are defined as follows, unless  
10 the text of the section in which used clearly indicates otherwise.

11 *Living Standards* means those living standards as set forth in Sec. 65.04.

12 *Occupant* means any person age eighteen (18) or older who resides in a  
13 Regulated Residential Rental Unit, excluding the Owner of said Regulated Unit and  
14 any one or more of the following natural persons who are living with and are  
15 interrelated to the Owner as: spouse, domestic partner, child, stepchild, foster child,  
16 parent, stepparent, foster parent, brother, sister, grandparent, grandchild, aunt, uncle,  
17 niece, nephew, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-  
18 law, brother-in-law, legal guardian, or live-in caregiver, as evidenced by written  
19 documentation of such relationship. And excluding any temporary gratuitous guest of  
20 the Owner defined as a person who occasionally visits the Owner for a short period of  
21 time, not to exceed thirty (30) calendar days within a ninety (90) calendar day period.

22 *Owner* means a person who or entity which, alone, jointly, or severally with  
23 another, or in a representative capacity (including, without limitation, an authorized  
24 agent, executor, personal representative, or trustee) has legal or equitable title to a  
25 Regulated Residential Rental Unit.

26 *Regulated Residential Rental Unit* (or *Regulated Unit*) means a room or rooms  
27 located in a condominium, co-op, timeshare, quadraplex, triplex, duplex or single-  
28 family dwelling that is rented, or advertised or held out to be rented, for periods of at  
29 least thirty (30) consecutive days or one (1) calendar month, whichever is less. This  
30 definition expressly excludes public lodging establishments regulated by the state  
31 pursuant to Part I of Chapter 509, Florida Statutes, and dormitories.

32 *Rented* means allowing any occupant to reside in a regulated unit, regardless of  
33 whether such occupancy is free, charitable or in exchange for monetary or other  
34 consideration.

35 **Sec. 65.03. – Residential Rental Unit Permits.**

36 No later than September 30, 2023, each Regulated Residential Rental Unit shall have a  
37 current annual Residential Rental Unit Permit. Each Owner must apply for a  
38 Residential Rental Unit Permit (also referred to herein as “Permit”) at least ten (10)  
39 business days prior to allowing an Occupant to reside in a Regulated Unit. Each Permit  
40 issued by the County is valid from October 1 (or date of issuance by the County) to  
41 September 30 of the following year. In the event of a change in ownership of a  
42 Regulated Unit, the new Owner shall submit a new application and payment of the fee  
43 set forth in the County’s Fee Schedule. Renewal Permit applications shall be submitted

1 on or before September 1 of each year. A Residential Rental Unit Permit may not be  
2 issued or renewed for a Regulated Unit with Living Standard violations. The Owner  
3 shall submit a completed Permit application and each renewal thereafter on the form(s)  
4 provided by the County, that include all of the following:

- 5 (a) A confirmation by the Owner that the Owner will provide each Occupant with  
6 a copy (hard copy or electronic copy) of the following documents prior to the  
7 signing of the lease or other rental document between the Occupant and the  
8 Owner:
- 9 1) Inspection checklist.
  - 10 2) Current version of the “Florida’s Landlord/Tenant Law” brochure  
11 prepared by the Florida Department of Agriculture and Consumer  
12 Services, as amended.
  - 13 3) Current version of the Alachua County Tenants Bill of Rights.
  - 14 4) Current version of the U.S. Department of Energy Home Energy Score  
15 for the Regulated Unit prepared by the County and provided to the  
16 Owner, as amended, when available.
- 17 (b) Owner must maintain on file, and allow the County to inspect, upon request, a  
18 receipt signed by the Occupant confirming that Occupant received the above  
19 documents prior to signing a lease or other rental document or prior to  
20 commencing residency, whichever is applicable, in the Regulated Unit.
- 21 (c) The name, mailing address, email address and telephone number of the Owner  
22 to be used to receive communications from the County concerning the Permit  
23 and this Chapter. If the Owner is not physically located within Alachua County,  
24 the Owner must provide the name, mailing address, email address and telephone  
25 number of Owner’s agent who is physically located within Alachua County  
26 whom the Owner has authorized to receive communications from the County  
27 concerning the Permit and this Chapter.
- 28 (d) A copy of the HVAC maintenance documentation for the Regulated Unit  
29 beginning October 1, 2026.
- 30 (e) Payment of the Regulated Residential Unit Permit fee as set in the then adopted  
31 Alachua County Fee Schedule.
- 32

33 **Sec. 65.04. - Living Standards.** Each Regulated Unit must comply with the following:

- 34 (a) Property maintenance: Effective upon the adoption date of the ordinance, each  
35 Regulated Unit must meet all requirements of Chapter 332, Article 1, of the  
36 Alachua County Code.
- 37 (b) Energy efficiency: Effective on October 1, 2026, each Regulated Unit must  
38 meet the following energy efficiency requirements, unless a wavier is  
39 approved by the County due to an extraordinary hardship as available in sec.  
40 65.06(b):
- 41 1) Attic insulated to a minimum of R-30.
  - 42 2) Attic access is weather stripped and insulated to a minimum of R-30.
  - 43 3) All visible duct joints sealed using mastic or a combination of mastic  
44 and fiberglass mesh tape, pressure sensitive foil tape (UL181AP) or heat

- 1 sensitive foil tape (UL 181AH) and all ducts insulated to a minimum of  
2 R-6 with appropriate commercially available insulation material.  
3 4) Fireplace chimneys have working dampers, doors, or closures.  
4 5) Plumbing system is free of leaks.  
5 6) All showerheads must be 2.2 gal/min flow rate or less, as evidenced by  
6 imprinting on the showerhead or documentation maintained by the  
7 Owner.  
8 7) All faucets must have aerators with a 2.2 gal/min flow rate or less, as  
9 evidenced by documentation maintained by the owner.  
10 8) All toilets must be 1.6 gal/flush or less.  
11 9) Water heater(s) have a visible and properly functioning  
12 Temperature/Pressure Relief Valve (TPRV).  
13 10) Water heater pipes insulated for the first 3' from the unit (excepting gas  
14 units) with appropriate commercially available insulation.  
15 11) All visible exterior water lines not in enclosed space must be insulated  
16 with appropriate commercially available insulation.  
17 12) HVAC system(s) have had maintenance performed by a currently  
18 licensed HVAC or mechanical contractor at least once within the past  
19 24 months, as evidenced by documentation maintained by the Owner,  
20 and have a filter installed that is appropriately sized for the system(s)  
21 and have coils in HVAC cleaned.  
22 13) Programmable thermostat connected to HVAC system.  
23 14) Wall, window, or other single room or small space cooling units in good  
24 repair, properly secured and air-sealed, and with a filter installed that is  
25 appropriately sized for the Regulated Unit(s).

26 **Sec. 65.05 - Education; Inspections.**

- 27 (a) The County will educate and promote compliance with this Chapter after  
28 adoption of the ordinance. The County will begin inspections and enforcement  
29 of the housing and maintenance code under this program on or after October 1,  
30 2023. The County will begin inspections and enforcement of the energy  
31 efficiency standards on or after October 1, 2026. The inspections will be  
32 conducted on a 4-year rolling cycle, with the goal that each Regulated Unit will  
33 be inspected at least once every 4-years for compliance with this Chapter. In  
34 addition, with every other compliance inspection, the County will prepare and  
35 provide to the Owner a U.S. Department of Energy Home Energy Score for the  
36 Regulated Unit, once available. Notwithstanding the foregoing, the County may  
37 investigate complaints received for violations of the housing and maintenance  
38 code in accordance with chapter 332.  
39 (b) Notice of an inspection will be provided to the Owner and posted at the  
40 Regulated Unit at least seven (7) calendar days prior to the County conducting  
41 the inspection.  
42

43 **Sec. 65.06 - Penalties and Enforcement.**

- 44 (a) Failure to meet Living Standards. Failure to comply with the requirements of  
45 this Chapter, including the Living Standards listed in sec 65.04, is a violation.  
46 If upon inspection, the County Manager, or designee, has reasonable grounds

1 to believe that a Regulated Unit does not meet one or more of the Living  
2 Standards, an enforcement officer may, at the County's discretion, issue a  
3 citation to the violator or the violation may be enforced pursuant to section  
4 10.08 of the Alachua County Code. In addition, if a Living Standard violation  
5 is not corrected, and such violation constitute a health, safety or welfare hazard  
6 to the Occupant, the County Manager or the County Manager's designee may  
7 revoke the violator's Residential Rental Unit Permit(s).

8 (b) Extraordinary hardship. Any Owner who cannot comply with a particular  
9 Living Standard under the Energy Efficiency requirements of Section 64.04(b)  
10 may request an extraordinary hardship exception from the County Manager or  
11 designee. The Owner has the burden of demonstrating the existence of an  
12 extraordinary hardship by submittal of documentation that demonstrates:

- 13 1) The hardship is due to unique building or site characteristics with an  
14 explanation of why the Living Standard cannot be met; and
- 15 2) The Owner did not create the hardship by taking actions that makes the  
16 Regulated Unit unable to meet the Living Standard; and
- 17 3) There are no feasible alternatives for compliance.

18  
19  
20 Cost of inconvenience are not considered grounds for extraordinary hardships.

21  
22 (c) Failure to apply for permit. If the County Manager or the County Manager's  
23 designee has reasonable cause to believe that a Regulated Unit is occupied  
24 without a Permit in violation of this chapter, the County may, at the discretion  
25 of the County, provide written notice to the Owner at the property or mailing  
26 address listed in the Tax Collector's Office or Property Appraiser's Office. If  
27 the notice is returned unclaimed or refused, notice to the Owner may be  
28 provided by posting or by leaving the notice at the Regulated Unit with an  
29 Occupant who is above fifteen (15) years of age, and informing such person of  
30 the contents of the written notice. The Owner must, within thirty (30) calendar  
31 days of the date the notice, either submit to the County a completed Permit  
32 application, to the satisfaction of the County, or provide evidence that a Permit  
33 is not required. It is a violation of this chapter for an Owner to either fail to  
34 submit a completed Permit application or provide evidence that a Permit is not  
35 required within these thirty (30) days. A violation of this chapter may be  
36 enforced by a citation issued by an enforcement officer or pursuant to the  
37 appropriate actions or proceedings authorized in section 10.08 of the Alachua  
38 County Code. Fines that may imposed by a code enforcement proceeding again  
39 the Owner will stop accruing, and be calculated as due and payable to the  
40 County, upon the date of occurrence of any of the following events:

- 41 1) A Residential Rental Unit Permit is obtained for the Regulated Unit;
  - 42 2) The Regulated Unit is no longer occupied in violation of this chapter;
  - 43 3) The Regulated Unit has been relinquished by the Owner by a sale,  
44 foreclosure, or other action that dispossesses the Owner of title or other  
45 form of interest to the Regulated Unit; or
- 46



1 SECTION 7. Severability. If any word, phrase, clause, paragraph, section or provision of  
2 this ordinance or the application hereof to any person or circumstance is held invalid or  
3 unconstitutional, such finding shall not affect the other provisions or applications of the ordinance  
4 which can be given effect without the invalid or unconstitutional provisions or application, and to  
5 this end the provisions of this ordinance are declared severable.

6 SECTION 8. Effective Date. A certified copy of this ordinance shall be filed with the  
7 Department of State by the Clerk of the Board within ten (10) days after enactment by the Board  
8 and this ordinance shall take effect upon filing with the Department of State.


9 **DULY ADOPTED** in regular session, this 13<sup>th</sup> day of September, 2022.

10 **BOARD OF COUNTY COMMISSIONERS OF**  
11 **ALACHUA COUNTY, FLORIDA**

12  
13  
14 ATTEST:

15 

16  
17  
18 J.K. "Jess" Irby, Esq.  
19 Clerk;

20  
21  
22 BY:   
23 Marihelen Wheeler, Chair  
Board of County Commissioners

APPROVED AS TO FORM

  
County Attorney

(SEAL)












# Item #13, 22-0771

Final Audit Report

2022-10-14

|                 |  |
|-----------------|--|
| Created:        | 2022-10-13                                   |
| By:             | Steve Donahey (asd@alachuaclerk.org)         |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAvKTYEo8uM59E3AXeDtMkaiHbNO6eP5Yd |

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-  Signer jki@alachuaclerk.org entered name at signing as J.K. "Jess" Irby, Esq.  
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 Document e-signed by J.K. "Jess" Irby, Esq. (jki@alachuaclerk.org)

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 Agreement completed.

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