



THE CITY OF PULLMAN

welcomes you!

Dear Resident,

Welcome to Pullman. Please feel a part of the community and become involved in it. Here is basic contact information for services available within the community and some state and local regulation summaries. The regulations are intended to promote basic safety and respect for the rights of others.

COMMUNITY SERVICES

Electricity/Natural Gas – Avista Utilities	800-223-5884
Garbage/Recycling – Pullman Disposal	334-1914
www.pullmandisposal.com	
Whitman County landfill	334-2400
Pullman Transit	332-6535

For information or assistance in the following city government service areas, Pullman residents should call the following numbers:

<u>POLICE AND FIRE EMERGENCIES CALL:</u>	9-1-1
Animal Control Violations	332-2521
Library – Neill Public Library	334-3595
Transit	332-6535
Dispatch off-campus parking enforcement	332-2521
Parks and Recreation	338-3227
City Police (business)	334-0802
Fire (business)	332-8172
Non-emergency response—police or fire	332-2521
County district court (located in city hall)	332-2065
Water billing	338-3204
Voter registration	338-3209
Public Works	338-3213
(for protective inspections, zoning or planning questions)	
Maintenance & Operations	338-3242
(for city street, sewer/water system questions)	

**Main office of city government: City Hall, 325 SE Paradise St.
Automated phone tree: (509) 334-4555**

ELECTED CITY OFFICIALS

338-3208

	<u>WARD NO.</u>
Glenn A. Johnson, Mayor	At-large
Jeff Hawbaker, Councilmember	3
Fritz Hughes, Councilmember	2
Eileen Macoll, Councilmember	At-large
Ann Parks, Councilmember	1
Al Sorensen, Councilmember	1
Nathan Weller, Councilmember	2
Pat Wright, Councilmember	3

APPOINTED CITY OFFICIALS

338-3208

Mark Workman, City Supervisor	338-3212
Joanna Bailey, Library Services Director	338-3252
Kurt Dahmen, Recreation Superintendent	338-3227
Alan Davis, Parks Superintendent	338-3227
Pete Dickinson, City Planner	338-3213
Kevin Gardes, Director of Public Works	338-3217
Mike Heston, Fire Chief	332-3272
Gary Jenkins, Chief of Police	334-0802
Laura D. McAloon, City Attorney	338-3208
Bill Mulholland, Finance Director	338-3206
Karen Sires, Human Resources Manager	338-3207

SUMMARIES OF STATE AND LOCAL REGULATIONS

Some basic information about a few provisions of the Pullman City Code may be of interest to you. Copies of the Pullman City Code are available for your reference and more detailed examination at the Pullman City Hall, Neill Public Library, Holland Library in the reference section, and on the city's Web page under City Code: www.pullman-wa.gov.

ALCOHOL ENFORCEMENT

CONTACT: Pullman Police Dept. 332-2521.

The city of Pullman actively enforces state and city laws relative to alcohol violations. Although most people are familiar with liquor laws against drunk driving, minors in possession, and serving minors, it should be emphasized that opening or consuming liquor [*hard liquor, beer or wine*] in a public place is also a violation of the law.

Pullman City Code states:

5.55.010 Alcohol Consumption or Open Container In Public – Prohibited. It is unlawful for any person to consume any beer, wine or any other intoxicating liquor, or have in his or her possession any opened containers or receptacles containing any beer, wine or any other intoxicating liquor on any sidewalks, streets or public place within the city or in any vehicle parked or moving on public streets, or at any other place within the city other than a private residence, or upon premises licensed for the sale and consumption of beer or liquor or upon premises whereon beer or intoxicating liquor is sold by a license under the laws of the state.

5.55.020 Violation – Penalty. A first violation of this chapter shall be a class 1 infraction, punishable by a penalty of not less than \$350.00. For each repeat violation of this chapter, the penalty shall be not less than \$500.00.

The Revised Code of Washington 66.44.100 states:

Opening or consuming liquor in public place—Penalty. Except as permitted by this title, no person shall open the package containing liquor or consume liquor in a public place. Every person who violates any provision of this section shall be guilty of a class 3 civil infraction (\$100 penalty) under chapter 7.80 RCW.

No alcohol is allowed in Pullman city parks unless an appropriate permit has been issued by City Hall.

ANIMAL CONTROL REGULATION (City Code, Title 9)

CONTACT: *for questions code enforcement — 334-0802.*

For complaints – 332-2521

The city of Pullman regulates how animals are controlled in the City and requires that all dogs be on a leash when off private property. Owners of animals are also responsible for disposing of animal feces deposited on public property and for having in their possession the means for doing so. In addition, animals considered dangerous are required to be muzzled when away from the owner's premises. Generally, an animal that has bitten or attacked a person or another animal unprovoked is considered to be a dangerous animal. The Code also requires that all cats, dogs and ferrets must have a current rabies inoculation; and that all dogs must be licensed.

To reclaim animals picked up by Animal Control or to adopt animals, contact **Whitman County Humane Society Shelter at 332-3422.** Unwanted and abandoned pets are a real problem in Pullman. Please have your pet neutered/spayed to help control this situation.

FIGHTING AND DISORDERLY CONDUCT (Pullman City Code 8.26)

CONTACT: Pullman Police Department – 332-2521.

Disorderly conduct and fighting are prohibited in the city of Pullman. Violation of the ordinance is punishable as a civil infraction with a minimum penalty of no less than \$350 for a first offense and no less than \$500 for a second offense. In addition, it is a violation of the ordinance if three or more persons knowingly and unlawfully use or threaten to use force, or participate in any way in the use of force against any person or any property.

FIREWORKS (Pullman City Code, Chapter 3.16)

CONTACT: Pullman Fire Department – 332-8172.

The use or discharge of fireworks by any person in Sunnyside Park on the day of the 4th of July celebration, other than display fireworks authorized under a permit issued by the Fire Chief, is prohibited.

There is a monetary penalty which shall not exceed Three Hundred Fifty dollars (\$350) for each separate infraction.

Fireworks may be offered for sale by permittees only between 9 a.m. and 11 p.m. July 1 through July 4. Consumer fireworks may be discharged only between the hours of 9 a.m. and 11 p.m. July 3 and between 9 a.m. and midnight on July 4 and between the hours of 6 p.m. and 1 a.m. on December 31 and January 1. Misdemeanor violation is subject to fine.

LITTER CONTROL (Pullman City Code 5.45)

CONTACT: Community Improvement Rep. – 338-3300.

Dropping or discarding litter in parks, streets sidewalks, public property, private property, water, ponds or pools is prohibited. The property owner or person in charge of the premises is responsible for keeping the property litter free. Proper litter receptacles must be provided and maintained on all premises.

It is also against the provisions of the Pullman City Code 5.01.050(19) to leave or deposit indoor furniture outdoors in a residential zone. [*See nuisance control code.*]

NOISE REGULATION (Pullman City Code, Chap. 8.80)

CONTACT: Police operations commander for information - 334-0802. For noise complaints/violations - 332-2521.

Noise is regulated in the city of Pullman as a nuisance 24 hours a day. Regulated sound includes radios, stereos, televisions, car radios, electronic musical instruments, construction equipment, voices and most other noise sources. The regulation covers a twenty-four hour period that begins at 7 a.m. and ends at 7 a.m. the following day. The procedure of enforcement is as follows: A citizen must complain to initiate the process. When a citizen complains, a police officer will determine whether the noise violates the decibel limits or is otherwise a public disturbance. The police officer may give the violator a reasonable time to comply before issuing a notice of infraction or immediately issue a notice of infraction. No additional noise, of any type, can disturb persons within the twenty-four hour period (from 12:01 a.m. until midnight) of the original complaint or an additional notice of infraction may be issued and a mandatory court appearance

may be required. If the violator was warned about a loud stereo at 10 a.m. and then was contacted about loud voices at 11 p.m., the violator would be issued a notice of infraction. If the identity of the person responsible for the noise cannot be established at the time of the noise, the owner; or any tenant (if it is a rented or leased premises); or an officer of the responsible living group or association, (if it is a living group premises,) will be issued a notice of infraction whether or not that person was at the premises at the time of the noise incident.

A first violation during a year period, beginning August 1 and ending July 31 may be forfeited for a cost of \$150. A second or subsequent violation will require a mandatory court appearance. If the violator is found guilty of a second or subsequent violation, the court shall fine the violator no less than \$500. If the violator fails to appear in response to the notice of infraction, the violator is found guilty, fined the maximum penalty, and, if not paid, the matter is turned over to a collection agency. This may result in credit problems for the violator. *[See also nuisance party regulations.]*

NUISANCE CONTROL CODE (Pullman City Code 5.01)

CONTACT: *Community Improvement Rep. – 338-3300.*

Public nuisances caused by things such as litter, junk and trash accumulations are prohibited by code in the city of Pullman. A brief overview of the enforcement procedure follows. Nuisance enforcement is usually a complaint-driven process, with city parks and police departments responsible for enforcing nuisance control code provisions. Often the first step by city staff is to attempt to make in-person contact with the resident of the problem site, requesting voluntary cooperation to abate the nuisance. Without compliance, a Notice of Infraction, carrying a financial penalty to be levied by the Whitman County District Court, is issued to whoever is determined responsible for the existence of the nuisance. Second offenses require an appearance in court.

The complete new code provisions are available on the city Website at www.pullman-wa.gov under City Code, Title 5, Health and Sanitation.

NUISANCE PARTY REGULATIONS (Pullman City Code 5.05)

CONTACT: *for complaints – 332-2521.*

Nuisance parties or uncontrolled social gatherings and associated violations, are regulated in the city of Pullman by the police department.

A party or social gathering that is or becomes a nuisance party, shall cease upon the order of the Chief of Police, or the Chief's designee; and all persons not residing therein at the site of such social gathering or party shall leave the premises immediately. Any person who fails or refuses to obey and abide by such an order shall be guilty of a violation of this Chapter - a Class 2 infraction punishable by a penalty not less than \$250 for a first offense. For each repeat violation of this

Chapter, the enforcement officer shall require a mandatory Court appearance. For each repeat violation of this Chapter, the Court shall impose a minimum fine of \$500.

The host(s) of the nuisance party are also ticketed and fined. All nuisance party citations require a court appearance.

The complete code provisions are available on the city Website at www.pullman-wa.gov under City Code, Title 5, Health and Sanitation.

PARKING REGULATION (Pullman City Code, Chapters 12.10, 12.15, 12.20, 12.25, 12.30, and 17.105) CONTACT: *for questions code enforcement officer— 334-0802. For complaints – 332-2521.* Parking space is limited in most cities, including the city of Pullman. This is especially true near the Washington State University campus. Parking regulations have been enacted by the City Council with the intent of being fair to those who need to park on the City's streets and still protect the safety and general welfare of the residents. Unless otherwise posted, vehicles, trailers, and recreational vehicles may not be left parked on public streets and alleys in the city of Pullman for more than seven days (168 consecutive hours) without being used for their intended purpose. For example, automobiles must be driven, trailers must be towed, and floats must be used in a parade or similar use in order to qualify as being used for their intended purpose. Unattached campers and canopies may not be stored or detached from a vehicle and left on public streets or alleys for any period of time. Parking regulations in Pullman generally are consistent with those in effect for the rest of the state. For example, anywhere in Washington, including Pullman, vehicles cannot be parked on sidewalks, planting strips (area between the sidewalk and curb), blocking driveways, in yellow zones, or in fire zones (*areas needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to areas with adjacent curbs or rails painted yellow*). Pullman City Code, Chapter 12.10.092, also prohibits parking vehicles on front lawns.

Some public parking lots and streets prohibit parking between 3 a.m. and 6 a.m. These are usually downtown and are posted. This allows for regular street sweeping. For snow removal and street repair purposes, the city public works department may at times temporarily close some streets in order to facilitate the completion of snow removal or repairs. In such instances, temporary "No Parking Signs" may be erected on relatively short notice.

A map of downtown long-term and short-term parking can be viewed on the city Website www.pullman-wa.gov by following the drop-down menus to Departments/Police and select Parking/Downtown Parking. City-issued parking permits for residents are for sale through Pullman Police Department for some areas near campus, where posted for residential parking permits. WSU Parking at 335-7275 (335-PARK) has information about on-campus permits.

RECYCLING CONTACT: *Pullman Disposal – 334-1914.*

Curbside recycling for single-family housing and multiple-family dwellings up to quadplex units is provided by Pullman Disposal Service. Recycling for apartment units is also offered by Pullman Disposal. Recycling centers are available in Pullman, Moscow, and at WSU.

SIDEWALK & PEDESTRIAN CLEARANCE AREAS (Pullman City Code 11.42 and 11.50) CONTACT: *Community Improvement Rep. – 338-3300.*

To allow the public full and free use of sidewalks or pedestrian clearance areas, city code requires that these areas be free of debris, overhanging or surface vegetation, and in the winter months, snow and ice. To assist residents in better understanding their responsibilities in this regard, the Pullman City Code is available at www.pullman-wa.gov under the ‘City Code’ menu item.

SOLID WASTE (Pullman City Code, Chapter 5.40)

CONTACT: *Pullman Disposal – 334-1914. Complaints about the illegal disposal of solid waste should be reported to the Community Improvement Representative at 338-3300.*

By city code, every person must use a licensed solid waste collector to remove and transport solid waste from the premises on a regular basis. In order to secure services, you will need to contact Pullman Disposal.

Solid waste containers that are placed at the street must be placed within 5 feet of the curb or alleyway no sooner than 24 hours prior to scheduled pick up and must be removed within 24 hours after pick up. Persons in charge of the premises must provide sufficient solid waste containers to hold solid waste of that premises and must assure that solid waste is collected regularly from that premises.

Chapter 5.40 of the Pullman City Code outlines requirements for the removal of solid waste and penalties for not doing so. The Revised Code of Washington section 9A.56.050 provides for charges of theft in the third degree, a gross misdemeanor, for individuals that commit theft of property or services by placing solid waste in the container of another individual who does have regular solid waste pickup.

VISUAL NUISANCES (Pullman City Code 5.01.050(19))

Contact: *Community Improvement Rep. – 338-3300.*

Property is to be properly maintained for both sanitary and visual reasons. Indoor furnishings, such as couches, are not allowed to be left outdoors in a residential zone. *[See also Nuisance Control Code.]*

HOUSING ISSUES

If you are renting property, state law requires you to have a smoke detector and to maintain it in good working order (RCW 48.48.140). The city of Pullman also encourages everyone to develop and practice a home fire escape plan and post the “911” emergency number next to your phone.

If you have obtained housing but are concerned that it may not meet life and safety requirements of the building code or fire code standards, please call the city of Pullman at 338-3220 for a building inspection or a 338-3270 for a fire code inspection. Concerns about *discriminatory* housing practices should be referred to the city planner at 338-3279.

OCCUPANCY RESTRICTIONS (Pullman City Code, Chapter 17.75.075) CONTACT: Planning Dept. —338-3218.

Within an R-1 Zone, no more than three unrelated persons may occupy a single dwelling unit. Within an R-2 Zone, no more than four unrelated persons may occupy a single dwelling unit. If a dwelling unit in an R-1 or R-2 Zone is inhabited by more than two unrelated persons, at least two of these persons must operate as a single housekeeping entity.

Failure of a property owner to comply with occupancy restrictions may result in a fine of \$250 per day up to \$5,000 total per infraction.

RENTAL HOUSING PROTECTIONS The following are protections which are available to renters. Renters should be aware of these protections so you do not sign a lease containing illegal provisions, you can get your refundable deposit back if a refund is appropriate, and so that you will be aware of reportable unsafe housing conditions.

ILLEGAL PROVISIONS IN RENTAL AGREEMENTS

The following are illegal provisions in rental agreements. If you find any of these provisions in your lease agreement, DO NOT SIGN YOUR LEASE!

- Any provision waiving any right given to tenants by the Landlord-Tenant Act.
- Any provision requiring that tenants give up their rights to defend themselves in court against a landlord's accusations.
- Any provision limiting the landlord's liability in situations in which the landlord would normally be responsible.
- Any provision allowing the landlord to enter the rental unit without proper notice.
- Any provision requiring a tenant to pay for all damage to the unit, even if it is not caused by tenants or their guests.
- Any provision stating the tenant will pay the landlord's attorney fees under any circumstances if a dispute goes to court.
- Any provision allowing the landlord to seize a tenant's property if the tenant falls behind in rent.

REFUNDABLE DEPOSITS

Under the Landlord-Tenant Act, the term "deposit" can only be applied to money which can be refunded to the tenant. If a refundable deposit is being charged, the law requires the following:

- The rental agreement must be in writing.

- It must say what each deposit is for and what the tenant must do in order to get the money back.
- The tenant must be given a written receipt for the deposit.
- A checklist or statement describing the condition of the rental unit must be filled out. Landlord and tenant must sign it, and the tenant must be given a signed copy.
- The deposits must be placed in a trust account in a bank or escrow company. The tenant must be informed in writing where the deposits are being kept.

THE LANDLORD-TENANT ACT, TITLE 59 RCW *go to:*

www.atg.wa.gov/LandlordTenant/default.aspx *or*
www.atg.wa.gov/ResidentialLT/default.aspx

For additional information online, *go to:*

www.offcampusliving.wsu.edu/
www.lawhelp.org/documents/1593216300EN.pdf?stateabbrev=/WA/
www.tenantsunion.org
<http://tenant.net>

Call for FREE information:

Student Legal Services—WSU students only	(509) 335-9539
WA Attorney General Consumer Issues	(800) 551-4636
The Dispute Resolution Center of Spokane	(509) 326-8029
For discriminatory <u>housing</u> complaints	(509) 338-3279

SAFE HOUSING CHECKLIST

A general safety checklist for houses or apartments follows. The list is not all-inclusive but is based on a current edition of the Washington State Building Code. The building code requires a building to comply with the codes in effect at the time it was built. The actual rules for the building you live in may be different than this list; that is if your building was built in the 1960s the building should comply with the codes in effect at that time which may not be the same as the codes for building today. If you believe there is an unsafe condition in your house or apartment contact the building owner, their agent, the city building inspector or the city fire inspector.

- The bedroom(s), living room and dining room in an apartment should have openings to the outside to provide fresh air. This could be a door, window or a mechanical ventilation system.
- The electrical boxes should have a cover over the wires.
- When you use an electrical outlet or switch it should not spark or shock you.
- The pipes used to vent the products of combustion (smoke) from the furnace or water heater should have tight joints.
- Fuel burning furnaces or water heaters need oxygen for combustion to take place. An excellent source of oxygen is the air in a building. The room housing these appliances should be large enough to supply the needed air, have openings into a large room, have openings to the outside of the building, or have air piped directly into the appliance.
- Fuel burning furnaces or water heaters should not be located in bedrooms or bathrooms.

- Fuel burning furnaces or water heaters should not be accessed from bedrooms or bathrooms.
- Furnaces, wall heaters, room heaters, woodstoves, gas stoves and water heaters are required to have a clear space from walls or ceilings. The required clear space is often on a label on the side of the appliance. If there is not a label, you may check with the building inspector or fire inspector for the required clearance.
- All apartments are required to have a door opening into a hallway or the outside. Generally a dwelling or apartment is only required to have one exit.
- The support walls and posts should be plumb and straight.
- The beams supporting the floors or roofs should be level and straight.
- Bedrooms should have a window for occupants to escape or be rescued if the need arises.
- Bedrooms, living rooms and dining rooms should have windows to provide natural light.
- Each house or apartment should have a kitchen with a sink and cooking appliance.
- Each house or apartment should have a separate bathroom containing a toilet, lavatory, tub or shower.
- The sink, lavatory and tub or shower should have hot water.
- The roof and walls should not leak water.
- A door should separate the kitchen from the toilet room.
- An address number or letter should be on each unit.
- Each house or apartment should have an installed heating system.
- The area outside of each bedroom should have a smoke detector.

RECOMMENDATIONS FOR RENTERS

For your comfort, safety and security while renting a residence in Pullman, the following recommendations may apply to you.

- Locate or purchase a **fire extinguisher**. Fire extinguishers are coded to reflect the type of fire they can put out. Some multipurpose extinguishers can be used on more than one type of fire.
- Change the batteries in your **smoke detectors** every six months, and make sure the detectors are clean and functional.
- Locate all possible **exits** in case of fire or other emergency. Make and practice an emergency exit plan.
- **Renters' insurance**, available from any local insurance agent, is well worth the small premium. Such insurance can provide protection for your personal property against such perils as fire, theft, and vandalism and may help to protect you in case of a liability lawsuit against you. Some students' parents may have a homeowners' insurance policy that could cover some, but not all of your personal items.
- **During winter break**, *do not* shut off your heat source. Instead, set your thermostat to 50° to protect against frozen pipes and potential water leaks from broken pipes.
- **During all absences from your residence**, be sure to lock and secure your doors in order to minimize your chances of theft or burglary.