

Code Compliance Policy

Code Compliance violations categorized based on level of severity

- **Category 0** Watch List (properties with potential violations)
- **Category 1** Downtown
- **Category 2** Extreme Property Maintenance Violations
- **Category 3** Zoning Violations

Code Compliance Implementation Procedures

Verbal contact with property owner

- Receive completed complaint form from City
 - Make site visit (prior to contact)
 - Log location information and time in/time out on daily log
- Document issue w/code section of City Ordinance/IPMC
 - Complete Notice of Violation
 - Attach photo copy form Ordinance of code section in violation
 - Document issue with photos (minimum of 3 photos from different points of view)
 - Log information and time in/time out on daily log
- Contact property owner by phone call or personal visit
 - Advise owner of issue/problem
 - Discuss and document compliance action plan on NOV form
 - Discuss and document resolution on NOV form
 - Discuss and document resolution time frame for compliance on NOV form
 - Log information and time in/time out on daily log
- Prepare follow-up letter (same day as verbal contact)
 - Confirm issue/problem with code section of City Ordinance/IPMC
 - Confirm compliance action plan
 - Confirm resolution and time frame for compliance
 - Copy City Administrator and file
 - Log information and time in/time out on daily log

Re-inspect property last day of time frame for resolution

- Make site visit
 - Log location information and time in/time out on daily log
- If resolved, document resolution with written statement and close file
 - Contact property owner, thank them for compliance and notify that no further action will be taken.
 - Copy City Administrator, and file
- If not resolved, begin Code Enforcement implementation procedures

Code Enforcement Implementation Procedures

Prepare written notice of inadequacies/violations

- Contact property owner and advise of corrective actions for failure to comply
- Mail follow up letter to owner certified return receipt
- Copy City Administrator and file
- Log location information and time/timeout of daily log

Prepare documentation for correction and legal action, or

- Recommend Issuance of Stop Work Order (if applicable)
 - Must be approved by City Administrator
- Issue citation for violation of Code/Ordinance
 - Prepare separate citation for each violation being cited.
 - Assign case number
 - Complete citation with detailed information
 - Citation must be served a minimum of 30 days prior to court appearance
 - Prepare letter stating that compliance has not been met within the agreed upon resolution time frame
 - reiterate the violation and Ordinance section
 - reiterate the resolution to the violation
 - notify the property owner of their right to appeal
 - notify the property owner of their right to resolve the violation prior to the court appearance
 - Copy City Administrator and file
 - Deliver citation for property owner signature of receipt through approved method
 - Log location information and time in/time out on daily log
- Follow up on resolution when notified or day before court appearance
 - If resolved, document resolution with written statement and close file
 - Contact property owner, thank them for compliance and notify that no further action will be taken.
 - Copy City Administrator and file
 - Log location information and time in/time out on daily log
 - If not resolved, proceed to court appearance
- Follow up on court decision in accordance with time frame set by court
 - If resolved, document resolution with written statement and close file
 - If not resolved, repeat code enforcement implementation procedures.