

Sequential Code Compliance Guidelines 2023

Routine Process for Code Compliance Violations

If a violation is observed, or a complaint of a violation is received, one of the following will occur:

If staff observes a violation, they will attempt to contact the resident, business owner or manager to inform them of the violation.

At that time a code violation, notice will be issued and delivered to the resident to document the incident. The code violation notice contains an educational ordinance reference to help the individual comply with city code.

If contact is not made, the code violation notice explains the violation, the ordinance reference, and instructions to contact the code enforcement officer.

The code violation notice sets a date for reinspection.

The violation information is then entered into a database which keeps track of and prompts reinspection of code violations.

If information regarding a violation is received as a complaint, usually by telephone or letter, the complaint is entered into the database and an initial inspection is scheduled to verify the violation. Once verified the violation is handled routinely.

If a violation is still present at the time of reinspection, contact with the resident, business and/or property owner, is again made. We will try to find out why the violation is still present, when it will be corrected, and stress that the matter must be corrected to prevent further enforcement activity.

Whether contact was made or not, a follow-up letter is sent stating a date of reinspection, an ordinance reference, contact information for the code enforcement office, and language stressing that the violation must be brought into compliance to avoid further enforcement action at the next inspection.

This process is repeated three times with each letter worded in a way that clearly states enforcement action will be taken if the violation continues.

A fourth letter would contain a summons (citation) which would require the party to appear in court at the date and time specified on the summons.

In cases of violations that pose a significant and immediate threat to the public health or public safety, abatement action may be taken at the expense of the property owner.

Thank you for working with us.