



Proposed Code Enforcement Program

February 24, 2015



Why a Code Enforcement Program?

- To help create and maintain a safe and healthy environment
- To prevent physical and aesthetic deterioration of the community
- To protect property values of residents and businesses
- To reduce vandalism and deter crime
- To publish standards for compliance that are based on reasonable and consistent enforcement of state and local laws and ordinances
- To establish a framework for community involvement to resolve public nuisances



What is Code Enforcement?

- The process of preventing, inspecting, and mitigating nuisances on public and private premises relating to health, safety, and general welfare.
 - Defined by federal/state law and local ordinances
- Code enforcement does not regulate aesthetics, taste, civil disputes, or HOA violations.



Code Enforcement Program Goal

- To encourage both residential and commercial property owners to voluntarily resolve code violations on their property in order to ensure that Addison remains a community that is a clean and safe place to live, work, and play.



Which Codes and Violations are Part of a Code Enforcement Program?

- Zoning / Land Use
- Property Maintenance Standards
- Environmental codes
- Sign code
- Junk vehicles
- Building codes
- Substandard fences
- High weeds and grass
- Outside storage, trash accumulation



Which Codes and Violations are **NOT** Part of the Program?

- Abandoned vehicles (Police)
- Moving violations and parking (Police)
- Dumping - Class A (Police)
- Animal Control (Police)
- Landscaping (Parks)
- Food safety (health inspectors)
- Mold inspection and testing (3rd party)



Code Enforcement Process

- Identification
 - Complaint received or issue identified
 - Case created
 - Violation evaluated
- Voluntary compliance
 - Courtesy call to violator
 - Site visit with violator
 - Friendly letter to violator asking for compliance
- Legal process
 - Official notice sent by certified mail
 - Site re-inspection
 - Civil citation or criminal action if not corrected
 - Site re-inspection
 - Abatement of violation and filing of lien



Code Enforcement Current Practice

- Addison's current code enforcement procedure
 - No dedicated staff; decentralized; addition to regular duties
 - This is adequate to handle most complaints that are able to be resolved voluntarily
 - As Town ages, though, complaints are more numerous and complex
 - Building inspectors (2) are primary code inspection team
 - Also responsible for same-day building inspections
 - Customer service goal – same day service for requested inspection
 - Average 30 inspections each day
 - Leaves little time to conduct fair and impartial code enforcement program



Common Code Violations

- Illegal signs and lighting
 - Bandit signs
 - Banners/flags/balloons
 - Awning signs
 - Exterior lighting that changes colors
 - Skeleton lighting





Common Code Violations

- Trash Accumulation
 - No or improper screening
 - Over filling dumpster
 - Dumpster in right-of-way
 - Junk vehicles
 - Trailers / Boats etc
 - Improper screening of materials
 - Building and construction materials
 - POD and storage containers





Common Code Violations

- Substandard Fencing
 - Deteriorated fence materials
 - Leaning sections
 - Improper fencing materials
 - Canvas tarps
 - Barbed wire not to code





Common Code Violations

- Weeds and grass
 - High weeds and grass
 - Accumulation of dirt - ungraded
 - Accumulation of brush and dead trees





Common Code Violations

- Property Maintenance
 - Broken windows
 - Sign maintenance
 - Deteriorated exterior materials
 - Exposed electrical wiring
 - Deteriorated decks and balconies
 - Accumulated trash





Code Enforcement Proposal

Three pronged comprehensive program

1. Education and communication
2. Organization-wide and Community Support
3. Traditional Code Enforcement Program Enhancements



Education and Communication

1. Education and Communication
 - a) Collateral materials – brochures, door hangars, etc, to educate; printed and electronic
 - b) Website and smart phone apps – public access to report problems, track progress of complaint, learn about procedures
 - c) Public outreach – HOA presentations, business group meetings



Organization-wide and Community Support

2. Organization-wide and Community Support
 - a) Identify violations – train staff and others to recognize and report violations; would not confront property owner directly; report only
 - b) Distribute collateral – staff that is routinely out of the office could distribute when appropriate
 - c) Address certain violations directly – those that are always violations and do not require interaction with the property owner; signs in the right-of-way



Traditional Code Enforcement Program Enhancements

3. Traditional Code Enforcement Program Enhancements

- a) Code enforcement officer - New position
Licensed, experienced
- b) Administrative staff - New position; answer phones, track cases, correspondence, records retention, court filings
- c) Review Ordinances – revise those that are outdated or need additional revisions



Code Enforcement Proposal - Costs

- Salaries and benefits: \$121,000
- Miscellaneous administrative program costs: \$46,000
- Vehicle and maintenance costs: \$32,000

- One-time: \$57,000
- Recurring: \$142,000

- **Total Year One Program Costs: \$199,000**



Direction Needed

- How should staff proceed?
 - Continue procedures currently in place
 - Begin some elements of the proposed program
 - Training, community outreach
 - Identified issues may not be able to be addressed in a timely manner
 - Begin development of program; materials, staffing
 - Will require a mid-year budget adjustment of approximately \$131,000
 - Bring forward during FY2016 budget process