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Code Enforcement FAQ

What is the Code Enforcement Process? - There are four (4) steps to the code enforcement process.

1. First notification of violation
 - a. Landowner has fourteen (14) days to comply. Administrative fine for repeat offenses.
2. Voluntary Compliance
 - a. Resolved when corrective actions are taken by the landowner.
3. Civil Enforcement
 - a. If applicable, landowner can be subject to abatement, injunctions, or restraining orders.
4. Prosecution
 - a. Result is criminal prosecution of violation, can be immediate without civil enforcement.

What is the extension policy? - The extension policy can vary based on 1st offense, or repeat offenses.

Each extension is measured by fourteen (14) days.

Extension Policy for 1st Offense

- a. 1st and 2nd Extensions require authorization from the Case Manager
- b. 3rd Extension requires authorization from the Department Head
- c. 4th Extension requires authorization from the City Administrator
- d. Additional Extensions require authorization from City Council

Extension Policy for Repeat Offense

- a. 1st Extension requires authorization from the Department Head
- b. 2nd Extension requires authorization from the City Administrator
- c. Additional Extensions require authorization from City Council

What is the administrative fine policy? This also varies based on 1st or repeated offenses.

First Offense- First notice does not have a fine, second and additional notices have \$75 fines.

Second Offense- First, second, and additional notices are \$250 each.

Third Offense- First, second, and additional notices are \$500 each.

What common offenses are abatable?

Long grass and off-street parking are examples of abatable offenses. Other offenses such as home occupations, unsafe/hazardous structures, and offenses in commercial or industrial districts will require council approval. Blighted (safe) structures will proceed to prosecution.

What if the violation is repeated in the same year?

1st Notice - \$250 Administrative Fine

Extensions- First by Department Head, second by City Administrator, additional by City Council

Abatement- Proceed to abatement