



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 6, 2020

RE: Code Enforcement Procedures

DISCUSSION

Staff is working on making some improvements to Code Enforcement procedures. Communication is an area where concerns and issues have occurred. Staff is also suggesting some changes to the Violation Notices based on some feedback received.

Communication

The Clerk and the Board should be removed as much as possible from receiving Code complaints and issues. One way this will be addressed is when a Code Violation Report is submitted on the website, it will now go directly to our Code Enforcement Officer and no longer to the Clerk. In addition, when a Trustee receives a Code Enforcement question or complaint, they should direct the resident to the Code Enforcement Officer.

On the violation notices issued to residents, our Code Enforcement Officer's email address is listed in addition to a phone number to call. If residents state they are not receiving responses to emails and/or calls from the Code Enforcement Officer, they would be directed to contact the Town Administrator.

Notices

Attached as Exhibit A is a copy of the current violation notice with some suggested revisions.

EXHIBITS

Exhibit A: Copy of a current Violation Notice with edits



Town of Foxfield
 PO Box 461450
 Foxfield, CO 80046-1450
~~(303) 680-1544, (303) 680-1544~~

NOTICE OF CODE VIOLATION

Date

Recipients

RE:

Case No.:

Officer:

An inspection on _____ of the premises at the above address revealed conditions that violate the Town of Foxfield municipal code. The following violation(s) were identified.

<i>Violation</i>	<i>Code Section</i>
<i>Section States:</i>	

To comply with our current ordinance and to prevent further action, please take the following corrective actions by the date(s) indicated.

<i>Violation</i>	<i>Correct Violation By</i>
<i>Corrective Action:</i>	

For additional information, or if you feel you have received this notice in error, please contact Jake Cooke between the hours of 8am and 5pm Monday through Friday.

If you have corrected the violation and do not receive any further notices, the case has been closed. Thank you for your timely attention to the matter.

Sincerely,
 Jake Cooke

Code Enforcement Officer
 jcooke@safebuilt.com
 (720) 749-1089