



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: September 3, 2020

RE: Code Enforcement

**DISCUSSION:**

The Board requested a study session to discuss Code Enforcement. At the meeting on August 6<sup>th</sup>, 2020 a discussion was held regarding Code Enforcement procedures. It was suggested that the Clerk and the Board of Trustees should be removed as much as possible from code complaints and issues. It is the job of the Town Administrator to manage Code Enforcement. Therefore, staff would recommend that the Code Enforcement Officer only participate in a study session once a year or if there is a new officer.

Following are some suggested Code Enforcement items for discussion:

**1) Compliance Notices**

A discussion was also held on August 6<sup>th</sup> regarding notification to residents of violation compliance notices. SafeBuilt has stated that residents are not able to access the online database of violations to view the status of their violation. They also do not believe it is the best use of their time to mail completion notices to individual offenders, nor do they issue compliance notices for any other jurisdiction for which they do Code Enforcement. In addition, staff asked other cities and towns if they issue compliance notices and I did not find any that do. Staff has only heard concerns from a few residents regarding the need for compliance notices. In most situations, residents know when they have corrected the problem and therefore the case has been closed. If a resident is unsure, they can contact Code Enforcement and/or the Town Administrator who can provide the status of their case. Staff does not believe a change in current procedures should be made. However, if the Board would like to make this change, Safebuilt suggested that they might be able to generate automatic notices of closure that could be emailed to

the Clerk or Town Administrator and we could email them to residents (if they are on the email list) or mail them.

**2) Suspension of rodent violations**

The Board will be holding a public hearing on October 1<sup>st</sup>, 2020 to consider an ordinance to amend the Code to remove the rodent section of the nuisance code. Does the Board agree that no further action should be taken at this time for rodent violations?

**3) Anonymous complaints**

The Town can take anonymous complaints but cannot guarantee anonymity. This should be made clear to anyone stating they want to make an anonymous complaint. If a complaint is filed on the website a name is now required.

**4) Violation Notices**

Does the Board wish to make any changes to the violation notices? A blank notice is attached as Exhibit A with some suggested redline edits.

**5) Other?**

**EXHIBIT:**

Exhibit A: Blank Code Violation Notice



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