

**Minutes of Meeting
Code Enforcement Advisory Committee
City Hall Annex, 520 Main Street
November 10, 2022**

CALL TO ORDER

Matt Wright called the meeting to order at 6:00 P.M.

ATTENDANCE

Committee: Councilmember Rob Powell, Dennis Hull, Steve Hackett, Wanda Thompson, Rosemary Howard, Keith Richardson, Robert Miller, and Kerry White

Absent: Dawn Thomas

Staff: Matt Wright, Planning and Building Director; Madison Smith, Development Technician; Demetrius Ramirez, Chief Building Official; and Carla Wallen, HR Director

INTRODUCTIONS

Committee members introduced themselves and discussed how long they have been serving on the committee.

REVIEW OF BYLAWS

The bylaws were established in 2012 when the Code Enforcement Advisory Committee was first formed. A copy of the bylaws is included in the agenda packet. Matt Wright gave a brief overview of the purpose, structure, and conduct of the committee. The standards are included in the bylaws. The purpose of the committee is to assist with the policy and process development of Code Enforcement related to policies, procedures, and interpretations of the code. The committee shall foster and encourage improvements of the organization and services and may make recommendations to staff and City Council regarding those improvements. Each member is encouraged to participate and assist staff in developing solutions to policies.

Councilmember Powell asked if there is a Chairman or Vice Chairman of the committee. Matt Wright explained committees do not typically have a Chairman or Vice Chairman.

ONLINE CODE COMPLAINTS PROCESS AND TRACKING SPREADSHEET

Staff receives most of their code complaints via an online portal on the website. Most of those citizens call for an update after submitting a complaint. Staff has created an online complaint process and tracking spreadsheet. Citizens who report a code violation can go on the website and track the status of their complaint. When a complaint is submitted, it auto generates a receipt number; staff then uses that receipt number to track the complaint. An example of the tracking spreadsheet is included in the agenda packet. Staff is encouraging residents to utilize the online complaint tracker. The tracker is updated on a daily basis.

The Committee expressed that a generated summary of the complaint submitted would be a nice thing to add to give to the complaint filer to allow them to better track their complaint. Mr. Wright stated this is something that could be added once a new software system is implemented.

UPCOMING DISCUSSION TOPICS

There were topics of discussion brought up during the meeting. The following includes a summary of some of the items discussed:

- The code enforcement abatement flowchart
- The abatement process and notifying property owners
- Customer service from the abatement contractors
- The mailing process for code violation notices
- Concerns of inconsistencies in enforcement
- Hiring of a Code Enforcement Secretary
- Complaint statistics
- The goals of the Committee
- Ribbon driveways

Staff is working on a proposed rental inspection program for consideration. There will be a community meeting held in December to present the program to the public, answer questions, and gather feedback from residents and landlords. Staff is also working on a survey for the community to take regarding the proposed rental inspection program to determine where concerns exist or improvements could be made. Items will be brought to the Committee for discussion.

Staff has received several concerns about the maintenance of drainage and detention areas. Currently, the code does require that those areas be maintained to the same standard as a lawn. However, there are some drainage and detention areas that are intended to be more natural in appearance. In some cases, due to the terrain, trying to maintain that as a lawn can be very difficult and hazardous. Staff has been researching the codes in other communities to see how they address exceptions to that code. Staff will draft an ordinance for review and consideration by the Committee.

Lastly, staff has seen an increase in complaints about dead trees throughout the community. Several cities in the metro do have dead tree ordinances that require those to be removed by the property owner(s). Staff has been researching that as well for potential consideration. Currently, we do not have anything in our Property Maintenance Code that would require the removal of dead trees.

UPCOMING MEETINGS SCHEDULE

The bylaws state the Committee is supposed to meet at 6:30 P.M. on the first Wednesday of odd numbered months. Staff would like to discuss changing the meeting schedule. If Thursdays at 6:00 P.M. work well for the Committee, staff would like to keep that as the meeting day.

NEXT MEETING DATE: To Be Determined

ADJOURNMENT

Matt Wright adjourned the meeting at 6:48 P.M.