

Timeframes and Processes for Handling Code Violations

The City is committed to addressing code violations in a fair, consistent, and timely manner. Our goal is to work collaboratively with property owners and occupants to achieve compliance while protecting public health, safety, and neighborhood quality.

Below is an overview of the typical process and associated timeframes.

- **Step 1: Complaint Received**

Once a complaint is received, the property will be inspected within five (5) business days.

- If no violation is found, the case is closed.
- If a violation is identified, the process outlined below applies.

- **Step 2: Courtesy Notice**

A courtesy notice is issued to the **property owner and occupant**. This notice outlines the violation(s) and provides clear instructions on how to bring the property into compliance.

Compliance period: 15-30 days

- **Step 3: Final Notice**

If the property remains out of compliance after the courtesy notice reinspection, a final notice is issued to the **property owner and occupant**.

Compliance period: 15-30 days

- **Step 4: Citations Issued**

If no progress toward compliance is made, citations may be posted on the property and mailed to the **property owner and occupant**.

Court dates: Held twice per month

- **Extensions**

Extensions may be granted on a **case-by-case basis**, such as for large-scale projects or when an outside contractor is required. When approved, extensions typically range from 15-30 additional days.

Typical Timeframes by Violation Type

Violation Type	Inspection	Courtesy Notice	Final Notice	Citation
Weeds	5 Days	30 Days	30 Days	15–21 Days
Recreational Vehicles	5 Days	15 Days	15 Days	15–21 Days
Accumulation of Junk	5 Days	30 Days	30 Days	15–21 Days
Feather Signs	5 Days	15 Days	--	15–21 Days
Signs / Banners	5 Days	15–30 Days	15–30 Days	15–21 Days
Other Complaints	5 Days	30 Days	Case by Case	15–21 Days

Note: These examples are provided for estimation purposes only

Important Note:

A Code Enforcement Office is not required to provide a correction period before issuing a citation if:

- **A repeat violation is identified**
- **The violation poses an immediate threat to the public health, safety or welfare**
- **The violation is irreparable or irreversible**
- **(Ord. 4995-1533, 10-22-2016)**

This process is designed to encourage voluntary compliance whenever possible while ensuring community standards are upheld.