



# Staff Report

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**Agenda Item:** COUNCIL UPDATE – INTERNATIONAL PROPERTY MAINTENANCE CODE. An update on the first year of Staff's implementation and the enforcement efforts relating to the 2003 International Property Maintenance Code.

**Staff Contact:** Mike Baker, Building Official

**Meeting Date:** December 11, 2007

**Background:** The Town Council adopted an amended version of the 2003 International Property Maintenance Code (PMC) on November 30, 2006, and directed Staff to inspect the Town for junk vehicles, missing address numbers and rubbish. An enforcement process was developed that consisted of sending two letters: one certified, the other regular mail, describing the violation and giving a date to come into compliance. The inspectors realized that even though sending two letters served the purpose, it was inefficient, due to the extra time and expense incurred. Many people found it inconvenient to go to the post office and sign for one of these letters.

Our new policy is to send one letter listing the violations and a compliance date by regular mail. If there is no response, the original process of sending two letters is used. The inspectors are also making personal contact, when possible, with residents for minor violations. Both of these methods are working well.

The PMC requires that buildings whose rear yard abuts alleys or streets have address numbers on the front and the rear to assist emergency vehicles. One of our inspectors came up with the idea of supplying a free set of address numbers for owners of those buildings. The Clarkdale Police Explorers have helped immensely by distributing flyers explaining the need for address numbers and offering to install them for occupants unable to do so. The information was also published in the Talk of the Town newsletter. We have distributed 136 numbers to date and received positive responses from our residents.

There have been approximately sixty property maintenance complaints received from residents concerned with tall weeds, rubbish, inoperable vehicles, buildings in disrepair and other maintenance issues. These are given priority over the property maintenance neighborhood inspections, even though most of these complaints are anonymous. We treat all complaints equally and resolve them as quickly as possible.

There have been approximately 650 initial property maintenance inspections done since the PMC was adopted. Please refer to the enclosed map to see the outlined areas that have been inspected.

W:\Staff Reports to Council\2007-2008 Staff Reports\121107 SR Update Property Maintenance Program.doc

Of the 119 violations, including resident generated complaints, 38 are active, and 81 have been resolved. We anticipate considerably more violations as we inspect other parts of Town. Currently there are two cases being prepared by the Prosecuting Attorney for legal action and at least two more that will probably be sent to trial.

A problem we have encountered is the storing of inoperable/unlicensed vehicles. This will be discussed in a separate staff report.

In summary, Staff believes that the property maintenance program is working well. Violations are being corrected and the Town is looking much better. Our goal is to remain flexible and sensitive to our residents and to tailor the enforcement process within the context of the Town Code.

**Recommendation:** This is an update to Council and no action is required. Staff would appreciate comments, recommendations and direction pertaining to the Property Maintenance Program.

South portion of  
 map is not in view  
 1:5,957  
 Scale: 1" = 100' (30.48 M)  
 Date: 11/2007  
 Project: 02-11-05-14-03

**TOWN OF CLARKDALE**  
 Code Enforcement Completed  
 Property Maintenance  
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