

PROACTIVE CODE ENFORCEMENT POLICY

I. Scope

This policy applies to the proactive code enforcement operation of the City of Lee's Summit Neighborhood Services program, hereinafter referred to as PACE, the City and NHS.

A. Proactive Code Enforcement

The goal of PACE is to have NHS Officers actively seek code violations, provide external education, and connect citizens to community resources.

II. General Objectives

- Improve Safety
- Preserve the Community
- Educate the Community
- Increase Business License

A. Safety

The principal objective shall be to improve the safety of the City to mitigate risk and harm to citizens.

1. Hazardous Violations and Abatement

- NHS will identify and issue a Notice of Violation for any hazard to public health is identified under Chapter 7 and Chapter 16
- Other Hazardous conditions shall be reported the City staff responsible for enforcement of other sections of the Code of Ordinances

2. Property Maintenance Enforcement

- NHS will identify and issue a Notice of Violation for violations of chapter 16 of the Property Maintenance Code
- Other violations found shall be reported to the City staff responsible for enforcement of other sections of the Code of Ordinances

B. Community Preservation

PACE shall be focused on the preservation of all property within the City. The objective of community preservation is to ensure compliance with the adopted Chapter 16 Property Maintenance Code to prevent property degradation.

1. Patrol

- NHS shall establish a system to review each property within the City from the street front a minimum of once per calendar year.

2. Community Resources

- NHS shall maintain contact with and a list of community organizations and groups willing to assist citizens with abatement.
- NHS will make public contact information for these groups for citizens seeking assistance in abatement

3. Complaint Response

- All complaints received shall be investigated within five business days to determine the existence of a code violation

C. Community Education

- Education shall be provided in person to receptive organizations and groups and during in-person interactions with citizens
- Educational materials in multiple formats will be created and maintained for distribution throughout the community

D. Business License Enforcement

- A database of existing businesses will be created and maintained
- Status of business license will be checked annually for compliance

III. Policy considerations

- Officers will focus on cooperative relationship building with the community to address violations.
- During the enforcement of the items under this policy, the NHS officers will apply discretion based on each individual situation while working towards the goal of abatement.
- NHS may refer individuals to external non-city resources, but will not advocate for a specific organization or group.

IV. Reporting

Once per year a report will be provided to the Community and Economic Development Committee. This report will include a summary of the violation's workload, outward education provided, and business license participation trends.