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## Code Enforcement Policy

### Purpose:

Violations of the City of Ouray Municipal Code may be detrimental to public health, safety, and quality of life. The Community Development Department is responsible for overseeing compliance with Chapters 6, 7, 8, 13, Section 10-4-B, Section 10-2-Z, and Section 10-2-AA of the Code. This policy will guide the Community Development Department's enforcement of violations of the Code. The goal of the policy is to communicate with citizens in order to consistently address and assist with Code violations.

### Process:

An observation made by a City Official or a concern expressed to the City will initiate investigation into whether a Code violation exists. Concerns expressed by the public should be submitted on a City Comment Form and the Community Development Department will notify the person who expressed a concern whether their concern is a Code violation within seven (7) days. If the Community Development Department concludes that a violation exists, the Department will apply the following process. In the event of a significant health, safety, or welfare concern, the Department may elect to omit one or more steps in this process.

#### STEP ONE: Notify property owner and tenant, if applicable.

The Community Development Department will notify the property owner and tenant, if applicable, of the violation. The goal of this step is to work with citizens to resolve a Code violation within a reasonable timeframe. Timeframes may vary depending on the nature of the violation. The Community Development Department will communicate all timeframes to the owner or tenant in writing via letter or email.

#### STEP TWO: Issue a Notice of Violation.

If the violation is not resolved within the timeframe set in step one, the Community Development Department may issue a Notice of Violation. The Notice of Violation will include a timeframe for resolution of the violation. This timeframe will typically be seven (7) days but may be shorter if deemed necessary by the Community Development Department. The goal of this step is to give the citizen final notice of the violation before a citation is issued.

#### STEP THREE: Issue a citation.

If the violation is not resolved within the timeframe set in step two, legal action may be pursued. If the violation is to be prosecuted as a criminal matter, the Community Development Department will work with the City of Ouray Police Department. The Police Department will issue a citation. The Community Development Department will supply the specific details necessary for the citation including photos. A citation issued by the Police Department will instruct the citizen in violation of the Code to appear in Municipal Court, and the Judge may issue a fine.

In the event that the City seeks civil enforcement for the violation, the Community Development Department will work with the City Attorney.