



City of Valley Falls

Established 1854

Code Enforcement Committee Policy

I. Purpose

The purpose of the Code Enforcement Committee (CEC) is to ensure compliance with local codes, regulations, and ordinances, promoting public health, safety, and welfare within the community.

II. Membership

1. The CEC shall consist of four members appointed by Valley Falls City Council.
2. This committee will include one city council member, one resident, one business owner, and one member at large who resides in the USD 338 district.
3. Members should have relevant experience or knowledge in areas such as law, public administration, urban planning, or community services.
4. Terms of membership shall be resident members and business owners will expire on even years, while council members and at large members will expire on odd years with the possibility of reappointment.

III. Meetings

1. The CEC shall meet quarterly and as needed to address urgent issues.
2. Meetings will be open to the public, and an agenda will be provided in advance.
3. A quorum, defined as three members, is required to conduct official business.

IV. Responsibilities

1. Receives and responds to citizen complaints and reports from other agencies and departments concerning alleged violations of state laws, city zoning ordinances, and related municipal codes and ordinances.
2. Interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
3. Conducts field investigations; inspects properties for violations; issues and posts warning notices, notices of violations, corrective notices, orders to comply, and related documentation.
4. Schedules and performs follow-up inspections to gain compliance, including preparing correspondence, conducting new assessments, and coordinating meetings, discussions, and negotiations.
5. Performs inspections of residential & commercial property for nuisances pertaining to inoperable vehicles;
6. Review business license records, development/building permits, court records, case law, and other materials to research violations.
7. Removes signs from the right-of-way that violate state laws and local ordinances.
8. Works with the City Administrator and City Council to identify and address unfit and blighted structures.

9. Works with the City Attorney/Prosecutor to address violations needing to be addressed at the Valley Falls City Court.
10. Issue recommendations for corrective actions and penalties.
11. Collaborate with local government departments to ensure effective enforcement.

V. Procedures

1. **Complaint Submission:** Citizens can submit written complaints to city hall.
2. **Investigation Process:** The CEC will prioritize complaints based on severity and potential impact on public safety.
3. **Decision Making:** Decisions regarding violations will be made by a majority vote of the committee members present.
4. **Appeals:** Individuals may appeal CEC decisions by submitting a written request to the Valley Falls City Council within 30 days.

VI. Reporting

1. The CEC shall provide quarterly reports to the Valley Falls City Council summarizing activities, challenges, and recommendations for code improvements.
2. Periodic updates shall be provided to the community regarding ongoing initiatives and code compliance statistics.

VII. Amendments

This policy may be amended by a majority vote of the CEC, subject to approval by Valley Falls City Council.

VIII. Effective Date

This policy shall take effect on Wednesday, October 16, 2024.