

**Minutes of Meeting
Code Enforcement Advisory Committee
City Hall Annex, 520 Main Street
September 21, 2023**

CALL TO ORDER

Matt Wright called the meeting to order at 6:00 P.M.

ATTENDANCE

Committee: Councilmember Rob Powell, Dennis Hull, Dawn Thomas, Wanda Thompson, Rosemary Howard, Keith Richardson, Robert Miller, and Kerry White

Absent: Steve Hackett

Staff: Matt Wright, Planning and Building Director; Demetrius Ramirez, Chief Building Official and Carol Lee, Code Enforcement Secretary

REVIEW OF FEBRUARY 23, 2023, MEETING MINUTES

REVIEW OF MAY 25, 2023, MEETING MINUTES

- Residential paved parking recommended by the Code Enforcement Advisory Committee will be presented to the Council for feedback in the future:
 - No pavement required for parking in backyard
 - Ribbon driveways

DISCUSSION ITEMS

A. Code Enforcement processes and procedures.

Since the May 2023 meeting, staff has received multiple inquiries from Committee members on the code enforcement process. Mr. Wright, Planning & Building Director gave a summary of the Code Enforcement processes and procedures. A detailed memo was provided in the agenda packet. The purpose of this memo is to provide responses and clarifications to questions or comments that have been received and also includes a copy of the general Code Enforcement process flowchart.

The Committee had the following comments:

- Rental Inspection Program
 - Approximately 30% of rental units in Belton are long-term units, rented for over 5 years. The Committee felt that they were not given enough information that would've helped them make a more informed decision about the program before making a recommendation to the City Council. Staff explained that information of percentage was not available at the time and it was the City Council that requested this information later in the process. All agreed that the program is a start and changes can be made later.
- Public Nuisance Flowchart Clarification
 - Parking in street is a police matter and not Codes
- Updated flow charts will be created for a future website update.

- The Committee asked questions about sidewalk maintenance. Staff explained that the code states that it is the adjacent property owner’s responsibility to maintain and repair sidewalks. There is a cost-share program for this that is operated through Public Works. Codes staff isn’t sure how much funding is currently available or if this also applies to curb repairs.

B. Neighborhood Improvement transition.

It was announced on September 12, 2023, that the Planning & Building Department is rebranding as the Community Development Department. This title change better represents all of the divisions within the Department, including code enforcement, which is also being rebranded as Neighborhood Improvement. There are several purposes for the rebranding to Neighborhood Improvement, including:

- Staff are responsible for more than just code enforcement;
- The goal of proactive code enforcement is to work with residents on improving their properties and their neighborhood;
- Helping to identify potential resources for residents who do not have the financial or physical ability to abate code violations;
- Assisting with the implementation and administration of the future Rental Inspection Program; and
- Assisting the Planning and Building divisions on other Community Development initiatives.

The Committee had the following comments:

- Would like to see more safety issues addressed, including stairs, handrails, and roofing.
- Concerned that Codes is not paying attention to details of other surrounding homes, which are missed.
- Would like to see complaints remain on the online tracker for longer periods of time. The Committee asked about detention area maintenance. Staff is bringing that to Council for review and discussion on 9/26/2023.
- The Committee also wanted to see more maintenance at commercial properties, particularly parking lots. Staff explained that they’ve increased enforcement in these areas over the past year, especially as it related to paving and striping.

C. Meeting schedule.

Staff is proposing a set schedule to meet on the 3rd Thursdays every other month (odd-numbered months) at 6:00 PM moving forward. As noted on the agenda, the next meeting will be on Thursday, November 16th. If there are item of concerns that need to be brought forward for discussion sooner, a special meeting may be called by staff.

2024 Meeting Dates will be as follows:

- Thursday, January 18, 2024
- Thursday, March 21, 2024
- Thursday, May 16, 2024
- Thursday, July 18, 2024
- Thursday, September 19, 2024
- Thursday, November 21, 2024

NEXT MEETING DATE: Thursday, November 16, 2023

ADJOURNMENT

Matt Wright adjourned the meeting at 7:30 P.M.