

MINUTES

Nuisance Code Implementation Review Task Force



September 1, 2023, Room 110

I. ADMINISTRATIVE ACTIONS

Members Present: John Bloodwood, Robert Day, David Hanson, Kyle Wheeler, Chair Gursky joined the meeting at 10:13am

Council Liaison Present: Councilor Cull

Staff Present: Paul Andrus, CDD Director; Adrienne Lovato, Administrative Support; Larissa Breen, Assistant County Attorney; Anita Barela, CDD

A. Call to Order

Chair Gursky called the meeting to order at 10:01 am and a quorum was present.

B. Approval of Agenda

Member Wheeler moved to approve the agenda as submitted and Member Day seconded. Motion passed 5-0.

C. Review/Approval of Meeting Minutes – July 7, 2023

Member Wheeler moved to approve the minutes as submitted and Member Day seconded. Motion passes 5-0.

D. Public Comment for Items Not on the Agenda

There was no public comment.

II. Presentations and Discussion (Action May be Taken on These Items)

A. Case Review

Chair Gursky asked the members if they would like to discuss their individual cases that they were assigned to review or if they would like to focus on the review protocol. Member Hanson stated that he had no issues with the cases he reviewed other than some of the files did not have closure photos in them. Member Wheeler suggested that the Code Compliance Officers take progress photos for the cases that will take a while to come into compliance.

B. Case Review Protocol

Task force members discussed the issues surrounding violations that have time requirements such as inoperable vehicles. They stated that staff need to ensure that the time requirements have lapsed before sending out the courtesy notices and there need to be photographs in the files to support this. Many times, this means daily photographs of the same location.

Member Hanson requested that staff add all the code cases in one file on the SharePoint site and not break them up by Code Officer. He stated that this would make it much easier to locate cases for review.

C. Closure Letter

The task force members reviewed the draft closure letter that staff created. After discussion the members agreed that Member Wheeler will create a draft that is more conversational and less

formal. She will send it to Adrienne Lovato to include it on the agenda for the next meeting.

D. Final Report Content Areas – Initial Discussion

Chair Gursky stated that this will be the objective for the next meeting.

III. Informational Items

None

IV. Next Meeting (s) Future Agenda Items

The next meeting will be Friday, October 6, 2023, at 10:00am

V. Public Comment

None

VI. Adjourn

The meeting was adjourned at 11:23 am

Approved

Phil Gursky, Chair

Date