



# **City of Frankfort**

## **Code Enforcement and efforts to improve community pride**

Presented by  
Department of Planning and  
Building Codes

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Director

And

Rebecca Hall  
Grants and Communication  
City manager Department



# **Our new proactive approach to Code Enforcement**

Educating the community about the code requirements and standards is one of the best ways to prevent violations from occurring or reoccurring.

A proactive code enforcement approach involves addressing issues that may become code enforcement cases or complaints before they escalate to a formal notice, citation with a fine, or referral to the court system.

A community wide enhancement outreach is intended to help achieve this new approach.



# Why do we have Code Enforcement?

- ...to protect the public health, safety and welfare in all existing structures, residential and non-residential, and on all existing premises...
- This means proper maintenance of private property will reduce hazards to the tenants, guests, visitors, and general public; and  
Proper maintenance of property also stimulates respect, respect for neighbors, and community pride





**Code Enforcement and property maintenance  
is also intended to prevent this**





# New Changes adopted in 2017

- Timeframes for compliance have been reduced
- Owners with repetitive violations (prior 12 months) on their property will be issued a citation and fine when a violation is found
- Vehicles, boats, trailers and appliances in yard may now be removed by the City, if the owner fails to correct within 30 days
- Rental inspections will be denied when any violation is found, including when exterior violations are found on the building
- Owners or their representative must be present when a rental inspection is performed
- Penalty fees have increased when a property has 2 or more violations found at the same time, with a new maximum fee of \$2,000

# Most common violations:

- Rubbish (loose garbage or trash) outside, next to home, or on front porches
- Non outdoor furniture placed outside
- Tall grass or weeds over 10 inches
- Vehicle/boat/trailer parked on grass or inoperable, abandoned, or expired tags
- Damaged roofs and gutters damaged or clogged
- Broken window or boarded windows
- Siding missing or damaged or peeling paint





# THE RUBBISH COLLECTION



Outside storage of rubbish or materials  
not intended to be outside





Outside storage of rubbish  
Outside storage of appliances is a separate violation



Outside storage of rubbish  
Stacked tires is considered rubbish and a violation





Outside storage of rubbish and materials

Restricts or blocks access to building

- causing a hazard to occupants and public safety employees





Trash and rubbish must be in a container or city bag.





Outside storage of an appliance



# Tall Grass or Weeds







Weeds and Grass is a violation when it is 10" tall  
Owners only have 5 days to cut, before the City will





Weed eating along home and fence is also required







# JUNK, ABANDONED OR INOPERATIVE VEHICLES





Vehicles must have a current license plate  
-owners have 30 days to correct or it can be towed





Vehicles can not be in major disrepair or on blocks





Vehicles cannot be abandoned or inoperable  
- also not on a paved surface



### 3 violations:

1. Car is considered junk (broken window and plate is not current)
2. Weeds and Grass is a violation
3. Gravel drive not maintained properly







Vehicles cannot be parked on grass







Trailers, boats or campers cannot be parked in the front yard – unless on the driveway





Truck and Trailer parked on existing gravel – However, Gravel driveways must be maintained with 1" gravel and have no weeds/grass





Vehicles cannot be used as a storage unit!





**Roof and gutter issues**





Gutters must be secure and maintained





Roofs must be maintained  
– a tarp is not a repair but a limited  
preventative measure

# Front porch roof was in disrepair







Missing downspout (above)

Gutter needs repair (below)



When water leaks or flows from corners  
– indicates gutters need to be cleaned or resealed







# Windows and paint



Unsecured windows, broken windows and peeling paint are all violations



Openings left unsecured on buildings increases the deterioration of the buildings interior and structural elements





Wrong



Right



Boarded windows are to be on outside,  $\frac{3}{4}$  inch thick and painted to match the trim



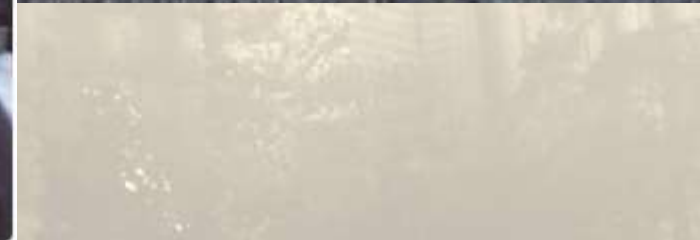
Damaged and missing siding and trim = violation







Failing to make repairs timely can add more repairs and increase costs significantly



**Before**



**After**

9/22/2016 10:58





# OTHER TYPES OF VIOLATIONS

Deck flooring and railing is not maintained  
and hazardous







Street address are to be numeric numbers at least  
3 ½ inches tall and contrasting color to wall

# What is wrong with these pictures?



Vehicles are not to park over a sidewalk – Police Dept.

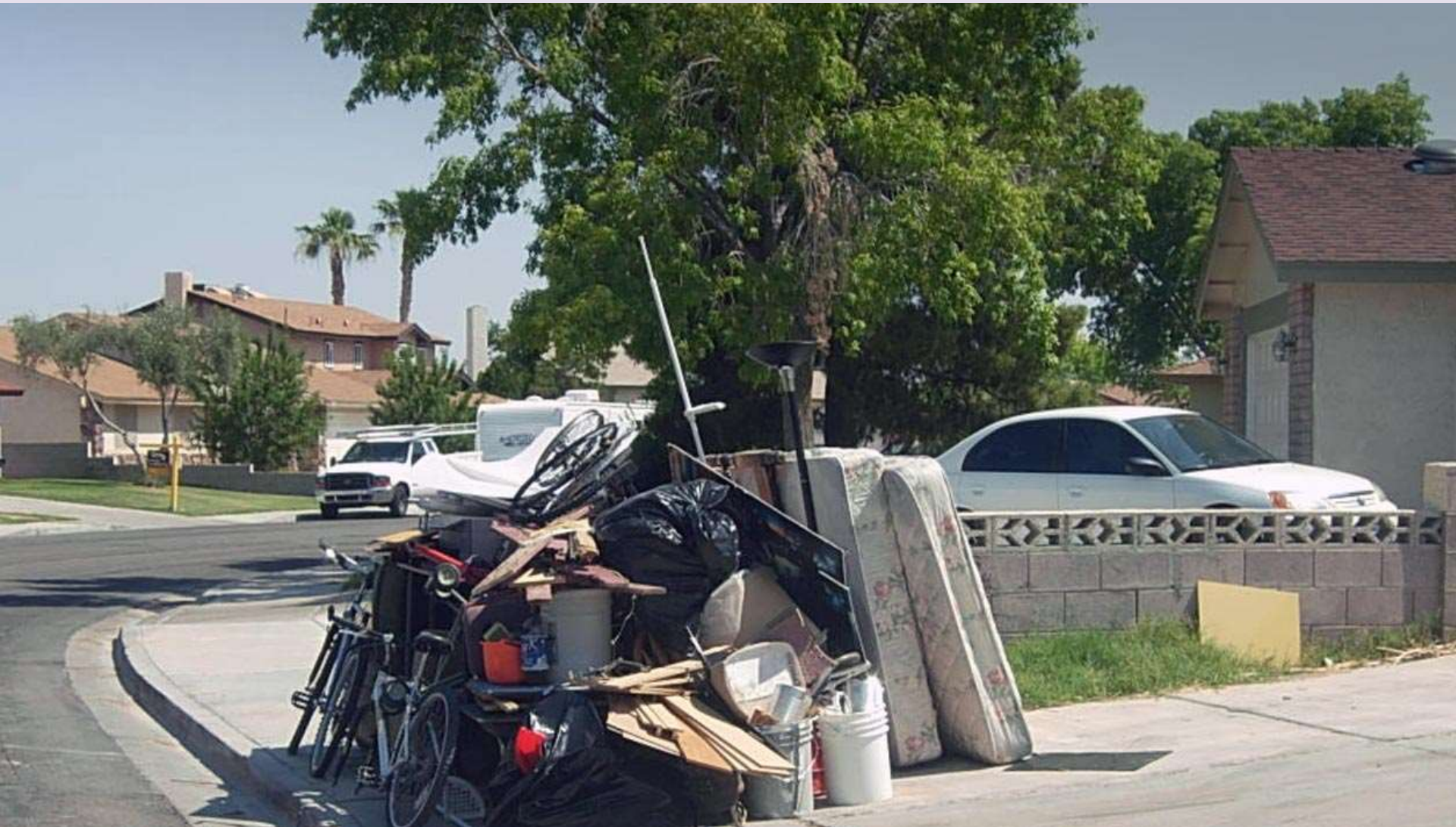


Have a “move out” situation ?  
Do NOT do this....





Ask Public Works for a special pickup service for  
“Move out” situations



But please don't block the sidewalk





**Conditions that are  
NOT a violation**



AB2

Trailers parked on driveway or in back yard is allowed



Ornamental plants and grass – including bamboo –  
are NOT a violation



Trash cans in front of the home – are NOT a violation







What other proactive  
steps are being  
considered?



# • City wide enhancement program

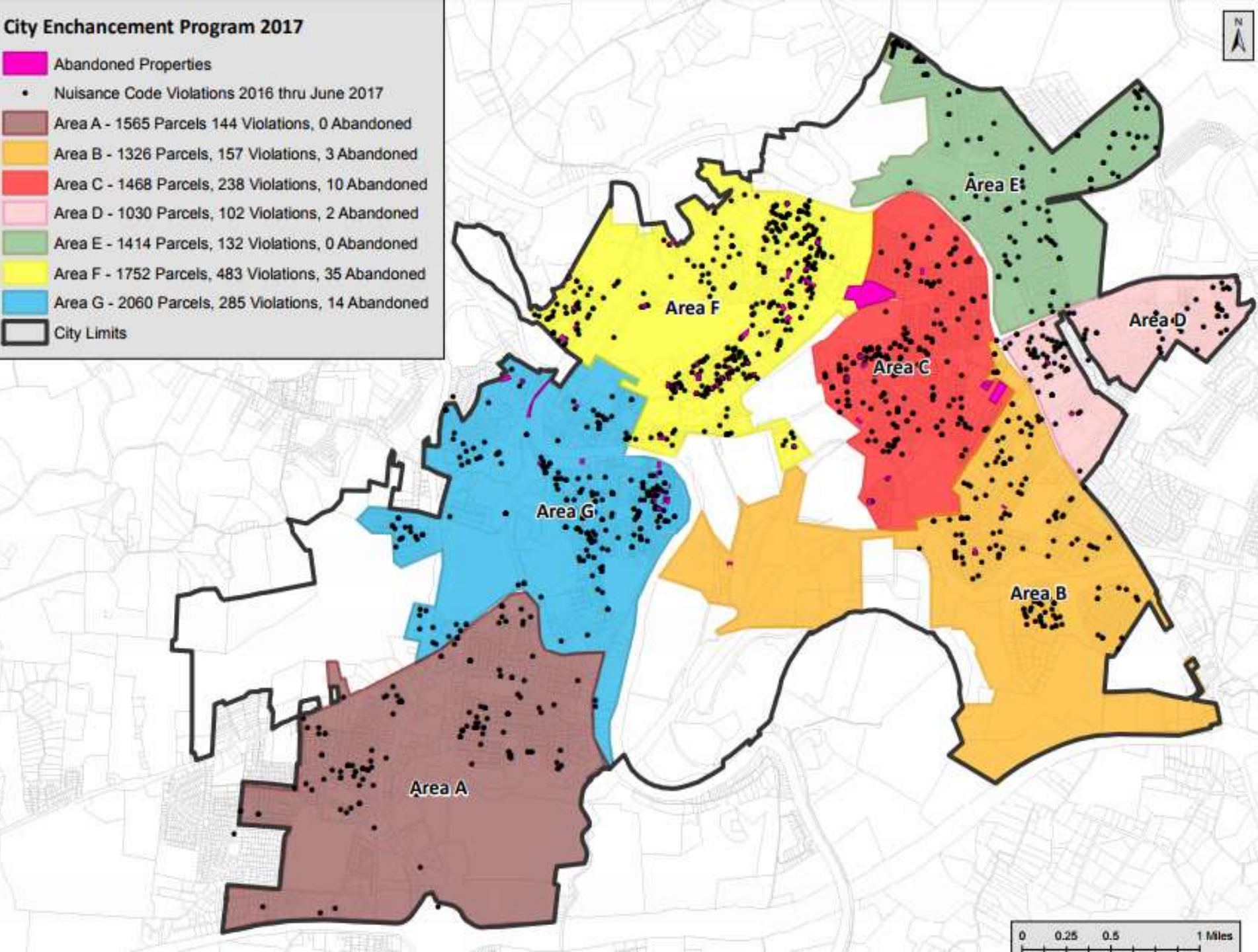
Staff will be looking for areas and properties needing correction

Both private property as well as public property



**City Enhancement Program 2017**

- Abandoned Properties
- Nuisance Code Violations 2016 thru June 2017
- Area A - 1565 Parcels 144 Violations, 0 Abandoned
- Area B - 1326 Parcels, 157 Violations, 3 Abandoned
- Area C - 1468 Parcels, 238 Violations, 10 Abandoned
- Area D - 1030 Parcels, 102 Violations, 2 Abandoned
- Area E - 1414 Parcels, 132 Violations, 0 Abandoned
- Area F - 1752 Parcels, 483 Violations, 35 Abandoned
- Area G - 2060 Parcels, 285 Violations, 14 Abandoned
- City Limits



# **Annual City Enhancement Program:** **Inspection Checklist**



**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site address:** \_\_\_\_\_

## **Field Findings:**

### **Building Exterior & Lot:**

- |  |   |
|--|---|
| <input type="checkbox"/> Address Numbers missing       | <input type="checkbox"/> Exterior Painting needed         |
| <input type="checkbox"/> Door/access blocked           | <input type="checkbox"/> Exterior Walls need repair       |
| <input type="checkbox"/> Stairs need repair            | <input type="checkbox"/> Trailers/boats on grass          |
| <input type="checkbox"/> Handrail missing/need repair  | <input type="checkbox"/> Junk vehicles                    |
| <input type="checkbox"/> Roof failures/damaged         | <input type="checkbox"/> Private driveway need repairs    |
| <input type="checkbox"/> Gutter system missing/damaged | <input type="checkbox"/> Foundation openings              |
| <input type="checkbox"/> Accumulation of rubbish       | <input type="checkbox"/> Unsafe structure to be boarded   |
| <input type="checkbox"/> Window – broken/cracked       | <input type="checkbox"/> Unsafe structure to be condemned |
| <input type="checkbox"/> Fence in disrepair            | <input type="checkbox"/> Other: _____                     |
| <input type="checkbox"/> Swimming Pool fenced/gate     | _____   |
| <input type="checkbox"/> Work underway-no permit       | _____   |
| <input type="checkbox"/> Tall grass/weeds (10")        | _____   |





**What is the process  
for violations?**



## Step 1

**Expedited process  
per HB422 and  
updated Nuisance  
Code**

### Complaint received and inspected

- Conducted by Code Enforcement Inspectors
- Only applies to private property
- Public property forwarded to other departments

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#### GOAL

**Initial violation identified**

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#### OUTCOME

Document complaint is valid or invalid

Verify PVA ownership of property





## Step 2

### Courtesy letter mailed by 1<sup>st</sup> class mail

- Step 2-3 skipped for repeat violators
- Owners asked to contact staff within **5 days**
- No courtesy letters for weeds, motor vehicles,
- boats, appliances, or imminent danger

#### GOAL

**Make first time offender aware  
of requirements and seek compliance**

#### OUTCOME

Mail thank you letter for compliance

or

Continue to Step 3



## Step 3

## Property Re-inspected

- Step 2-3 skipped for repeat violators
- If violations remain, then Violation Notice mailed by certified mail.
- 7-14 additional days to comply can be given to owners that contact staff

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### GOAL

**Verify violation has been corrected or remains valid**

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### OUTCOME

Mail thank you letter for compliance  
or  
continue to Step 4





## Step 4

### Notice of Violation mailed by certified mail

- Owners have up to 30 days to comply
- Owner may request additional time to correct violations after showing progress or extraordinary conditions

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#### GOAL

**Formally inform owner of violation and specific correction timeframe**

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#### OUTCOME

- Seeking compliance within specified timeframe
- Owner may appeal Notice to Code Enforcement Board with a filing fee of \$150 within 10 days



## Step 5

## Property Re-inspected

- Conducted per timeframe noted on Notice of Violation by Code Enforcement Inspectors
- 

### GOAL

**Verify violation remains or has been corrected**

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### OUTCOME

- Mail thank you letter for compliance
- or
- Re-verify PVA ownership
- Continue to Step 6





## Step 6

## Citation Mailed by 1<sup>st</sup> Class mail

- Owner informed of maximum fine, 30 days correct violations, and option to either pay a reduced fine within 7 days or to file an appeal within 7 days to Code Enforcement Board

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### GOAL

**Make offender aware of failure to meet requirements and assessed fines**

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### OUTCOME

- Continue to step 7



## **Step 6** continued

## **Options from Step 6 – when a citation has been issued:**

- 1. Owner may pay a reduced fine within 7 days indicated in 1<sup>st</sup> Citation – owner must still correct property within timeframe noted in citation.**
- 2. Owner appeals 1<sup>st</sup> Citation within 7 days to the Code Enforcement Board – the appeal is advertised for next available public meeting.**
- 3. Owner fails to pay or appeal 1<sup>st</sup> Citation within 7 days – final order with maximum fine issued and owner still must correct property within timeframe noted in citation**





**Steps 7-18 are available online at:**

**[www.FrankfortPBC.org](http://www.FrankfortPBC.org)**

**or by calling staff 502-352-2094**


*If you have received  
notification of violation*

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Contact the inspector  
who issued the notice

**502-352-2094**





If you see a concern or  
possible violation,  
please let us know by either

Calling 502-352-2094

OR

Email:

[gmuller@frankfort.ky.gov](mailto:gmuller@frankfort.ky.gov)



# HOW DO I FIND INFORMATION ONLINE!

[www.FrankfortPBC.org](http://www.FrankfortPBC.org)



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Planning & Building Codes Department Staff  
502-352-2094 fax: 502-875-3579

# PBC

Planning & Building Codes Department

Capital of Kentucky - City of Frankfort

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# WELCOME to FRANKFORT

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Click Here to Book Now!



Permits, fees, applications



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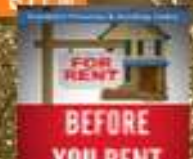


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DEVELOPMENT



# Boards within Planning Dept.

[Zoning Regulations](#)
[Subdivision/development regulations](#)
[2017 Calendar for Boards](#)
[Job of the Planning Commissioner - pdf](#)

Whether you are seeking a conditional use, or been issued a citation, or proposing to build a commercial building, or need a reduction of setback, or want to change the exterior of your building in the historic districts, you may need to seek Board approval.

DEVELOPMENT  
YEARBOOK  
2016

2nd Thursday @ 5:30 p.m.

[Current Agenda - click HERE](#)

## PC

**Joint Frankfort /  
Franklin County  
Planning Commission**

The 11-member Planning Commission Board generally meets the second Thursday of each month @ 5:30 p.m. The Board consists of 5 City, 5 County, and 1 Governor representative.

[visit - "the job of a Planning Commissioner" - pdf](#)

The PC Board hears zone map amendments, certain development plans and/or subdivisions, modifications to standards, and all projects within a Planned Unit Development.

[Annual Schedule](#)

[Fees](#)

Applications: [Development plan](#), [modification of standards](#), [sign package](#), [Record Subdivision Plat](#), [Preliminary Subdivision Plat](#), [Minor/Consolidation Plat](#), [Zone Map Amendment](#), [text amendment](#)

3rd Tuesdays @ 5 p.m.

[Current Agenda - click HERE](#)

## ARB

**Historic  
Architectural  
Review Board**

The City's Architectural Review Board generally meets the third Tuesday of each month beginning at 5 p.m. and consists of 7 members - each of whom has a demonstrated historic preservation background.

The ARB hears cases within the SC, SH, or CB historic zoning districts relating to exterior modifications to properties, new construction, additions, demolitions, and acts as the BZA for principles and conditional use permits, and reviews local/national

1st Tuesdays @ 5:30 p.m.

[Current Agenda - click HERE](#)

## BZA

**Joint Frankfort /  
Franklin County  
Board of Zoning Adjustment**

The 7-member Board of Zoning Adjustment generally meets the first Tuesday of each month @ 5:30 p.m. The Board consists of 4 City and 3 County representatives.

The BZA Board hears dimensional variances to setbacks or height, conditional use permits, and appeals of administrative determinations.

[Annual Schedule](#)

[Fees](#)

Applications: [Variance](#), [Conditional Use Permit](#), [Appeal](#)

4th Tuesdays @ 5:30 p.m.

[Current Agenda - click HERE](#)

## CEB

**Code  
Enforcement  
Board**

The City's Code Enforcement Board is a newly re-established board that replaces the former Nuisance Code Hearing Board. The CEB consists of 7 members all being citizens of Frankfort. They generally meet on the 4th Tuesday of each month beginning at 5:00 pm.

The CEB hears appeals or conditional use requests requested by the owner relating to issued citations under the [Public Nuisance Code](#).



# Property Maintenance

Process:  
[from notice of  
Violation  
from 1st  
Citation  
from 2nd Citation](#)

[Public Nuisance Code](#)

[Code Enforcement Board](#)

Watch Video:

[The importance  
of Code  
Enforcement](#)



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Rental Inspection  
Online!**

**Click Here to Book Now!**

Information and Process

## **HISTORY OF CODE ENFORCEMENT:**

In 1999, the City of Frankfort created a Code Enforcement Board and a Property Maintenance Code. In late 2013, the City created a Nuisance Code Hearing Board and a Nuisance Code to ultimately replace those created in 1999. In 2016, the State adopted HB-422, which required the City to re-establish the Code Enforcement Board. In May 2017, The Board of Commissioners readopted the Code Enforcement Board and amended the ordinance to match the HB-422. The Planning and Building Codes Department is responsible for protecting the public's health, safety and welfare through effective enforcement of City codes and ordinances.

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**FOR  
RENT**

**BEFORE  
YOU RENT**

# Information for Renters and Owners

**Schedule Your  
Rental Inspection  
Online!**

**Click Here to Book Now!**

## **All Single family homes offered for rent:**

Before an owner offers a single family home for rent - whether it is by a real estate office, owner, or managing company - all homes are to have a rental inspection (\$20.00 fee) prior to a tenant taking possession of the home. This is to ensure the minimum health and safety requirements are met prior to the home being occupied. It is intended to protect both the owner and the tenant. Rental inspections are required even if you rent only a portion of your home and the owner remains in other parts of the home.

## **Residential Rental Inspections:**

Here is an inspection form that indicates what our inspectors are looking for to ensure the minimum health and safety requirements are provided - prior to occupancy.

**[Rental Inspection Form](#)**

## **All apartments offered for rent:**

Before an owner or apartment complex offers a unit for rent, whether it is by a real estate office, owner, or managing company - all apartment units are to have a rental inspection (\$20.00 fee) prior to a tenant taking possession of the apartment unit. This is to ensure the minimum health and safety requirements are met prior to the home being occupied. It is intended to protect both the owner and the tenant. Rental inspections are required even if you rent only a portion of your unit and the owner remains in other parts of the unit.



# ECONOMY FRANKFORT

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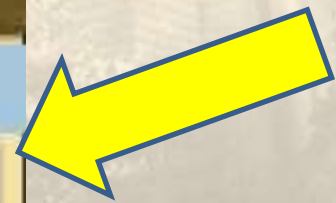
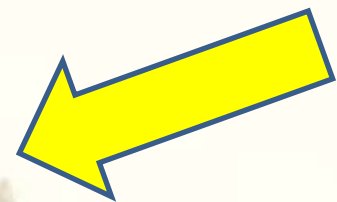
...e and click to open a new tab

The main navigation menu consists of four circular icons arranged horizontally. From left to right: 1. "Flood Info" with an illustration of a house and trees. 2. "Historic Info" with an illustration of a historic building. 3. "City Maps" with a satellite map view. 4. A circular icon featuring a cartoon man in a blue suit pointing, with the word "COMMENTS" written below it.

...e and click to open a new tab

**City Plans/Studies**

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**THANK YOU FOR YOUR TIME!**