

# Turtle Creek Valley Council of Governments



## MULTI-MUNICIPAL CODE ENFORCEMENT PROGRAM

# Program Start-Up

- ▶ Effective code enforcement is important not only for maintaining healthy and safe communities for our residents, but it is also a proven tool to reverse the damaging effects of blight.
- ▶ Member municipalities approached the COG to see if there was a multi-municipal solution.
- ▶ Manager Committee helped to shape the program
- ▶ Pilot Program began in March 2015 with Wilkins Township and Churchill Borough

# Program Highlights



- ▶ Code Enforcement Officer certified in property maintenance, occupancy and fire inspections
- ▶ Highly effective database
- ▶ Reporting mechanism to keep municipal staff and council informed
- ▶ Data driven enforcement enabling officer to be both reactive and proactive
- ▶ Centralized administration

# Multi- Municipal Program

- ▶ Shared costs for training, education, certification, technology and in-the-field inspection tools
- ▶ Officer is a full time employee of the COG but can conduct part time property maintenance and inspections for the community
- ▶ Ensures neighboring communities are practicing the same level of enforcement
- ▶ Vehicle donated by Municipality of Monroeville

# Highly Effective Database

**SEARCH by Address - CHURCHILL**

Address

ParcelID	Address	Apt	Owner
0298B00202000000	0 BARTON DR		ISAAC AMY L
0298B00195000000	10 BARTON DR		LIPSITZ JEFFREY & ELISE H
0298B00120000000	11 BARTON DR		THOMAS ZETA & LOWELL
0298B00192000000	12 BARTON DR		CORRALES ELLEN C
0298B00122000000	13 BARTON DR		HAYNES MAUREEN
0298B00190000000	14 BARTON DR		CUCCARO KENNETH D
0298B00124000000	15 BARTON DR		LIN FUTYAN & FU MEI CHEN
0298B00186000000	16 BARTON DR		CONNOR JOHN M & MARLENE E
0298B00126000000	17 BARTON DR		NAGY DOLORES M
0298B00184000000	18 BARTON DR		SCHWARTZ ARLINE E, SCHWARTZ MARC EBEN
0298B00128000000	19 BARTON DR		CLIFTON CHRISTINE D
0298B00182000000	20 BARTON DR		MORAN NANCY C
0298B00120000000	21 BARTON DR		MORGENLANDER STANLEY R. AMM

- ▶ Custom designed database, allows for adaptability
- ▶ Database can be reached in the field using a tablet
- ▶ Search by address, lot/block or owner
- ▶ Data is easily exported

# Highly Effective Database

## Code Enforcement Detail

<< SAVE AND BACK TO PROPERTY

Code Detail Report

Create Letter

Preview Letter

Event Date: 7/15/2015

Description: High weeds / grass

Compliance Date: 7/23/2015

Officer: Jason Heider

Parcel ID: 0454F00084000000

Property Address:

Apartment No:

Owner Name:

Owner Address:

Telephone #:

Agent (if any): CORELOGIC

Citation Filed Date:

Court Date:

Court Determination:

Court Comments:

Observation Notes: High weeds / grass

Notice of Violation letters are instantly generated based on borough specific ordinance

Compliance date triggers follow up if necessary

Citations and court decisions can be properly tracked

Observations can list complaints or conversations had with property owners

Violations:

ViolationID	Resolved?	Date Resolved	Include Citation	
Notice Of Violation: Wilkins Township	✓	7/23/2015		📎(0)
302.4 Weeds	✓	7/23/2015		📎(0)
*				📎(0)

Record: 1 of 2

Pictures can be attached

Resolution Date field allows for good follow-up reporting

# Highly Effective Database

- ▶ Letters are automatically generated based on Ordinance Violations coded in database
- ▶ Letters can be altered to include additional details relevant to the observed violation
- ▶ Letters can be printed while officer is in the field, allowing COG staff to complete the administrative work

**Review and Edit Letter**

← SAVE AND CLOSE →

Address:  PRINT PREVIEW

Event Date:

7/15/2015

The following code violation was observed on property located at  7/15/2015 at approximately 12:40pm.

\*\*\* Notice Of Violation: Wilkins Township Ordinance #1013 Property Maintenance Code \*\*\*

\*\*\* 302.4 Weeds \*\*\*

All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 (Prosecution of Violation) and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

On this date it was observed that the weeds / grass were in excess of eight inches on this property, front hillside along Churchill Rd. Please maintain a grass height of less than eight inches on all portions of this property.

Database

**Turtle Creek Valley Council of Governments  
Office of Code Enforcement**

5/17/2015

M.  
Pittsburgh, PA 15209

The following code violation was observed on property located at 113 Huntington Dr on 4/17/2015

\*\*\* Notice of Violation: Churchill Borough Ordinance #722 Property Maintenance Code \*\*\*

\*\*\* 302.8 Motor Vehicles \*\*\*

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept, or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

On this date as a follow up to the initial notice dated 4/17/15 regarding the inoperable motor vehicle being kept in the driveway of this property it was observed that the vehicle is still being kept in the same condition on the property. Following our conversation on 4/17/15 you stated you would have the vehicle removed and we've given thirty days to comply with the notice of violation but have not yet complied. This is a second notice.

You have fifteen (15) days to comply with this notice. Failure to comply may result in additional notices, citations, fines and/or lien placed upon the real estate.

You have the right to an appeal. The appeal must be filed with the Turtle Creek Valley Council of Governments within 20 days of the mailing of this notice. You must make the request in writing, indicating the reason(s) or a time extension for this appeal.

Your effort to resolve this issue is greatly appreciated.

Sincerely,

Jason Heiser  
Code Enforcement Officer

2700 Monroeville Boulevard  
Monroeville, PA 15146

Phone: 412.272.2831  
Fax: 412.268.5112

Notice of Violation Letters

# Reporting Mechanism

## ▶ Available Reports

- ▶ Activity Summary
- ▶ Code Violation by Month
- ▶ Code Violation history by Property Owner
- ▶ Occupancy Permit History
- ▶ Property Owner List
- ▶ Property Status List
- ▶ Rental Properties List
- ▶ Zoning Approval history
- ▶ Outstanding Actions

Notice of storage of hazardous material vehicles with other items in the same location.

Notice of violation: Wilkins Town  
302.2 Motor Vehicles

Property Owner: [Redacted]

Event Date	Completion Date	Description	Location	Inspected	Date Inspected
7/24/2015	8/7/2015	High weeds / grass	Notice of violation: Wilkins Town 302.2 Weeds	<input checked="" type="checkbox"/>	8/7/2015
7/19/2015	7/24/2015	High weeds / grass	Notice of violation: Wilkins Town 302.2 Weeds	<input checked="" type="checkbox"/>	7/24/2015
7/16/2015	7/16/2015	Accumulation of rubbish. Raptor has been courted on the property for several weeks.	Notice of violation: Wilkins Town 308.1 Accumulation of Rubbish or	<input checked="" type="checkbox"/>	7/16/2015

## Code Violation by Month

Engineering & Ordinance Dept Activity Summary for WILKINS July 2015

Complaints

Complaint Type	Total
Sanitation	12
Weeds	36
Motor Vehicles	6
Motor Vehicles	2
Roofs and Drainage	1
308.1 Accumulation of Rubbish or Garbage	12
308.2.1 Rubbish Storage Facilities	2
308.2.2 Refrigerators	1
308.3.2 Containers	4
Notice Of Violation: Wilkins Township Ordinance #1013 Property Maintenance	56
Observation	8
Wilkins Township Ordinance #B14 Chapter 135-5 G Standards and Regulations	3
<b>Total Complaints:</b>	<b>143</b>



# Data Driven Enforcement

Outstanding Actions Reporting

Allows for organized follow up

Parcel ID	Address	Owner	Resolved?	EventDate	Compliance Date	Violation
	Address	Owner's Name	<input type="checkbox"/>	6/1/2015	6/25/2015	302.1 Sanitation
	Address	Owner's Name	<input type="checkbox"/>	4/13/2015	4/22/2015	308.1 Accumulation of Rubbish
	Address	Owner's Name	<input type="checkbox"/>	4/13/2015	4/22/2015	304.3 Premises Identification
	Address	Owner's Name	<input type="checkbox"/>	4/2/2015	4/8/2015	308.2.1 Rubbish Storage Faciliti
	Address	Owner's Name	<input type="checkbox"/>	3/30/2015	4/2/2015	308.2.1 Rubbish Storage Faciliti
	Address	Owner's Name	<input type="checkbox"/>	6/4/2015	6/8/2015	Notice Of Violation: Wilkins To
	Address	Owner's Name	<input type="checkbox"/>	6/4/2015	6/8/2015	308.1 Accumulation of Rubbish

# Record Keeping by Property and Owner

Ability to track violations made by property owners

Allows for legal tools such as Act 90 to be used more effectively

Code Violation History by Property Owner				
<u>Name:</u>		<u>Phone:</u>		
<u>Address:</u>				
<u>Parcel ID:</u>				
Event Date	Compliance Date	Violation	Resolved?	Date Resolved
4/1/2015	7/7/2015	Observation	<input checked="" type="checkbox"/>	7/7/2015
		302.8 Motor Vehicles	<input checked="" type="checkbox"/>	7/7/2015
5/27/2015	7/7/2015	Notice of Violation: Churchill Boro	<input checked="" type="checkbox"/>	7/7/2015
		302.8 Motor Vehicles	<input checked="" type="checkbox"/>	7/7/2015

# Property Status Reporting

## ▶ Property Status

- ▶ Occupied
- ▶ Marketed
- ▶ Foreclosed
- ▶ Vacant
- ▶ Condemned
- ▶ Other

## Property Status Report - CHURCHILL

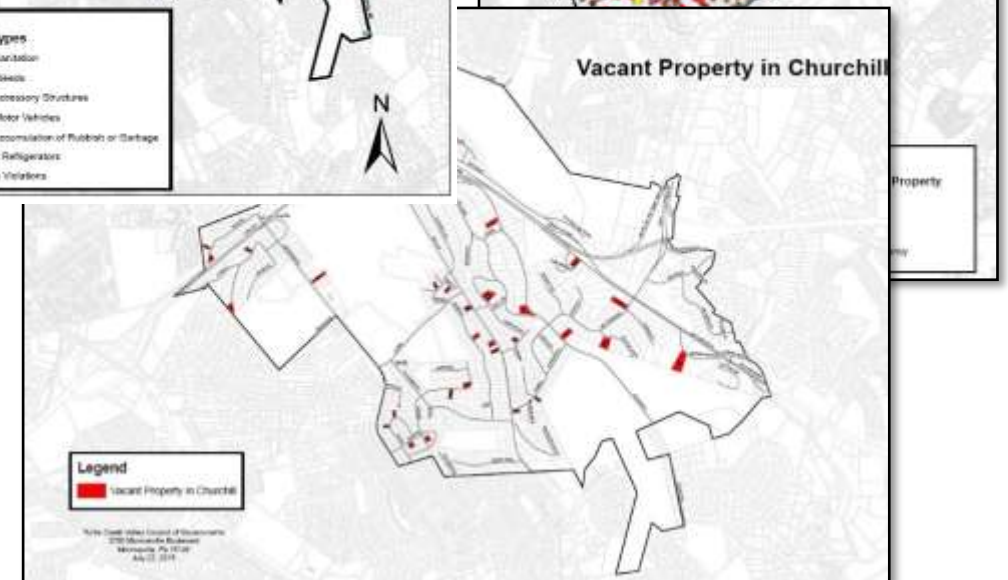
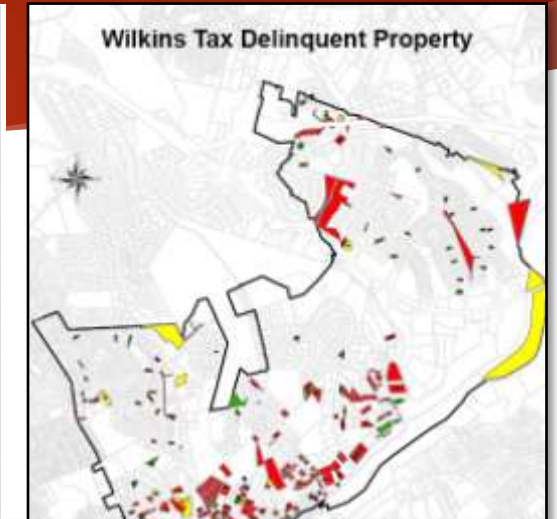
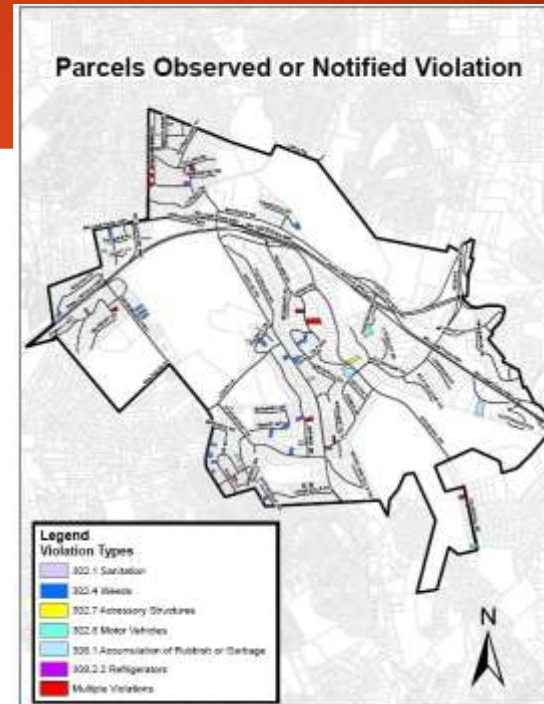
ParcelID	Address	Property Status	Update Date	Days since Status Update	Owner	Phone
0297G0028000000	Address	Vacant	3/27/2015	150 days	Owner	
0298F0016400000	Address	Vacant	4/23/2015	123 days	Owner	
0371M0023800000	Address	Vacant	4/23/2015	123 days	Owner	
0372B0010600000	Address	Vacant	4/23/2015	123 days	Owner	
0372E0022400000	Address	Vacant	4/23/2015	123 days	Owner	

# Data Driven Enforcement

## GIS Mapping

- ▶ Code Violations
- ▶ Vacant Properties
- ▶ Rental Properties
- ▶ Tax Delinquencies
- ▶ Inspections

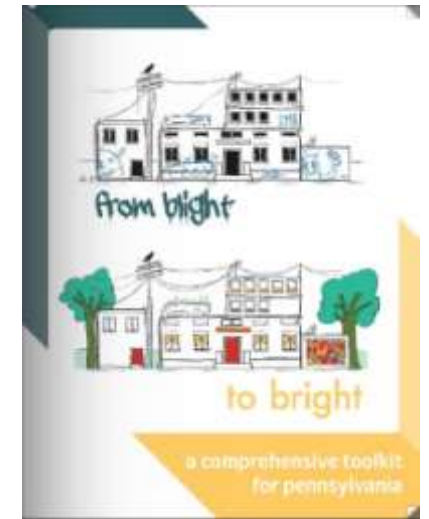
Visualizing community data can lead to strategic planning and better use of available legal tools



# Additional Resources

Code enforcement is part of a larger, ongoing community revitalization effort through the Turtle Creek Valley COG. Participating in the program allows towns to benefit from:

- ▶ The Local Government Academy training sessions
- ▶ The Housing Alliance of PA
- ▶ The Center for Community Progress
- ▶ International Code Council
- ▶ Blight Busters



The code enforcement officer can provide educational materials so that home owners, tenants and business owners know what to expect in terms of complying with codes and inspections