

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: Mark Dombroski, City Administrator
Mayor Kordonowy
City Council

FROM: Meghan McKnight, Code Enforcement Officer

DATE: July 1, 2008

RE: Code Compliance Requests for Investigation Prioritization

The following protocol is adopted in order to provide clear and consistent enforcement of City Code in response to requests for investigation from staff and members of the public. The protocol establishes a tiered scale so that all parties can clearly understand how Code Compliance Staff will prioritize different types of requests for investigation, and provides guidance on the appropriate response to requests in each tier. This system of prioritizing requests based on agency priorities provides assurance to the public that their concerns will be investigated and addressed in a timely and consistent fashion. Code Compliance requests for investigation will be categorized into one of three tiers on receipt:

Tier I requests for investigation are for situations in which immediate action can prevent the violation or halt further damage. Examples might be a request to investigate the possibility of an illegal tree cutting or an announcement of a grand opening for a business which may not yet be licensed. The intention of Staff action is to avert the violation from taking place or to halt the damaging activity as quickly as possible. Initial contact is in-person with the owner or representative and made by an immediate site investigation. Tier I requests for investigation usually result in immediate stop work orders and notices of violation if warranted.

Tier II requests for investigation are for situations in which damage has already occurred and the activity is complete. The intent of Staff action is to inform the parties that a violation has taken place, and initiate a corrective action plan. Initial contact is with a letter to arrange a site investigation. The site investigation includes in-person or telephone communication regarding the concern, and written follow up. Tier II requests for investigation usually result in warning letters or in notices of violation if warranted, stating the need for corrective action within a certain timeframe.

Tier III requests for investigation are for situations in which the violation is minimal or non-environmental and affects only a few parties. The intent of Staff action is to inform the parties a violation has taken place and set a timeframe to bring the property into compliance. Initial contact is with a letter to arrange a site investigation. The site investigation includes in-person or telephone communication regarding the concern, and sometimes written follow up. Tier III requests for investigation are usually resolved in the initial investigation or warning stage. Longer timeframes are allowed for compliance as the situation is usually static.

Requests for Investigation Prioritization

The following lists provide example situations of how Staff is prioritizing requests for investigation in the above described tiers.

Tier I

Activity in progress

- Preventative/ Cessation (i.e. happening “right now”)
 - Tree Cutting
 - Disturbance in Critical Area
 - Disturbance in Shoreline area
 - Construction
- Water Quality
- Safety / Health Concerns

Tier II

Ongoing or restorative

- Environmental Restoration (i.e. already occurred)
 - Tree Cutting /Vegetation Removal
 - Disturbance in Critical Area
 - Disturbance in Shoreline area
- Active Project Assistance
 - Building Permit
 - Erosion Control
 - Land Use Permit

Tier III

Non-environmental & affecting limited parties

- Zoning
 - Setbacks
 - Uses
- Items Requiring an After-the-Fact Permit
- Signs (unless a safety concern then Tier I)
- Business Licenses
- Anonymous Requests for Investigation (unless referencing a Tier I)
- Unpermitted Use of Rights of Way