

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, November 13, 2017**

The meeting of the Administration and Human Services Standing Committee was held on Monday, November 13, 2017, at 5:31 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson, Kane and Bynum. The following officials were also in attendance: Gordon Criswell and Melissa Sieben, Assistant County Administrators; Henry Couchman, Senior Attorney; Rob Richardson, Director of Planning; Jason Faust, Zoning Enforcement Officer; and Doug Bailey, Sergeant-at-Arms.

Chairman Markley called the meeting to order. Roll call was taken and all members were present as shown above.

Approval of standing committee minutes for September 25, 2017. **On motion of Commissioner Bynum, seconded by Commissioner Johnson, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 171390... UPDATE: ZONING ENFORCEMENT OFFICER

Synopsis: Update on the Zoning Enforcement Officer's accomplishments, submitted by Rob Richardson, Director of Planning.

Rob Richardson, Director of Planning, said I have Jason Faust, our Zoning Enforcement Officer, with me. As you know, at the NRC they operate by divisions with colored shirts. A zoning shirt is burnt orange. That's what he's wearing tonight. You have a little bit of information in your packet, but I wanted to highlight three or four items.

One of the first things that we asked Jason to endeavor to do was to contact businesses about common sign violations and common landscape violations. He sent 3,000 letters out to business and property owners of commercial property and explained to them what the common

sign violations we were looking to eliminate were and what some common landscape violations were.

The common landscape violations are really part of the SOAR initiative because working with folks at the NRC we knew if we were sending out that many letters we ought to kill two birds with one stone. We worked together with them to get that letter out.

That letter went out the first part of August. We gave them quite a bit of time to work through those issues. He's currently working through some investigations related to that and he'll be getting those that are still in violation into court fairly quickly.

One issue that's kind of hampered us over the last couple of months is political signs. Those should all be gone now. For those of you that might have signs out, your time to get them out of the rights-of-way and out of the yards is now. **Commissioner Philbrook** said okay, boss, I'll go out this weekend. **Commissioner Kane** said I had all mine in yards. **Mr. Richardson** said in yards or in the right-of-way, your time is quickly coming to an end for those. I appreciate your help in getting those out of the way. That will help people when they rebut back to us, well they've got their signs out there, so that we can move forward with that now.

Finally, as you noted from an earlier standing committee meeting, we have sent letters to those with short-term rentals, Airbnb or VRBO, saying please come and get your special use permit. I think we have one or two of those in for the December Planning Commission meeting already.

With that, Jason or I would be happy to answer any questions you might have about the duties of the Zoning Officer.

Commissioner Bynum said my question is, in general, could you give us one or two minutes, or less, on the overarching goals of having this position.

Mr. Richardson said one of the things that we experienced over time was when we go to the code enforcement officers to have a zoning issue identified, we did so few of those with them because they were busy and we tried to deal with them in other ways, that they didn't understand the Codes. Myself or somebody on my staff would have to give them, basically, write the specific issues out for the ticket. They would issue the ticket. I would have to come to court. That was one of the issues.

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The other was that we just didn't feel like we were completely covering the zoning issues as well as we could. For instance, the sign issues and sign permits, the common sign violations that we identified with signs in the right-of-way, signs inside triangles, attention-attracting devices, those kinds of things. We just weren't dealing with those at all because there wasn't time and there wasn't staff to do that.

The other part that Jason is doing now is starting to take over the final site plan inspections from Byron. That was one of the ways we could use this position to get more time on the planning side because we were short on time for the planning side to get the regular planning work done. That inspection level part of Byron's job, or whoever was doing the DRC stuff, would fall to Jason as well. He started taking that over.

We used it to help enhance zoning enforcement activities and, on the other hand, also free up five to eight hours of Byron's time each week to work on more specific planning projects.

Commissioner Bynum said, follow-up, do I have this right that if we have word from the community, or we have some sense that a property is being used inconsistent with its current zoning, then this is our go-to. **Mr. Richardson** said correct. You can email me, and I'll forward it on to Jason, or you can email him directly, either way. I think you can put it into the new 311 app and it will get to us that way as well. **Commissioner Bynum** said I will do that.

Action: For Information Only.

Chairman Markley adjourned the meeting at 5:37 p.m.

Adjourn

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