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November 4, 2013

Chris Butschke, City of Waterloo Building Inspector
Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

RE: STREAMLINING THE PROPERTY MAINTENANCE INSPECTION ENFORCEMENT PROCESS

Chris,

Please implement the following steps relating to enforcement of Chapter 288 of the municipal code:

1. In addition to acting on submitted citizen complaints, dedicate one-hour per week to patrolling the City of Waterloo, in a uniform and community-wide basis, to identify property maintenance violations. Given the limited time available prioritize violations that may involve the potential for injury to persons first followed by violations involving blighting influences or dilapidated property. Focus on concerns pertaining to personal safety or significant blight.
2. If a property owner remains in full non-compliance after you have issued a notice of non-compliance via certified letter and the time for compliance stated in the letter has expired, you are directed to work through the Police Department to issue a citation or citations as allowed for in the municipal code.
3. If a property owner demonstrates partial compliance after you have issued a notice of non-compliance via certified letter and the time for compliance stated in the letter has expired, you are authorized to communicate back to the property owner via certified letter, acknowledging the partial compliance and further authorized to extend the time for compliance as you deem reasonable. This second letter is to also clearly state the amount of time for the property owner to demonstrate full compliance. If the property owner fails to fully comply in the allotted time, you are directed to work through the Police Department to issue a citation or citations as allowed for in the municipal code.
4. In the event that citations are paid in full but a satisfactory level of compliance is not met, an additional citation is to be issued. If this citation is paid in full, but yet, a satisfactory level of compliance is not met by the property owner, you are directed to work through the Police Department and contact an attorney under contract with the city to seek legal action to compel compliance.

Sincerely,

Mayor Robert Thompson
City of Waterloo

cc:
Clerk/Treasurer's Office
Police Chief
Public Works Director