

PROPERTY MAINTENANCE CODE INSPECTION PROCESS

I met with Paul W. Noel, Jr., Building and Zoning inspector with the Versailles-Midway-Woodford County Planning and Zoning Commission on October 25, 2011. The following is my understanding of the Property Maintenance Code Inspection Process followed by Mr. Noel for the City of Midway.

1. Starts with a request for inspection letter from the Mayor of Midway to the Planning and Zoning Commission concerning a specific property and specific detail of the property. If no detail is included, it is assumed the request is for all aspects of the property to be inspected.
2. A letter from P&Z is sent to the property owner requesting a contact be made with the inspector.
3. When the property owner contacts the P&Z office, an appointment to make an on site inspection of the property is established.
4. An inspection is made at the agreed appointment.
5. Following the inspection, if deficiencies are found, a list of corrections to be made is provided to the property owner and the Mayor. A time frame for the corrections is included in the notification.
6. A follow-up inspection is completed after the time frame has passed.
 - If all corrections have been completed, the property is removed from the violation list, and letters are sent to the property owner and Mayor.
 - If corrections are incomplete, additional/remaining work to be done is identified, and additional time frame is established, and another follow-up is completed.
7. A compliance order listing the deficiencies may be filed with the clerk's office to prevent transfer of the property unless the buyer signs an acknowledgment of the existing compliance order with deficiencies.
8. If no response is received after the initial letter in item 2 above, or no action is taken by the property owner after the inspection, property owner is referred to the City Attorney of Midway for action.

Problems and questions:

- If an estate is never settled, it is unclear who has the authority to resolve issues with the property. Someone paying the taxes on the property does not make them the responsible person. This is a legal issue that needs to be resolved.
- Determining the ownership of a property is another issue with foreclosed property and property that has been sold, but the deed has not been filed.
- Mr. Noel stated he had previously provided copies of the property maintenance code to the Midway City Hall when it was in the old building. The bound copy is letter size and about ¼ inch thick.

This document is a draft and has been reviewed by Mr. Noel.

Prepared by Dan Roller.