

## Code Enforcement Report July 2019

**Activity from July 1–31, 2019**

**To: Maureen Hartman, Town Manager**

### Activities

1.	Telephone calls .....	160
2.	Walk-In .....	34
3.	Violation Notices:	
	Call for corrections .....	8
	Property maintenance .....	8
	Construction trash .....	0
	Drainage .....	0
	Trash / Recycle carts .....	0
	Work hours .....	0
4.	Building Permits issued .....	30
	Renovations .....	1
	New Residence .....	1
	Decks .....	4
	Roofing .....	1
	Other .....	23
5.	Stop Work Orders issued .....	1
6.	Grass Cutting Performed .....	0
7.	Mercantile Licenses issued .....	11
8.	Occupancy/Compliance Certificates issued .....	1
9.	Certificate of Occupancy Revoked .....	0
10.	Complaints .....	5
11.	Property Inspections .....	24
12.	Drive-by Inspections made daily entire town	
13.	Meetings   Homeowners   6   Town Workshop   1	
	Builders        20   Mark Redden Architect   1	
14.	Preliminary Plan Review .....	5
15.	Emails:   Read – 1057   Responses required – 147	
16.	Technical Assistance: 1 Town Manager 1 Mayor and 3 Departments:	
	• <b>Town Manager:</b> Building Safety /Bicycle racks /Verizon Poles/ AT&T Pole	
	• <b>Police:</b> Permit Parking signage locations / Vending code	
	• <b>Public Works:</b> HVAC controls / cooling issue	
	• <b>Finance:</b> HVAC / inspection requirements-need CO combustion check	
	• <b>Mayor:</b> ROW Information /maps/ bicycle parking	