

CITY OF OAK GROVE  
ORDINANCE NO. 2001-13

**ORIGINAL**

**WHEREAS**, it is the intent of KRS §65.8801 to §65.8839 to protect, promote, and improve the health, safety, and welfare of the citizens residing within the City by authorizing the creation of an administrative board with the authority to issue remedial orders and impose fines in order to provide an equitable, expeditious, effective, and inexpensive method of ensuring compliance with the ordinances in force within the City; and

**WHEREAS**, it is the desire of the City Council of the City of Oak Grove, Kentucky to utilize the authority granted in KRS §65.8801 to §65.8839 by creating a City of Oak Grove Code Enforcement Board.

**NOW THEREFORE** be it ordained by the City Council of the City of Oak Grove as follows:

**SECTION 1. Definitions.** The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Enforcement Board shall mean an administrative body created and acting under the authority of the Local Government Code Enforcement Board Act.

Code Enforcement Officer shall mean a city police officer, safety officer, citation officer, or other public law enforcement officer with the authority to issue a citation.

Ordinance shall mean an official action of a local government body, which is a regulation of a general and permanent nature and enforceable as a local law and shall include any provision of a code of ordinances adopted by the city legislative body which embodies all or part of an ordinance.

**SECTION 2. Creation and Membership.** There is hereby created pursuant to KRS §65.8801 to KRS §65.8839 within the city, a code enforcement board which shall be composed of five members, all of whom shall be residents of the city for a period of at least one (1) year prior to the creation of the board and shall reside there throughout the term in office.

**SECTION 3. Powers.**

- a) The code enforcement board shall have the power to issue remedial orders and impose civil fines as a method of enforcing city ordinances when a violation of the ordinance has been classified as a civil offense.
- b) The code enforcement board shall not have the authority to enforce any ordinance the violation of which constitutes an offense under any provision of the Kentucky Revised Statutes, including specifically, any provision of the Kentucky Penal Code and any moving motor vehicle offense.

**SECTION 4. Appointment of members; term of office; removal from office; oath; and compensation.**

- a) Members of the code enforcement board shall be appointed by the executive authority of the city, subject to the approval of the legislative body.
- b) The initial appointment to a five (5) member code enforcement board shall be as follows:
  - 1 One (1) member appointed to a one (1) year term.
  - 2. Two (2) members appointed to a two (2) year term,
  - 3. Two (2) members appointed to a three (3) year term.

All subsequent appointments shall be for a term of three (3) years. A member may be reappointed, subject to the approval of the legislative body.

- c) The executive authority may appoint, subject to the approval of the legislative body, two (2) alternate members to serve on the code enforcement board in the absence of regular members. Alternate members shall meet all of the qualifications and shall be subject to all of the requirements that apply to regular members of the code enforcement board.
- d) Any vacancy on the board shall be filled by the executive authority, subject to approval of the legislative body within sixty (60) days of the vacancy. If the vacancy is not filled within that time period, the remaining code board members shall fill the vacancy.
- e) A code board member may be removed from office by the executive authority for misconduct, inefficiency, or willful neglect of duty. The executive authority must submit a written statement to the member and the legislative body setting forth the reasons for removal.
- f) All members of the code enforcement board must, before entering upon the duties of their office, take the oath of office prescribed by Section 228 of the Kentucky Constitution.
- g) Members of the code enforcement board shall be reimbursed for actual expenses and compensated in the amount of \$20.00 per month, provided said member attends at least one regularly scheduled meeting in that particular month.
- h) No member of the code enforcement board may hold any elected or nonelected office, paid or unpaid, or any position of employment with the city.

**SECTION 5. Organization of Board; Meetings; Quorum; and Alternate Board Members.**

- a) The board shall annually elect a chair from among its members. The chairman shall be the presiding officer and a full voting member of the board.
- b) Regular meetings of the code enforcement board shall be held at least once every month. Meetings other than those regularly scheduled shall be special meetings held in accordance with the requirements of the Kentucky Open Meetings Act.

- c) All meetings and hearings of the code enforcement board shall be held in accordance with the requirements of KRS §65.8815(5) and the Kentucky Open Meetings Act.
- d) The affirmative vote of a majority of a quorum of the board shall be necessary for any official action to be taken.
- e) Minutes shall be kept for all proceedings of the code enforcement board and the vote of each member on any issue decided by the board shall be recorded in the minutes.

**SECTION 6. Conflict of Interest.** Any member of the code enforcement board who has any direct or indirect financial or personal interest in any matter to be decided, shall disclose the nature of the interest and shall disqualify himself from voting on the matter in which he/she has an interest and shall not be counted for purposes of establishing a quorum.

**SECTION 7. Jurisdiction.** The code enforcement board shall have jurisdiction to enforce and shall enforce those city ordinances and code provisions which specifically provide for code board enforcement.

**SECTION 8. Powers of the Code Enforcement Board.**

The City of Oak Grove Code Enforcement Board shall have the following powers and duties:

- a) To adopt rules and regulations to govern its operations and the conduct of its hearings.
- b) To conduct hearings to determine if there has been a violation of an ordinance over which it has jurisdiction.
- c) To subpoena alleged violators, witnesses and evidence to its hearings. Subpoenas issued by the code enforcement board may be served by any code enforcement officer.
- d) To take testimony under oath. The chairman shall have the authority to administer oaths for the purpose of taking testimony.
- e) To make findings of fact and issue orders necessary to remedy any violation of a city ordinance or code provision which the board is authorized to enforce.
- f) To impose civil fines, as authorized, on any person found to have violated an ordinance over which the board has jurisdiction.

**SECTION 9. Enforcement Proceedings.**

The following requirements shall govern all enforcement proceedings before the board:

- a) Enforcement proceedings before the code enforcement board shall only be initiated by the issuance of a citation by a code enforcement officer.

- b) Except as provided in subsection (c) below, if a code enforcement officer believes, based on his personal observation or investigation, that a person has violated a city ordinance, he/she shall issue a Notice of Violation to the offender allowing the offender a specified period of time to remedy the violation without fine. If the offender fails or refuses to remedy the violation within the time specified, the code enforcement officer is authorized to issue a citation.
- c) Nothing in this ordinance shall prohibit the city from taking immediate action to remedy a violation of its ordinances when there is reason to believe that the violation presents a serious threat to the public health, safety, and welfare, or if in the absence of immediate action, the effects of the violation will be irreparable or irreversible.
- d) The citation issued by the code enforcement officer shall contain the following information:
1. The date and time of issuance;
  2. The name and address of the person to whom the citation is issued;
  3. The date and time the offense was committed;
  4. The facts constituting the offense;
  5. The section of the code or the number of the ordinance violated;
  6. The name of the code enforcement officer;
  7. The civil fine that will be imposed for the violation if the person does not contest the citation;
  8. The maximum civil fine that may be imposed if the person elects to contest the citation;
  9. The procedure for the person to follow in order to pay the civil fine or to contest the citation; and
  10. A statement that if the person fails to pay the civil fine set forth in the citation or contest the citation, within the time allowed, the person shall be deemed to have waived the right to a hearing before the code enforcement board to contest the citation and that the determination that the violation was committed shall be final.
- e) After issuing a citation to an alleged violator, the code enforcement officer shall notify the code enforcement board by delivering the citation to the chairperson.
- f) The person to whom the citation is issued shall respond to the citation within seven (7) days of the date of issuance by either paying the civil fine or requesting, in writing, a hearing before the code enforcement board to contest the citation. If the person fails to respond to the citation within seven (7) days, the person shall be deemed to have waived the right to a hearing and the determination that a violation was committed shall be considered final.
- g) If the alleged violator does not contest the citation within the time prescribed, the code enforcement board shall enter a final order determining that the violation was committed and impose the civil fine set forth in the citation. A copy of the final order shall be served on the person guilty of the violation.

## **SECTION 10. Hearing; Notice; and Final Order.**

- a) When a hearing has been requested, the code enforcement board shall schedule a hearing. The hearing shall be conducted within fourteen (14) days of the request, unless the requester wants or agrees to a continuance not to exceed fourteen (14) days.
- b) Not less than seven (7) days before the date of the hearing, the code enforcement board shall notify the requester of the date, time, and place of the hearing. The notice may be given by certified mail, return receipt requested; by personal delivery; or by leaving the notice at the person's usual place of residence with any individual residing therein who is eighteen years of age or older and who is informed of the contents of the notice.
- c) Any person requesting a hearing before the code enforcement board who fails to appear at the time and place set for the hearing shall be deemed to have waived the right to a hearing to contest the citation and the determination that a violation was committed shall be final. The code enforcement board shall enter a final order determining the violation was committed and shall impose the civil fine set forth in the citation. A copy of the final order shall be served upon the person guilty of the violation.
- d) All testimony shall be taken under oath and recorded. Testimony shall be taken from the code enforcement officer, the alleged violator, and any witnesses to the violation offered by the code enforcement officer or alleged violator. Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings.
- e) The code enforcement board shall, based on the evidence, determine whether a violation was committed. If it determines that no violation was committed, an order dismissing the citation shall be entered. If it determines that a violation was committed, an order shall be issued upholding the citation and either imposing a fine up to the maximum authorized by this or other ordinance or requiring the offender to remedy a continuing violation, or both.
- f) Every final order of the code enforcement board shall be reduced to writing, which shall include the date the order was issued. A copy shall be furnished to the person named in the citation. If the person named in the citation is not present when the final order is issued, the order shall be delivered in accordance with the procedures set forth in subsection (b) above.

**SECTION 11. Legal Counsel.** Each case before the code enforcement board shall be presented by an attorney selected by the city or by a code enforcement officer for the city. The city attorney may either be counsel to the code enforcement board or may present cases before the code enforcement board, but in no case serve in both capacities.

## **SECTION 12. Appeals; Final Judgment.**

- a) An appeal from any final order of the code enforcement board may be made to the Christian County District Court within thirty (30) days of the date the order is issued. The appeal shall be initiated by the filing of a complaint and a copy of the code enforcement board's order in the same manner as any civil action under the Kentucky Rules of Civil Procedure.

- b) If no appeal of a final order of the code enforcement board is filed within the time period set in subsection (a) above, the code enforcement board's order shall be deemed final for all purposes.

**SECTION 13. Ordinance Fine Schedule.** Violations of ordinances that are enforced by the City code enforcement board shall be subject to the civil fines as established by the applicable ordinance.

**SECTION 14. Unconstitutionality.** Any and all existing ordinances inconsistent with this ordinance are hereby repealed. Should any part of this ordinance be void or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

Approved on First Reading, this 26<sup>th</sup> day of June, 2001.

Approved on Second Reading, this 10<sup>th</sup> day of July, 2001.

**APPROVED:**

  
\_\_\_\_\_  
JEAN LEAVELL, MAYOR

7-11-01  
\_\_\_\_\_  
DATE

**ATTEST:**

  
\_\_\_\_\_  
COLLEEN OCHS, CITY CLERK

PUBLISHED: In full in the Kentucky New Era this 24<sup>th</sup> day of July, 2001

**A SUMMARY ORDINANCE OF ORDINANCE 2001-13 CREATING  
THE CITY OF OAK GROVE CODE ENFORCEMENT BOARD.**

WHEREAS, on June 26, 2001 and July 10, 2001, the City of Oak Grove, Kentucky approved on first and second Reading City of Oak Grove Ordinance No. 2001-13 which created the City of Oak Grove Code Enforcement Board.

PURSUANT TO KRS §83a.060(9) the following is a summary of City of Oak Grove Ordinance No. 2001-13.

**SECTION 1. Definitions.**

**SECTION 2. Creation and Membership.**

There is hereby created pursuant to KRS §65.8801 to KRS §65.8839 within the City, the Code Enforcement Board which shall be composed of five (5) members, all of whom shall be residents of the City for a period of at least one (1) year prior to the creation of the board and shall reside there throughout the term in office.

**SECTION 3. Powers.**

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B. The code enforcement board shall not have the authority to enforce any ordinance the violation of which constitutes an offense under any provision of the Kentucky Revised Statutes, including specifically, any provision of the Kentucky Penal Code and any moving motor vehicle offense.

**SECTION 4. Appointment of Members; Term of Office; Removal from Office; Oath; and Compensation.**

**SECTION 5. Organization of Board; Meetings; Quorum; and Alternate Board Members.**

**SECTION 6. Conflict of Interest.**

**SECTION 7. Jurisdiction.** The code enforcement board shall have jurisdiction to enforce and shall enforce those city ordinances and code provisions which specifically provide for code board enforcement.

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- (B) To conduct hearings to determine if there has been a violation of an ordinance over which it has jurisdiction.
- (C) To subpoena alleged violators, witnesses and evidence to its hearings. Subpoenas issued by the code enforcement board may be served by any code enforcement officer.
- (D) To take testimony under oath. The chairman shall have the authority to administer oaths for the purpose of taking testimony.
- (E) To make findings of fact and issue orders necessary to remedy any violation of a city ordinance or code provision which the board is authorized to enforce.
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APPROVED:

*Jean Leavell*  
 Jean Leavell, Mayor

ATTEST:

*Colleen Ochs*  
 Colleen Ochs, City Clerk

PUBLISHED: In full in the Kentucky New Era this 24th day of July, 2001.

PREPARED AND CERTIFIED BY:

*J Holland*

Jason Ervin Holland  
 Oak Grove City Attorney  
 612 S. Main Street  
 Hopkinsville, KY 42240  
 (270) 886-8272

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