

# Department of Community Investment Neighborhoods Division

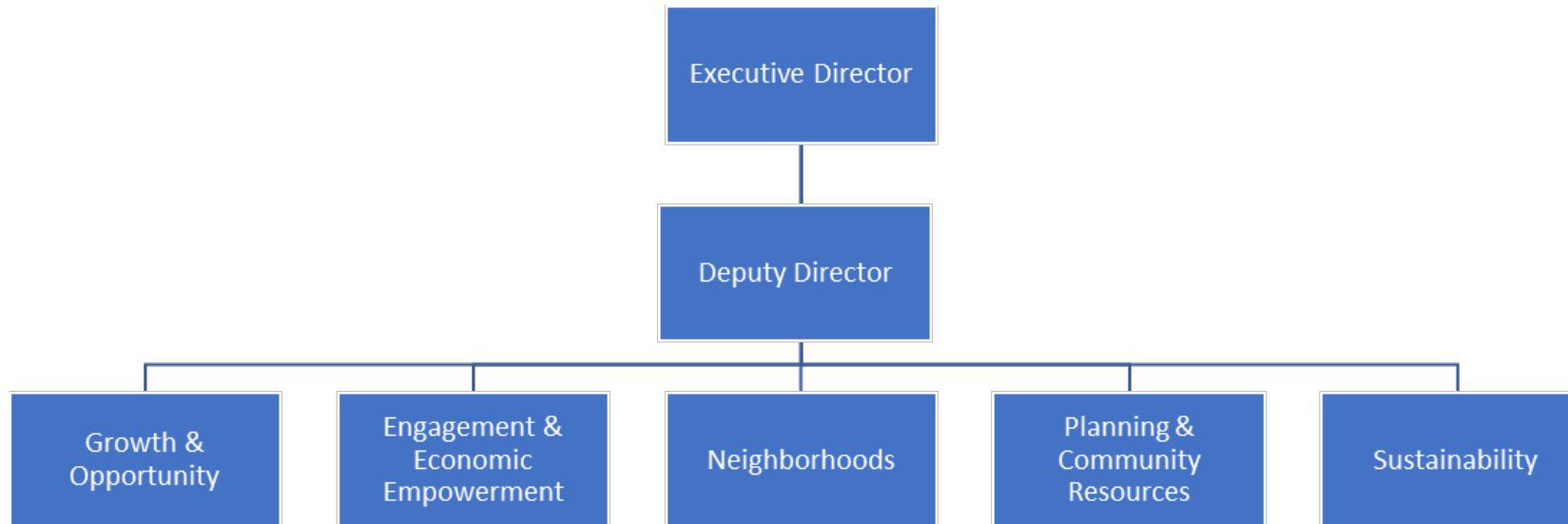
Residential Neighborhoods Council Committee Meeting

February 12, 2024

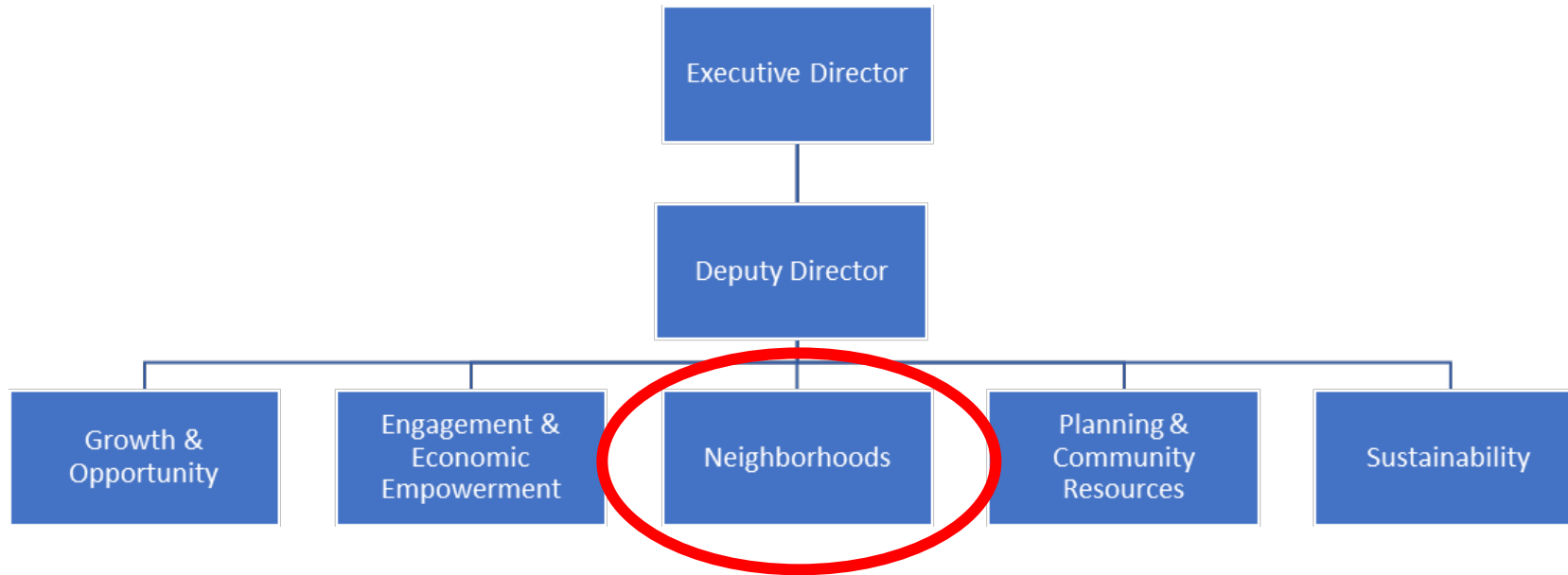


City of South Bend  
*Community Investment*

# DCI – Organizational Chart



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# Neighborhoods Division

- Four Sub-Teams
  - Federal Grant Management
  - South Bend Animal Resource Center (SBARC)
  - Neighborhood Health & Housing
  - Neighborhood Services & Enforcement



# Neighborhoods Inspectors

## Neighborhood Health & Housing

- Rental Safety Verification Program (RSVP) Inspectors – 4 positions
- Property Inspector – 1 position

## Neighborhood Services & Enforcement

- Chief Inspector – 1 position
- Environmental Inspectors – 6 positions
- Housing Inspectors – 2 positions



# Neighborhood Health & Housing

- RSVP Inspectors
  - Enforcement related to condition of rental units
    - RSVP Inspection Standards
- Property Inspector
  - Implementation of city programs – home repair program, Community Homebuyers Corp., monitoring and maintenance of vacant city properties



# Neighborhood Services & Enforcement

- Chief Inspector
  - RSVP, Environmental, and Housing Inspectors direct report
- Housing Inspectors
  - Enforcement related to condition of owner-occupied residential, commercial, and industrial structures
    - International Property Maintenance Code (IPMC)
    - Unsafe Building Law



# Neighborhood Services & Enforcement

- Environmental Inspectors
  - Quality-of-life ordinance enforcement
    - Tall grass & weeds
    - Litter & debris
    - Illegal dumping
    - Abandoned / inoperable vehicles
    - Parking violations
    - Zoning





# Neighborhood Services & Enforcement

- Environmental Inspectors
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    - Parking violations
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# Abandoned Vehicles

- A vehicle may be deemed abandoned if:
  - It is located on public property illegally.
  - It is on public property and has not been moved for three (3) days.
  - It is on public property and constitutes a hazard or obstruction to the movement of traffic on a public right-of-way.
  - It is located on private property without the consent of the owner (or person in control of the property) for more than 48 hours.
  - The engine, transmission or differential has been removed or is partially dismantled or inoperable and has been left on public property.
  - It is at least (3) model years old, mechanically inoperable, and left on private property (publicly visible) for more than 20 continuous days.
  - It is located on public property without license plate.



# Abandoned Vehicle Procedures:

- Once a vehicle is deemed abandoned, a tag will be placed on the vehicle (establishing a set timeframe for removal).
- After the timeframe has passed, an inspector will reinspect to determine if the vehicle is still present.
- If the vehicle is still present and has not moved, the car may be towed.
- To reclaim a vehicle that has been towed, the owner must contact the towing contractor.



# Parking Violations

- Parking on vacant lots
- Parking on yard or tree lawn (i.e. grass)
- Parking on sidewalks
- Blocking alleyways
- Parking within 15 feet of a fire hydrant
- Improper storage and parking
- Parking commercial vehicles (trucks) in residential zones



# Parking Violations Procedure

- Warning notice provided to inform owner of parking requirements and setting timeframe for owner to correct violation.
- After the timeframe has passed, an inspector will reinspect to determine if the same vehicle remains in violation.
- If the vehicle is still in violation a ticket is issued.
  - Every day is a new violation. Tickets are issued weekly until resolved.
- Do not have the authority to tow a vehicle for parking violations.
  - If the violation is a public safety risk or hazard, refer to PD to evaluate and potentially tow.



# Violation Resolution

- Must follow legal processes.
  - City desires for the vehicle and/or property owner to resolve the violation.
  - Timing of resolution relies on vehicle / property owner compliance and cooperation.
- If owner fails to address violation, city pursues enforcement options per the ordinance.
  - Tickets / Fines - Unpaid tickets / fines sent to collections.
  - Continued non-compliance can be escalated to Legal Dept. for formal legal action in the Courts.





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