



---

**Date:** June 8, 2023  
**To:** Town Council  
**From:** Azure Botts, Code Enforcement  
**Re:** Declaration of 202 Marilyn Ave as Unsafe Structure

**Objective:**

Request an approval from the Town Council to proceed with action to ensure structural safety.

**Summary:**

Code Enforcement case number CE-22-09-0240, addressing the unpermitted repairs of a roof, located at 202 Marilyn Ave.:

Digital pictures were obtained from the tenant, showing the roof damage caused by a tree that fell through. Code Officer Azure Botts and Building Official Shane Gerwig thoroughly examined the provided pictures. Building Official Gerwig confirmed that the repairs required a building permit along with engineer drawings to ensure compliance.

Despite multiple attempts, there has been no success in persuading the property owners to voluntarily address the violations. Consequently, no permits have been obtained, and there has been a lack of communication from the property owners.

At this point, Code of Ordinances Chapter 66, Section 66-2 requires Town Council to declare structure unsafe in order for Code Enforcement and Building Official to ensure abatement of the violation(s).

**Fiscal Impact:**

There is no fiscal impact.

**Staff Recommendation:**

Town staff recommend that the Town Council declares the structure at 202 Marilyn Ave to be unsafe.