

COMPLAINT PROCEDURE
TOWN OF PITKIN, COLORADO

Authority

Pursuant to Sec. 31-15-103 of the C.R.S. Municipalities have power to make and publish ordinances not inconsistent with the laws of this state, for carrying into effect or discharging the powers and duties which are necessary and proper to “provide for the safety, preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience of such municipality and the inhabitants thereof not inconsistent with the laws of Colorado”.

Types of Complaints

Ordinance Violation (Non-Zoning Related)

Example: Nuisances and/or other grievances of your person or property relating to existing Pitkin ordinance(s). Please note: Violations of the zoning code are addressed within the Zoning Ordinance (See Section 19). Please refer such matters as are appropriate to the Zoning Board of Adjustments.

Inappropriate Conduct of Government Official

Example: See Town of Pitkin's *Code of Conduct* for further information on subjects related to; public disruption at meetings, Trustee behavior and conduct expectations, and disciplinary procedure.
(see also C.R.S.31-4-307)

Zoning-related violation(s) or appeal(s): Please contact the Town of Pitkin Zoning Board

Time-sensitive nuisance complaint(s): Please contact the Mayor or other Town Authorized Agent

Traffic/Crime related complaint(s): Please contact the Gunnison Sheriff at #970-641-1113.

If your complaint cannot be categorized above, please take special consideration as to its nature. If not addressed through ordinance or resolution, the municipality of Pitkin defaults to the Colorado Constitution and the Colorado Revised Statutes. Purely civil complaints and/or grievances can be directed to an attorney for advisement. It is not the responsibility of the Town of Pitkin to mediate in these matters.

Process/What to expect when filing a complaint:

Time-sensitive nuisance complaints made by telephone are investigated in-person by the Mayor or designated nuisance officer. The complaint must be documented and turned into the Town Clerk within 7 days of the incident. Confirmed nuisances are pursued for abatement. As per the Nuisance Ordinance (ORD2002-1-May14) the Mayor may, upon notice, enter in and upon private premises when investigating alleged nuisance violations.

Written and signed complaint forms are submitted to the Town Clerk and become public record. Anonymous complaints are acceptable but their receipt does not guarantee action by the town.

Mail: Town of Pitkin Email: thetownofpitkin@q.com

P.O. Box 9

Pitkin, CO, 81241

The Mayor or other designated nuisance officer will, as quickly as possible, investigate the validity of the complaint. For more information about this process please reference:

- For Ordinance Violations - Nuisance Ordinance, Sec. 3 “Abatement”
- For Code of Conduct Violations - The Town of Pitkin’s *Code of Conduct* pg. 5 “Sanction”

COMPLAINT FORM
TOWN OF PITKIN, COLORADO

COMPLAINANT NAME _____

DATE & TIME _____

SUBJECT OF COMPLAINT ___ SUSPECTED ORDINANCE VIOLATION
 (Non-zoning related issues only)
 ___ CONDUCT VIOLATION OF LOCAL OFFICIAL

NAME/ADDRESS OF ACCUSED _____

APPLICABLE ORDINANCE, RESOLUTION, OR C.R.S. _____

LOCATION OF ALLEGED VIOLATION _____

DESCRIPTION OF EVENT _____

(Separate sheet may be attached if necessary) _____

WITNESSES/EVIDENCE _____

(The presence of a witness or other evidentiary items will help to validate the complaint.)

Upon receipt of your letter the Town Clerk will deliver it to the Mayor and Trustees. If the Mayor takes no action, or his/her response is unsatisfactory, the alleged violation(s) can be brought up with the full Board in a public meeting (see *Code of Conduct*).

Signature of Complainant: _____

Signature of Primary Witness: _____

If you wish to file an anonymous complaint you may do so by submitting the above information to thetownofpitkin@q.com or PO Box 9. Please be aware that due to the nature of anonymous complaints, it will be difficult for the Town of Pitkin to respond in a meaningful and effective way. The council may choose not to respond to anonymous complaints.

Received by: _____ Date: _____