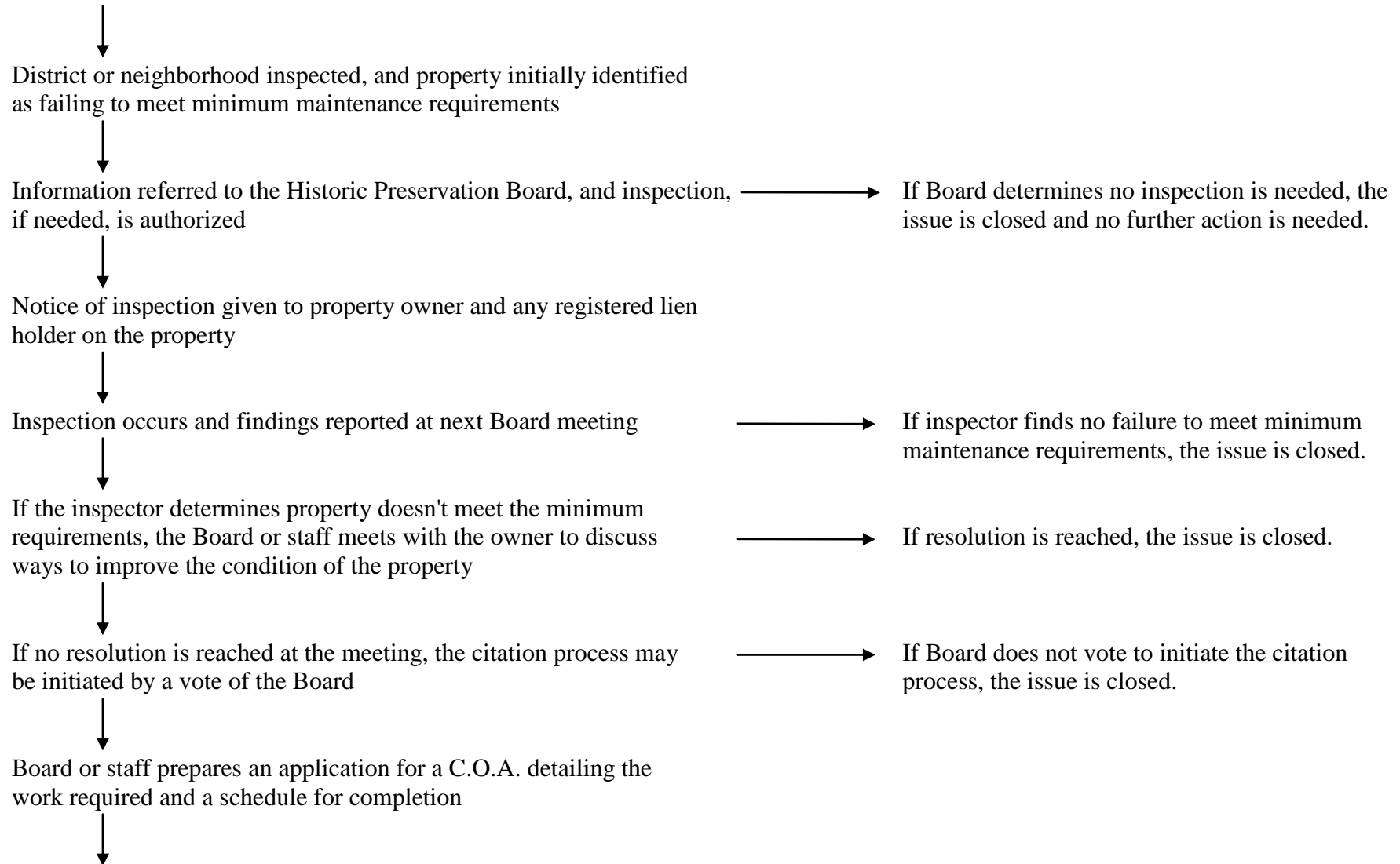


LEGISLATIVE #

110259F

Implementation and Enforcement of Minimum Maintenance Requirements

Phase 1 - Identification



Phase 2 - Citation Process

↓
Board initiates citation process by sending a letter to the property owner and any registered lien holder stating that demolition by neglect is occurring and that a citation may be issued

→ Notice must be given a minimum of 30 days in advance of the date of the citation hearing

↓
If owner does acknowledge receipt of the notice after two attempts, the building inspector or other appropriate Board designee will post a notice on the property

↓
After receiving notification of the determination of demolition by neglect, the owner may initiate corrective action before the citation hearing is held.

→ However, the owner must first secure final Board or staff approval of the C.O.A. and obtain any necessary building permits

Phase 3 - Citation Hearing

↓
Hearing conducted.

↘ If owner completes corrective action before the date of the hearing, the issue is closed.

↓
If owner has not completed the corrective work, the Board will restate the determination of demolition by neglect and the failure to meet minimum maintenance requirements at the hearing

↓
Owner then may address the concerns of the Board, provide evidence, and show cause why a citation should not be issued



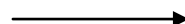
Upon conclusion of the hearing, the Board may consider a motion to find the property not in compliance with the minimum maintenance requirements.



If Board finds property in compliance, the issue is closed.



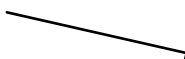
Upon a finding of non-compliance by majority vote of the Board, the Board will issue a citation to the owner.



Penalties: Any person failing to comply shall be subject to civil sanctions



Phase 4 - Rehearings and Appeals



A stop work order will be issued by code enforcement if the owner has begun work or preparation for work requiring a C.O.A. without having first obtained the C.O.A.



Property owner may petition for a rehearing within 15 days of the issuance of the citation or file an appeal to the Board of Adjustment within 30 days.



Property owner may appeal the decision of the B.O.A. in the appropriate state court within 30 days.