



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Jeremy Hardison, Planning &  
Development Director

**DEPARTMENT:** Planning &  
Development

**MEETING:** Town Council – 7/28/2020

**SUBJECT:** Review the Minimum Housing and Abandon Structure Process.

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### **BACKGROUND:**

At the June Town Council workshop Council requested staff to give an overview of the abandon structures located in the downtown area. Town Council gave staff direction to start the enforcement process. Staff has notified the property owners and started the inspection process. Below is an outline of the enforcement process.

- A petition is filed with the Inspector
- Inspector serves the complaint and starts to investigate (2 weeks)
- Inspector schedules a hearing to review findings (within 30 days)
- Inspector issues order of findings to repair or remove structure (Within a week)
- The order will give owner specific time to comply with order. (30-90) days.
- Owner has option to appeal Inspectors order to the BOA (10 days)
- Owner has option to appeal BOA decision to Superior Court (30 days)
- If owner fails to comply with the order the Inspector request council to adopt an ordinance to proceed with repair or removal of the structure. (within 90 days).
- File a lien on the property for the cost of removal or repair.