

Blighted Property Review Committee
Hearing Management Policy

Pre-Hearing

1. No less than 60 days prior to a Determination Hearing the Community Development Department shall mail, via first class, a Pre-eminent Strike Letter to a person or entity who owns a property that meets at least one of the criteria for blight, unless the Chief Building Official determines that the property is hazardous.
2. The properties for the Determination and Certification hearing process will be selected by the Community Development Department. The addresses of the properties that will go through the hearing process will be sent to the Board Secretary no less than one month before the scheduled hearing.
3. Notification shall be mailed (certified and first class) to the property owner and posted on the subject property no less than 60 days before a Determination and Certification Hearing, unless the Chief Building Official determines that the property is hazardous.
4. The Community Development Department shall issue and collect affidavits showing the conditions at the property and shall prepare property packets for each property that are being processed. Each property packet shall contain:
 - a. A copy of the pre-eminent strike letter and the notice posted and/or mailed
 - b. A proof of posting
 - c. Notices showing the criteria that apply to the subject property
 - d. Affidavits showing the status of tax, water/sewer, trash, recycling, compliance with property maintenance regulations and the structural integrity of the building with supporting photographs and citations where applicable.

The property packets will be given to the Board Secretary no less than 10 days before the scheduled hearing.

5. The Secretary to the Board will prepare a property summary sheet using the affidavits for each subject property packet and make electronic and hard copies of each packet.
6. The Secretary to the Board shall send a copy of the finalized agenda to the board and have a copy posted on the City's website.

7. The Secretary to the Board, the Legal Specialist and the Community Development designee shall meet to review the property packets before the hearing. The Legal Specialist shall compose recommendations about the properties listed for the BPRC.

Hearing

8. The Hearings will be called to order by the Chair and conducted by the Legal Specialist.
9. Properties with representation present will be taken first and properties without representation will be processed in a consent agenda format.
10. The Secretary to the Board shall issue the oath to those testifying and shall take minutes which will become the official record for the hearing.
11. The Community Development designee shall assist at all hearings by displaying photographs of the properties being processed and answering questions as need be.

Post Hearing

12. The hearing orders and/or notices shall be produced by the Community Development designee no later than two days after the hearing and will be delivered to the Secretary to the Board. Executed copies of the orders and/or notices shall be given the Community Development designee no later than two days following their delivery.
13. The Community Development designee shall update the list of certified properties and provide that list to the IT Division no later than two weeks following the hearing. The IT Division will create a map showing the location of all certified properties

Other

14. The Community Development designee shall check the ownership records of the certified properties on a quarterly basis and shall check to see if the conditions at the property have been remediated. If the property no longer meets a minimum of one of the blighted criteria, the Community Development designee shall forward the address of the property with a decertification recommendation to

the Board Secretary and the Legal Specialist. The Board Secretary will then place the decertification recommendation on the next hearing agenda.

15. At least one time per year the BPRC shall hold a regular meeting to receive updates on the administrative processes used by the Community Development Department, the Legal Specialist and the Board Secretary, along with updates on the acquisition and disposition processes for properties that have been certified.

Adopted on June 20, 2013


BPRC Chair

Attest:


Secretary

Community Development Department Functions

Pre-hearing

1. Pre-eminent Strike Letter to a person or entity who owns a property that meets at least one of the criteria for blight, unless the Chief Building Official determines that the property is hazardous.
2. Select properties for the Determination and Certification hearing process
3. Notify property owners via mail and post notice on the subject property, unless the Chief Building Official determines that the property is hazardous.
4. Issue and collect affidavits showing the conditions at the property and shall prepare property packets for each property:
 - a. A copy of the pre-eminent strike letter and the notice posted and/or mailed
 - b. A proof of posting
 - c. Notices showing the criteria that apply to the subject property
 - d. Affidavits showing the status of tax, water/sewer, trash, recycling, compliance with property maintenance regulations and the structural integrity of the building with supporting photographs and citations where applicable.
5. Meet with Secretary to the Board and the Legal Specialist to review the property packets before the hearing. The Legal Specialist shall compose recommendations about the properties listed for the BPRC.

Hearing

1. Assist at all hearings by displaying photographs of the properties being processed and answering questions as need be.

Post Hearing

1. Produce hearing orders and/or notices no later than two days after the hearing and will be delivered to the Secretary to the Board.
2. Update the list of certified properties and provide that list to the IT Division no later than two weeks following the hearing. The IT Division will create a map showing the location of all certified properties

Other

1. Check the ownership records of the certified properties on a quarterly basis and shall check to see if the conditions at the property have been remediated. If the property no longer meets a minimum of one of the blighted criteria and forward the address of the property with a decertification recommendation to the Board Secretary and the Legal Specialist. The Board Secretary will then place the decertification recommendation on the next hearing agenda.

Board Secretary Function

Pre-hearing

1. Prepare a property summary sheet using the affidavits for each subject property packet and make electronic and hard copies of each packet.
2. Send a copy of the finalized agenda to the board and have a copy posted on the City's website.

Hearing

1. Issue the oath to those testifying and take minutes which will become the official record for the hearing.

Post-hearing

1. Sign Notices or Orders and return to Community Development within 2 days.