



MEMORANDUM

Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

Shaun Shanahan
Building Commissioner

TO: Kevin Murphy, City Manager
Diane Tradd, DPD Director

FROM: R. Eric Slagle, Director of Development Services

RE: MOTION BY COUNCILOR LEAHY - REQ. CITY MGR. EXPLORE FEASIBILITY OF CREATING AN ORDINANCE TO ENSURE PERMITS ARE ISSUED BETWEEN 60 AND 90 DAYS FROM INCIDENT IN ORDER TO REHAB OR DEMOLISH A FIRE DAMAGED STRUCTURE.

This memorandum addresses the request from Councilor Leahy to explore a possible ordinance regarding fire-damaged properties. Development Services has drafted an amendment to the Minimum Maintenance Ordinance, attached to this response, which will mandate permitting within six months of any fire or other catastrophe at a property.

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07/28/2017

Create new section 227-3 O. Fire Damaged Structures. Every owner of a property which has been damaged by fire or other catastrophe shall comply with the following minimum requirements:

1. As soon as practicable, but in no case longer than 48 hours after the fire or other catastrophe, the structure shall be secured from the elements to the satisfaction of the Building Commissioner. Property shall remain secured until demolition or until such time as the property is eligible for an occupancy permit.
2. Within six (6) months from the date of the fire or other catastrophe, the property owner shall submit a complete application to either demolish the structure or to renovate the structure.
3. If the property owner cannot submit such an application within six (6) months, and provides documentation to substantiate their reasons for such inability, the Building Commissioner may, within his sole discretion, extend the deadline for submission by 90 days. In no case shall such extensions be granted to extend the deadline for submission more than one (1) year from the date of the fire or other catastrophe.
4. Penalties. Anyone found to have violated this provision shall be subject to a \$300 fine, with each day a violation exists constituting a separate offense.