

3-03.02 [Administrative Provisions]

3-03.02-10 [Responsibility]

- A. Unless otherwise provided for, the Administrator shall be responsible for the ultimate enforcement of all of the provisions of this chapter. The Administrator may appoint such number of officers, technical assistants, inspectors and other employees as shall be necessary for the administration of this chapter. The Administrator is authorized to designate an employee who shall exercise all the powers of the Administrator during the temporary absence or disability of the Administrator.
- B. Where work is required to be done under this code to correct violations, any permits required for such work by the Building Codes and/or the City of Vernonia shall be obtained.

3-03.02-20 [Complaint Process and Action]

- A. Complaints for violations of this chapter are to be directed to the Administrator. The Administrator shall make and maintain a list of complaints and take the necessary steps to verify the existence of any violations.
- B. If the complaint is not verified, the Administrator will provide notice to the complainant and identify the reasons the complaint was not substantiated.
- C. If the Administrator determines that the complaint is verified, a notice of complaint and violation shall be sent to the property owner.

3-03.02-30 [Notice to Legal Owner]

- A. The notice of complaint and violation sent by the Administrator to the legal owner shall include:
1. The location of the property that is the subject of the complaint by commonly used street address;
 2. Citation of the specific provisions of this chapter giving rise to the alleged violation;
 3. A clear description of the conditions on the property that violate this chapter;
 4. A clear description of the actions required to correct the violation(s);
 5. A statement of the time allowed to correct the violation(s) (not more than thirty (30) days);
 6. A statement of the penalties, fines, costs, and administrative fee that may be imposed under this article for failure to correct the violation(s);
 7. A statement that the imposition of certain costs and administrative fees will constitute a lien on the property;
 8. A statement of the way to contact the Administrator with any questions regarding the notice; and
 9. The ability to request a temporary or hardship waiver, and that if neither of these options is exercised, enforcement action will be taken;
 10. The notice of complaint and violation may also be sent by the Administrator to the person in charge of the property, if it appears to be someone other than the legal owner, and to the holder of any recorded or other known interest in the property, including mortgage or lien holders and insurance companies.

3-03.02-40 [Option to Correct the Condition; Administrator's Flexibility]

If the legal owner of the property responds that they wish to correct the condition, the Administrator may allow the legal owner to accomplish correction of the violations and will monitor completion of the correction(s). The Administrator will then verify that the correction(s) has been accomplished and will send notice to the complainant that the complaint has been resolved. The Administrator shall note the resolution of the complaint on the complaint list.

3-03.02-50 [Failure to Respond to Notice of Complaint and Violation]

If the legal owner takes no action to correct the violation within the time specified, enforcement action will be taken.

3-03.02-60 [Modifications]

Where there are extreme hardships involved in carrying out provisions of this chapter, the Administrator shall have the right to vary or modify the provisions of this chapter upon application of an owner, provided that the spirit and intent of the law is observed and that the health, safety and general welfare of the public is assured.

3-03.02-70 [Temporary Waivers of Enforcement Action]

A. The Administrator may issue a temporary waiver of enforcement action, which will give a period of time that the Administrator determines is reasonable, but no longer than six (6) months, to correct the violations found. The length of time given will depend on several factors, such as the extent and cost of the repairs, seriousness of the conditions, financial capacity of the owner, and the time of year. During the waiver period, the owner or an occupant may continue to live on the property, and the owner may re-rent it if it becomes vacant and the property complies with Oregon laws regarding tenancy, which may include the Oregon Residential Landlord and Tenant Act.

B. The Administrator may revoke the waiver if there is any change in the conditions constituting the basis for the waiver. Because the waiver is granted to a specific property owner, the waiver automatically terminates upon change in ownership. The Administrator may, assist the owner in obtaining information regarding financial or other assistance to make the necessary repairs.

3-03.02-80 [Hardship Waivers of Enforcement Action]

A. The Administrator may issue a hardship waiver of enforcement action only if the owner currently legally resides on the property. A hardship waiver may be issued only in those instances when the owner is found by the Administrator to be over sixty-five (65) years of age, disabled, or classified as "very low income" under the US Department of Housing and Urban Development (HUD) standards. Hardship waivers shall not exceed three (3) years. The income level of the owner will be reevaluated before the end of the three year waiver period. An application for a hardship waiver must be filed with the Administrator in writing. The Administrator may require the owner to supply all information necessary to demonstrate the owner's eligibility for the waiver. The owner must submit a separate application for waiver for each notice of complaint and violation.

B. The Administrator may revoke the waiver if there is a change in the conditions constituting the basis for the waiver. Because the waiver is granted to a specific property owner, the waiver automatically terminates upon change in ownership or tenure of the property.

C. The owner may reapply for new hardship waivers to become effective at the expiration of the term of any hardship waiver previously granted.

D. The Administrator may assist the owner in obtaining information concerning financial or other assistance to make the necessary repairs.

3-03.02-90 [Coordination of Enforcement]

The Administrator shall make reasonable effort to arrange for the coordination of enforcement efforts and any necessary inspections in an effort to minimize conflicts between the activities of affected City departments.