

Nuisance Procedure
City of Vergas

- 1.) Nuisance property identified.
 - A. Planning commission tours are held at May, July and September meetings.
 - B. Completed citizen concern form may be received in the city office, from citizens or the utility employees.
- 2.) Office staff requests utilities department to visually evaluate site and document with pictures (imprinted with date). This information is delivered to the city office.
- 3.) Information is presented to Planning Commission for further action.
- 4.) The determination of a nuisance would require the following steps:
 - A. Nuisance form letter would be created for the property stating the ordinance violation, what is expected to abate the nuisance, specific dates noted as to completion of abatement.
 - B. Utilities department will inspect the site and provide documentation with pictures. (imprinted with date.)
 - C. Two Planning Commission members will review documents and determine if nuisance still exists.
- 5.) City office personnel sends certified letter (delivered by maintenance employees to home) allowing an additional 10 days to abate. (This letter costs cost the property owner the current letter fee amount from the city fee schedule)
- 6.) Planning Commission recommends to Council one of the following actions: public hearing, enforcement proceedings, litigation, and/or the City hiring someone to abate the nuisance for them. If the City is forced to abate the nuisance on their behalf, property owner will be billed for all costs associated with abating the nuisance including administrative costs. The City may also assess those costs against their property.