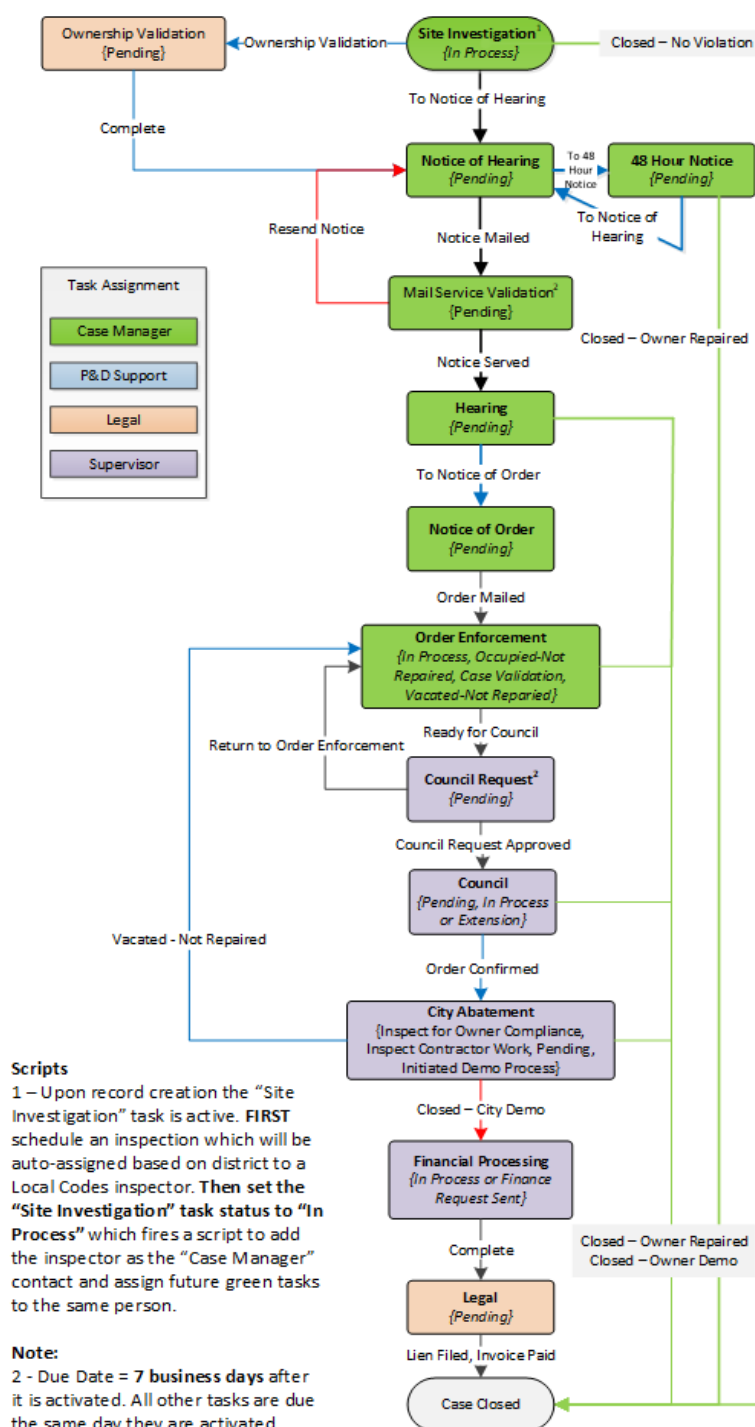


# Minimum Housing Process “Demolition”

## Citizen View Point

<u>Activity</u>	<u>Date</u>
Inspection	1/1/18
Issue Hearing Notice	1/3/18
Hold Hearing (10 to 30 days)	2/3/18
Issue appropriate Order to Repair	Compliance Date 3/3/18
Schedule for City Council	on 4/3/18



**Record Status** progression established via workflow task statuses:

- Investigation Scheduled
- Pending Hearing Notice
- 48 Hour Notice Sent
- Hearing Scheduled
- Pending Order Notice
- Order Enforcement
- Pending Council
- Council Consideration
- Abatement Action

#### Closed Statuses

- Owner Demo\*
- Owner Repaired\*
- City Demo\*
- Lien Filed
- Invoice Paid

**While** case is active supervisor can kill the workflow and close record and set Record Status to “Closed”:

- Duplicate Case
- Invalid Case
- No Violation
- Restart Case

**After** the record is closed via the normal workflow process the Record Status can be manually changed to “Closed”:

- Lien Released
- Extinguished

\*Establishes the “Closed Date” for the record and populates the custom fields of “Corrected Date” and “Corrected Status”.

<u>Activity</u>	<u>Compliance Date</u>	<u>Inspector task</u>	<u>Next Step</u>
1/1/18 Inspection		Property in violation?	1. Title Search
1/3/18 Issue Hearing Notice (10 to 30 Days)	2/3/18	Mail certified and regular mail Need to advertise?	
2/3/18 Hold Hearing		Were all owners properly notified?	1. If not, issue new Hearing Notice 2. If so, issue Order
2/3/18 Issue appropriate Order to Repair (30 days)	3/3/18	Perform inspection	1. Any communication from owner? 2. Repairs being made? 3. Any change in ownership?

<u>Activity</u>	<u>Compliance Date</u>	<u>Inspector task</u>	<u>Next Step</u>
Grant Extension?	4/3/18	Perform Inspection	1. Any communication from owner? 2. Repairs being made? 3. Property secured?
Grant Extension?	5/3/18	Perform Inspection	1. Any communication from owner? 2. Repairs being made? 3. Property secured? NO?
Take to City Council	6/3/18	Follow up if Demo Order Upheld	1. 30 Days to Appeal (7/3) 2. Asbestos Inspection 3. Asbestos Abatement 4. Demolition (May be complete 9/3)



1. The minimum housing process is set out in NCGS 160D Article 12 Minimum Housing Standards.
  1. We need to allow for due process
2. At ANY POINT in the process we may learn something about a case which may warrant us to start the process over.
  1. Insufficient notification of owners and/or parties of interest
  2. Foreclosure
  3. Bankruptcy
  4. Death
  5. Title issues/Ownership issues
3. If we make a mistake in the process of a case the City may be subjected to a lawsuit.
4. We do work with owners by granting extensions for repairs. We ask that the owner be actively making repairs as time is granted.
  1. If owner's continually make progress or meet benchmarks they have set we work with them.
  2. If we have not had any communication then we may grant one 30 day extension after the Order is up.
  3. We try to always give the owner the benefit of the doubt when possible
  - There are times that the owner shows an interest in selling the property. We do grant time in this instance as well. The inspector continues to monitor the property. If the owner doesn't keep the property secured or doesn't sell within 30 to 60 days we will move the case to City Council.

Thank you

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