

DEMOLITION CASE MANAGEMENT

The demolition process involves every area within our bureau and can often involve several different staff members. To ensure this process is efficient and effective, it is critically important that the various staff involved have clearly defined roles. The purpose of this policy is to capture the expectations for all involved throughout the demolition process.

- Step One:** Each Code Enforcement Officer (CEO) must continuously assess their vacant structures for inclusion in the demolition process. When a CEO believes a structure should be considered for demolition, the case shall be referred to the Code Compliance Coordinator (CCC) for a review.
- Step Two:** The CCC will decide whether to change the case type to demo and determine if the situation warrants an immediate or 3-day demo process. The Manager of Code Enforcement must support any decision for the more expedited processes. If the case is changed to demo, the CEO is responsible for enforcing the outstanding violations per our Code Enforcement Policy.
- Step Three:** While the CEO continues to enforce the outstanding violations, the CCC will determine if and when the case should be scheduled for a demolition hearing. This decision will be based on the structure's condition, the current tax situation, and the current hearing schedule docket availability.
- Step Four:** Once the case is scheduled for a demolition hearing, the assigned CEO will work with the Rehab Specialist handling the demo hearings to prepare for the hearing. Once the property has had a demo hearing, the CCC will set the "New Permits Not Allowed" flag in BIS.
- Step Five:** Once a hearing has been conducted, the case will be reassigned to the Rehab Specialist, who will update the case event notes, via the Inspection System, as to the hearing's disposition and provide any necessary information to guide the permit office staff. The case notes must indicate whether or not the permit office should accept a Building Permit and/or C of O application. When applicable, the Rehab Specialist will advise the CCC to remove the "New Permits Not Allowed" flag in BIS. The case notes will be updated again once the hearing findings are received, and the findings will be scanned into the case file.
- Step Six:** The Rehab Specialist will manage the demo case until the structure is demolished or enough rehab work has been performed to justify removing it from the demo process, as determined by the CCC and Contract Services Manager. While managing the demo case, the Rehab Specialist will request any necessary board-up activity through the DPN system and refer any trash and or grass situation to the area CEO for follow-up. If a Building Permit and or C of O is permitted to be applied, those cases will be assigned to and managed by the area CEO. Under that scenario, the demo case will continue to be assigned to the Rehab Specialist, but they will monitor progress or the lack thereof through interactions with the CEO. Suppose at some point it is determined that progress is insufficient. In that case, the Rehab Specialist will send a letter advising if progress is not made within the specified time frame. We will pursue demolition (this action will be noted in the Rehab Specialist) case events. If demolition is being sought, the C of O and or Building Permit cases will be administratively closed as "Owner Failed to Pursue."