



5915 Dunsmuir Ave
Dunsmuir, CA 96025

CITY OF DUNSMUIR

(530) 235-4822

www.ci.dunsmuir.ca.us

VACANT PROPERTY REGISTRATION FORM

Entire form must be filled out completely and accurately to be accepted. Mail to: Deputy City Clerk, 5915 Dunsmuir Ave, City of Dunsmuir, CA 96025 or email to: adminasst@ci.dunsmuir.ca.us

Pursuant to Ordinance No.565 the owner of any abandoned property (as defined therein) shall within sixty (60) days after the building becomes distressed or within thirty (30) days after assuming ownership of such distressed property, whichever is later, file a registration statement for each such property with the city clerk on forms provided by the city clerk for such purposes. The registration shall remain valid for one (1) year from the date of registration. The owner shall be required to renew the registration annually as long as the building remains vacant, abandoned, accessible, or distressed and shall pay a registration or renewal fee in the prescribed in this chapter for each vacant, abandoned, accessible, or distressed property registered.

The initial registration fee for each vacant, abandoned, accessible, or distressed property shall be \$500, but may be reduced to \$100 if the city clerk receives acceptable evidence that the property has been listed for sale or rent at a reasonable price with a licensed real estate agent authorized to sell or lease the property.

STREET ADDRESS: _____

Registration Date: _____

Registration Fee: **\$500**

I. OWNER(S) AND REPRESENTATIVE(S):

A. Landowner

1. Full Name (Print): _____
2. Street Address: _____
3. City: _____ ST: _____ Zip: _____
4. Phone: _____ Cell: _____
5. E-mail Address: _____

B. Lien Holder(s) or Others with Legal Interest in the Property

1. Full Name (Print): _____
2. Street Address: _____
3. City: _____ ST: _____ Zip: _____
4. Phone: _____ Cell: _____
5. E-mail Address: _____

C. Name of Maintenance Company or Property Manager: *(Can be a Realtor, leasing agent, management company or other party with director or indirect control or authority over the building.)*

1. Full Name (Print): _____
2. Street Address: _____
3. City: _____ ST: _____ Zip: _____
4. Phone: _____ Cell: _____
5. E-mail Address: _____
6. Relationship to Owner/Lien Holder: _____

II. DATE BUILDING BECAME VACANT: _____

III. ACKNOWLEDGEMENT OF RESPONSIBILITY: *The undersigned owner/agent: A) certify that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing the subject building in conformity with the City of Dunsmuir Municipal Code (DMC) Chapter 19.14 and other applicable codes; and 3) acknowledges the responsibility to notice the City in writing within 30 days of any changes to information contained in this registration form.*

Owner or Agent: _____ Signature: _____
(Please Print Name)

IV. PROPERTY INSPECTION: After filing a registration statement or renewal of a registration statement, the owner of any vacant, abandoned, accessible, or distressed property shall provide access to the city to conduct an exterior and interior inspection of the building, following reasonable notice, to determine compliance with the Municipal Code. (DMC 19.14.050)

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OWNER SELF INSPECTION CHECKLIST

___ Property is actively listed for sale; Listing Date: _____; Listing agent and contact information

___ Property sale is pending. Closing Date: _____

___ Seller to make repairs prior to closing: or
___ Buyer to assume responsibility for repairs. Provide Buyer's Name

___ Not sure at this time which party will assume responsibility for repairs

___ Building is being renovated. Completion Date: _____
___ All required permits have been issued. Permit(s) No. _____; or
___ Applications for all required permits will be submitted by: _____;

___ Code Compliance inspection performed on: _____ Compliance Date: _____

___ Date by which property is to be occupied: _____

Owner/responsible party attests that the following steps have been or will be taken. **For any item left unchecked, you must provide a date by which the item will be completed.**

___ The building is enclosed and secured against unauthorized entry as provided in the applicable codes adopted by the city.

___ Provision is made that the property is and will remain free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, accumulation of newspaper, circular, flyers, notices (except those required by federal, state, or local law), discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance the property is abandoned.

___ Provision is made that the visible front and side yards be landscaped and maintained to the neighborhood standard. As used herein, "neighborhood standard" means the condition of real property that prevails in and through the neighborhood where a vacant, abandoned, accessible, or distressed property is located.

___ Provision is made that windows in commercial buildings either display art work, display merchandise offered for sale by another business within the community, display materials provided by a Dunsmuir community non-profit organization, or be covered with plain white paper.

___ The signage for any previous tenant has been removed as required by the Dunsmuir Muni Code.

___ A sign is affixed to the building indicating that the property is available for rent, for sale, or both and providing the name, address and telephone number of the owner, the owner's authorized agent for the purpose of renting the property or the listing agent, and the person responsible for day-to-day supervision and management of the building, if such person is different from the owner holding title. The sign shall be of a size and placed in such a location so as to be legible from the nearest street or sidewalk, whichever is nearer, but shall be no smaller than 18" x 24".



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ORDINANCE 565

AN ORDINANCE OF THE CITY OF DUNSMUIR CITY COUNCIL ADDING CHAPTER 9.14, ABANDONED AND DISTRESSED REAL PROPERTY, TO THE DUNSMUIR MUNICIPAL CODE

The City Council of the City of Dunsmuir does ordain as follows:

SECTION I:

Chapter 9.14, **Abandoned and Distressed Real Property**, is added to the Dunsmuir Municipal Code to read:

Chapter 9.14 - ABANDONED AND DISTRESSED REAL PROPERTY

9.14.010 - Purpose.

Vacant properties are potentially a major source of blight in residential, nonresidential, and mixed-use neighborhoods, particularly when property owners fail to actively manage and maintain them. Abandoned and distressed real properties discourage economic development, retard appreciation of property values, pose potential fire hazards, and can jeopardize neighboring property owners' ability to secure and maintain affordable fire insurance. The purpose of this chapter is to establish uniform and reasonable regulations to prevent the immediate risks and detrimental effects associated with abandoned and distressed real properties.

9.14.020 - Definitions.

As used herein:

"Abandoned" means real property that has been vacant for a period of six consecutive months or longer.

"Accessible" means a building or structure not secured to prevent unauthorized access.

"Distressed" means real property that is abandoned, or if occupied, a property in which at least forty percent of the gross floor area of the principal building or structure is vacant.

"Evidence of vacancy" means any condition that on its own or combined with other conditions present would lead a reasonable person to believe that the building or structure is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of trash, junk and/or debris, the absence of window coverings, such as curtains, blinds and/or shutters, the absence of furnishings and/or personal items consistent with habitation, and statements by neighbors, passersby, delivery agents, government employees, etc. that the property is vacant.

"Occupied" means only occupancy by a person, persons, or other legal entity(ies) with a legal right to occupy the building or structure. The use of all or a portion of a building or structure for storage is not considered occupied unless that storage is itself a legally established use or is accessory to an on-going legally established use conducted within the building or structure.

"Owner" means any person, partnership, association, corporation, fiduciary or other legal entity having a legal or equitable title or any interest in real property.

"Owner of record" means the legal entity holding recorded title to the real property in question at any point in time when official records are produced by the Siskiyou County recorder's office.

"Real property" means any improved or unimproved land or portion thereof, situated in the city, including all buildings, structures, and other improvements located on it.

"Vacant" means improved real property in a residential or commercial zoning district, regardless of use, where the principal building or structure is not legally occupied. Vacant does not include a residential property listed for sale or a legally established dwelling that is intermittently occupied provided such residential properties are actively managed and maintained so as to not appear vacant when viewed from neighboring properties and public rights-of-way.

9.14.030 - General requirements.

- A. The owner of any abandoned or distressed building, structure, or other real property as defined herein shall within sixty (60) days after the building, structure, or other real property becomes abandoned or distressed or within thirty (30) days after assuming ownership of such abandoned or distressed property, whichever is later, file a registration statement for each such property with the city clerk on forms provided by the city clerk for such purpose. The registration shall remain valid for one year from the date of registration. The owner shall be required to renew the registration annually as long as the building, structure, or other real property remains abandoned or distressed and shall pay a registration or renewal fee as prescribed in this chapter for each abandoned or distressed property registered.
- B. The owner shall notify the city clerk within thirty (30) days of any change in the registration information by filing an amended registration statement on a form provided by the city clerk for such purposes.
- C. The registration statement shall be deemed prima facie proof of the statements therein in any administrative enforcement proceeding or court proceeding instituted by the city against the owner(s) of the building.

9.14.040 - Registration statement requirements.

- A. The registration statement shall include the name, street address, and telephone number of a natural person eighteen years of age or older, designated by the owner(s) as the authorized agent for receiving notices of code violations and for receiving process, in any court proceeding or administrative enforcement proceeding, on behalf of such owner(s) in connection with the enforcement of any applicable code or of this chapter. This person must maintain an office in the state of California or reside within the state of California.
- B. The registration statement shall also include the name of the person responsible for maintaining and securing the property so that it is not accessible, if different from the person identified in subsection (A) above.

- C. The registration statement shall also include the name, address, and telephone number of the agent authorized to rent the property or the name, address, and telephone number of the listing real estate agent who is authorized to list the property.
- D. An owner who is a natural person and who meets the requirements of this section as to location of residence or office may designate him or herself as agent in subsection (A), the person responsible for maintaining and securing the property in subsection (B), and the agent authorized to rent the property in subsection (C).
- E. By designating an authorized agent under the provisions of subsection (A) of this section the owner consents to receive any and all notices of Dunsmuir Municipal Code violations concerning the registered abandoned or distressed real property and all process in any court proceeding or administrative enforcement proceeding brought to enforce such code provisions concerning the registered property by service of the notice or process on the authorized agent. Any owner who has designated an authorized agent under the provisions of this section shall be deemed to consent to the continuation of the agent's designation for the purposes of this section until the owner notifies the city clerk of a change of authorized agent or until the owner files a new annual registration statement. The designation of an authorized agent in no way releases the owner from responsibility or liability under any requirement of this chapter.

9.14.050 - Property inspection.

After filing a registration statement or renewal of a registration statement, and following reasonable notice by the city, the owner of any abandoned or distressed property shall provide access to the city to conduct an exterior and interior inspection of the building or structure to determine compliance with the municipal code.

9.14.060 - Requirements for owners.

The owner of any building, structure, or other real property that has become abandoned or distressed, and any individual(s) maintaining, operating, or collecting rent for any such building or structure that has become abandoned or distressed, shall within thirty (30) days:

- A. Secure the building or structure against unauthorized access.
- B. Keep the property free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, discarded personal items, and the accumulation of newspapers, circulars, flyers, notices (except those required by federal, state, or local law), and any other items that give the appearance the property is abandoned.
- C. Provide that yards are maintained to the neighborhood standard. As used herein, "neighborhood standard" means the condition of real property that prevails in and through the neighborhood where an abandoned or distressed property is located. When determining the neighborhood standard, no abandoned or distressed property shall be considered.
- D. When located in a commercial zoning district, provide that all windows are fully covered with plain paper or display artwork, merchandise offered for sale by another business within the community, or materials provided by a Dunsmuir community non-profit organization.

- E. Remove the signage for any previous tenant as required by the Dunsmuir Municipal Code.
- F. Repair or rehabilitate the property so it meets all applicable codes adopted by the city for occupancy, or otherwise obtain a permit to demolish the building.

9.14.070 - Fee schedule.

The initial registration fee for each abandoned or distressed property shall be five hundred (500) dollars, but may be reduced to one hundred (100) dollars if the city clerk receives acceptable evidence that the property has been listed for sale or rent at a reasonable price with a licensed real estate agent authorized to sell or lease the property. The fee for the first and every subsequent renewal is five hundred (500) dollars. The city clerk may waive the fee entirely with acceptable evidence that (1) the property is being utilized for a community benefit, or (2) a building permit has been issued for improvements/repairs that exceed 50 percent of the property value and said improvements/repairs are actively being pursued to the satisfaction of the building official.

9.14.080 - Administration.

The city manager may issue rules and regulations for the administration of the provisions of this chapter.

9.14.090 - Violations and penalties.

- A. Violation of this chapter is a strict liability offense. A violation occurs regardless of a violator's intent or knowledge of the violation.
- B. Any owner who is not in full compliance with this chapter or of any rules or regulations authorized and issued hereunder shall be subject to penalty as provided for herein and elsewhere in city code.
- C. The remedies in this section are cumulative to, and not in place of, other rights and remedies available to the city pursuant to the municipal code. The city attorney or designee may pursue other rights or remedies, including, but not limited to, commencement of a civil or administrative action to abate the condition as a public nuisance.
- D. If the city takes administrative action to abate the condition of a property subject to the registration requirement, in addition to, or in lieu of the remedies in this chapter, the following administrative penalties shall apply:
 - 1. Upon being found to be violation of this chapter, each party subject to an abatement order shall pay an administrative penalty of up to one thousand (1,000) dollars.
 - 2. If a violation of this chapter addressed by abatement order has not been abated, cured, remedied or eliminated to the reasonable satisfaction of the city manager by the thirtieth day after the deadline imposed by the city manager, each party subject to said abatement order shall pay a supplemental administrative penalty of up to five thousand (5,000) dollars.
 - 3. If a violation of this chapter addressed by abatement order has not been abated, cured, remedied, or eliminated to the reasonable satisfaction of the city manager by the sixtieth day after the deadline imposed by the city manager, each party subject to said

abatement order shall pay a supplemental administrative penalty of up to twenty-five thousand (25,000) dollars.

4. In each instance when a party becomes subject to an administrative penalty specified in this section, the city manager or his/her designee shall issue an order providing written notice of that party's obligation to make payment of said administrative penalty. Each such order shall constitute a debt of the record owner and a special assessment against the subject property, having the same legal status as an order determining cost of abatement of a public nuisance.
5. If a party becomes subject to an administrative penalty when that party is the property's owner of record, or is otherwise responsible as provided under this chapter, that party is not relieved of its obligation to pay the penalty based upon the subsequent sale of the property in question to another.

9.14.100 - Appeal.

Any monetary penalty or other punitive action by the city authorized under this chapter may be appealed by the party against whom it is imposed to the city council, the decision of which shall be final. A request for such an appeal shall be in writing and must be submitted to the city within sixty (60) days after the city manager or his/her designee issues written notice of the imposition of the penalty or other punitive action. Pending the results of the appeal, the appellant shall deposit any monetary penalty with the city clerk, unless the appellant does not have the financial ability to do so.

SECTION II: FINDINGS

- A. Because there is not substantial evidence, in light of the whole record before the City that the ordinance would have a significant effect on the environment, the City Council adopts exemptions from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Sections 15301, 15306, and 15061(b)(3).
- B. The ordinance is in conformance with all applicable elements and policies of the City of Dunsmuir General Plan and Zoning Ordinance.

SECTION III: CONSTITUTIONALITY: If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase of this ordinance irrespective of the fact that any one or more of the sections, subsections, sentences, clauses or phrases be declared unconstitutional.

SECTION IV: This ordinance shall become effective thirty (30) days after its passage and shall, within fifteen (15) days after its adoption, be published in the Dunsmuir News, printed and published in Siskiyou County.

IT IS HEREBY CERTIFIED that the foregoing ordinance was duly introduced at a regular meeting of the City of Dunsmuir City Council held on the 6th day of February, 2020, and adopted by the City of Dunsmuir City Council at a regular meeting held on the 20th day of February, 2020, by the following vote:


AYES: Arth, Deutsch, Keisler, Lucchesi

NOES: None

ABSENT: Bryan

ABSTAIN: None

ATTEST:

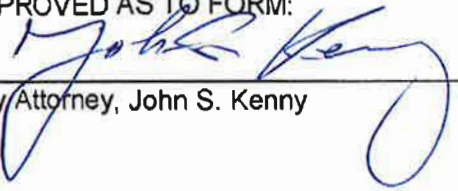


Deputy City Clerk, Julie Iskra



Mayor, Juliana Lucchesi

APPROVED AS TO FORM:



City Attorney, John S. Kenny