

**BOARDING AND SECURING STRUCTURES****I. PURPOSE:**

The following guideline establishes policies and procedures to define and set criteria for boarding and securing structures.

**II. PRESPOSIBILITY:**

Responsibility for revising this guideline rests with the City Manager's Office. Responsibility for enforcing the provisions set forth in this guideline rests with the Housing and Neighborhood Programs Department.

**III. POLICY:**

It shall be a violation for any owner, to permit, allow to remain, fail to take action, to fail to board and secure any dangerous, dilapidated, substandard or unsafe building or structure as directed by the City.

- A. If the owner, agent or person in control of premises subject to a notice served pursuant to municipal ordinance cannot be found within the stated time limit, or if the owner, agent, or person in control fails, neglects, or refuses to comply with the notice to secure the building or structure the Building Official, after having ascertained the cost, may cause such building or structure to be secured.
- B. Expenses incurred by the City under this section shall be charged to the owner of the premises involved and shall be collected in the manner as provided in Section 20-3, of the Little Rock, Arkansas, Revised Code, as applicable, or by any other method permitted by law.

All complaints will be received by the Housing and Neighborhood Programs Department, who will coordinate all activities for boarding and securing structures through the Neighborhood Alert Centers.

**IV. PROCEDURE:****A. Citizen Complaint:**

1. All citizen complaints will be received via the City of Little Rock 311 System or in the Housing and Neighborhood Programs Department.

2. All complaints will be logged and forwarded to the appropriate Code Enforcement Personnel.

**B. Enforcement Action:**

1. Once a complaint has been received, a Code Enforcement Officer will inspect the property and determine ownership.
2. The Code Enforcement Officer will serve notice to board and secure the structure within seven (7) days.
3. Upon expiration of the notice period, the Code Enforcement Officer will re-inspect the property.
4. If the structure is boarded and secured, the Code Enforcement Officer will take no further action except to revisit the property periodically.
5. If the situation has not been corrected, the Code Enforcement Officer will issue a citation to the owner, if he/she can be located, to appear in Municipal Court.

**C. Abatement by the City of Little Rock:**

1. If the Code Enforcement Officer determines that the property is owned by a non-local resident or if the owner cannot be located Code Enforcement will board and secure the structure.
2. A lien for the incurred costs will be placed against the property.

Approved:



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Bruce T. Moore  
City Manager