

The City of Woodland Hills  
Operations Policy and Procedure

<b>SUBJECT</b>	<b>POLICY NUMBER-ADOPTED</b>
Nuisance and City Code Procedure for Compliance	2023-02

**PURPOSE:** The purpose of the policy is to ensure a process is followed when nuisance and code violations are filed with the city or identified by city personnel.

# Codes and Ordinances Governing Your City

## Nuisance Code

### Main Code Violations

Roaming dogs, noxious weeds, failure to clear brush and ladder fuels, junked or unlicensed cars, trailers-RVs-Boats improperly parked in yards, and vehicles parked on the street seem to be the main culprits in the city.

1. Dogs must be kept on your property or on a leash.
2. Native grasses must be trimmed under 6 inches. Oak trees must be cleared within 30 feet of any structure unless irrigated, and then must be cleared within 10 feet.
3. Vehicles that have flat tires, in general disrepair, or unlicensed are not allowed unless garaged.
4. Trailers, RVs, Boats, ATVs, etc. are to be parked within property setbacks on a permanent parking surface.
5. Vehicles may not be parked on the street for more than 8 hours. No vehicle can be parked along city streets at any time which may interfere with snow removal.
6. All outbuildings need to comply with city code title 10-11-2A and 10-11-2B
7. All site improvements require a permit.

### What Do I Do If I Have Been Noticed That I Have a Nuisance Problem?

There are 4 ways to abate a nuisance:

1. Courtesy Letter: The city will first try to contact you or give you a courtesy letter informing you of the problem and giving you a reasonable amount of time to correct it.
2. Finding of Nuisance: If the problem is not corrected in the time given, then a Finding of Nuisance will be issued requiring the problem to be corrected within 2 weeks.
3. Voluntary Correction Agreement: If you need more time you can enter into a contract with the city in which you agree to abate the nuisance within an agreed upon time and according to specific conditions.
4. Administrative Citation: If voluntary correction does not work, the city may issue you an Administrative Citation. It comes with a \$50 per day fine and a completion date by which the nuisance must be abated. If a nuisance is corrected by the completion date, any fines accrued shall be cancelled.
5. Abatement by the City: The city may abate a nuisance when the terms of a Voluntary Correction Agreement or the requirements of an Administrative Citation have not been met. Whenever a nuisance is occurring which constitutes an immediate and emergent threat to the public health, safety, or welfare or to the environment, the city may summarily and without prior notice abate the condition. Abatement by the city can include the city removing the nuisance and billing the responsible person or owner on record the abatement costs.

### Can The City Work with Me?

The city wants to work with you to rectify the problem. Please understand that our biggest complaint from citizens (your neighbors) is nuisance issues. We will do what we can to work with you on a voluntary basis and within a reasonable timeline to help you correct a nuisance problem.

### What If My Neighbor Has a Nuisance?

We recommend that first you try to work with them to correct the problem. If that doesn't work, come into the city offices, and file a petition, and we will come and look to see if it violates city code. We will do what is possible to protect your name, but we cannot guarantee anonymity.

### So, What Are All the Rules?

A copy of the current city code can be found on the city website or viewed at the city offices.

# CITY OF WOODLAND HILLS

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## CODE COMPLIANCE RESIDENT COMPLAINT FORM

### COMPLAINANTS CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### OFFENDING PROPERTY

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

<b>Is Resident:</b>	Owner	Yes	No	Unknown
(circle option)	Renter	Yes	No	Unknown

### COMPLAINT INFORMATION (circle option(s))

Details of Complaint (Please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All complaints will be investigated and pursued based on the merit of complaint, injury, and effect on public welfare, safety, and city resources.

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## FINDING OF NUISANCE FORM

The Following Item(s) Has Been Found To Be A Nuisance:

City Code Violated:

Time Allowed To Correct Nuisance:

**2 weeks are allowed** from the date of this finding to abate the code violation(s) or to enter into a Voluntary Correction Agreement with the enforcement officer. After 2 weeks time, if the nuisance(s) is not abated, an Administrative Citation can be issued with a **\$50 per day fine.**

Enforcement Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Finding: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

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**VOLUNTARY CORRECTION AGREEMENT**

**Responsible Person**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
Telephone \_\_\_\_\_  
Cell \_\_\_\_\_  
Email \_\_\_\_\_

**Enforcement Officer**

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Cell \_\_\_\_\_  
Email \_\_\_\_\_

**Address or Location of Nuisance**

\_\_\_\_\_

**Nuisance to be Abated**

\_\_\_\_\_

**Terms Agreed Upon for Abatement of Nuisance**

\_\_\_\_\_

**Completion Date**

**Extension to Completion Date**

_____	_____
Responsible Person	Enforcement Officer
_____ (date)	_____ (date)

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**Administration Citation - Nuisance Abatement**

**Responsible Person**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

**Enforcement Officer**

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Citation Issue Date: \_\_\_\_\_

**Address or Location of Nuisance**

\_\_\_\_\_

**Nuisance to be**

\_\_\_\_\_

**Abated**

**Required Corrective**

\_\_\_\_\_

**Action**

**Required Completion Date**

\_\_\_\_\_

**Fine Charged**

\_\_\_ \$50 per day  
\_\_\_ other