

How to Process a **NUISANCE COMPLAINT**

The following describes how all Nuisance complaints will be handled to ensure continuity and consistency in how matters are addressed:

1. A written, signed complaint describing the nuisance, address and any pertinent information about the property is sent to the Lake County Board of Commissioners, Att: Administrative Assistant, 513 Center Street, Lakeview, OR 97630
2. Upon receipt of a written complaint, the property owner will be advised, via certified mail, that a complaint is being investigated.
3. A Lake County official verifies that the complaint is valid by taking pictures of the site, creating a file and time stamping the printed pictures.
4. When a complaint is determined to be valid (as determined in the existing Nuisance Ordinance), the complaint and pictures are brought before the Board during a Regular Session Board Meeting (held the 1st and 3rd Wednesday of each month)
5. When approved, a certified letter from the Board Chair is sent to the Property Owner (not necessarily the Resident), notifying the owner that there has been a complaint submit and verified, and for a plan to be brought to the Board of Commissioners as to how the issue will be resolved. (Typically the owner is given a 10 – 15 day period to respond.)
6. If the individual responds, and makes an honest effort to correct the nuisance, the Board will work with that person until resolved.
7. If the individual does not respond, or fails to correct the issue, it is readdressed during the next Regular Session Board Meeting and when approved, a notice of Abatement is sent to the property owner, as defined in the existing Ordinance. This allows the individual to correct the issue within a certain timeline. If the issue is carried further, the County will take the necessary action to correct the nuisance and place a lien on the property until reimbursed.