

# **AGENDA**

## **PROPERTY OWNERS APPEAL BOARD**

**MONDAY, JULY 13, 2020 ~ 11:00 A.M.  
FORT SMITH CONVENTION CENTER  
55 SOUTH 7<sup>TH</sup> STREET  
EXHIBIT HALL A3**

### **CALL TO ORDER**

### **ROLL CALL**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Karen Lewis (Chair) | <input type="checkbox"/> Megan Raynor           | <input type="checkbox"/> Joel Culberson |
| <input type="checkbox"/> Dennis Shaeffer     | <input type="checkbox"/> Bobbie Woodard-Andrews |   |

### **STATEMENT OF QUALIFICATIONS AND INTRODUCTION OF CITY STAFF**

### **APPROVE MINUTES OF THE NOVEMBER 4, 2019 MEETING**

### **ITEMS OF BUSINESS**

1. Select chairperson for July 2020 – July 2021
2. Schedule appeal hearings for two (2) evenings in September
3. Review delinquent liens/properties included in 2020 appeal process
4. Inspections report from Neighborhood Services regarding cleanup (yards) and property maintenance code (structures)

### **OTHER BUSINESS**

### **ADJOURN**

## MEMORANDUM

To: Property Owners Appeal Board

From: Sherri Gard, City Clerk

Date: July 9, 2020

Re: Selection of Chairperson

As you know, a chairperson must be selected each July and serves a one (1) year term, which begins from the date of appointment.

Karen Lewis was appointed as chairperson on July 8, 2019, and the term expires July 14, 2020.

Below is a historical list of those serving as chair of the Property Owners Appeal Board:

July 2019 - July 2020	Karen Lewis	July 2007 - July 2008	Karen Lewis
July 2018 - July 2019	Karen Lewis	July 2006 - July 2007	Karen Lewis
July 2017 - July 2018	Karen Lewis	July 2005 - July 2006	Randy Hall
July 2016 - July 2017	Karen Lewis	July 2004 - July 2005	Dolores Chitwood
July 2015 - July 2016	Karen Lewis	July 2003 - July 2004	Dolores Chitwood
July 2014 - July 2015	Karen Lewis	July 2002 - July 2003	Dolores Chitwood
July 2013 - July 2014	Karen Lewis	July 2001 - July 2002	Dolores Chitwood
July 2012 - July 2015	Karen Lewis	July 2000 - July 2001	Dolores Chitwood
July 2011 - July 2012	Karen Lewis	July 1999 - July 2000	Chuck Bettis
July 2010 - July 2011	Karen Lewis	July 1998 - July 1999	Ken Pevehouse
July 2009 - July 2010	Karen Lewis	July 1997 - July 1998	Ken Pevehouse
July 2008 - July 2009	Karen Lewis		

**MEMORANDUM**

To: Property Owners Appeal Board

From: Sherri Gard, City Clerk

Date: July 9, 2020

Re: 2020 Appeal Hearings

Per the Fort Smith Municipal Code, the Property Owners Appeal Board “...*shall meet to hear appeals twice annually during the month of September.*”

Past appeal hearings have historically been held in the Bartlett Community Room at the Fort Smith Police Department. Due to the COVID-19 pandemic, the aforementioned location is currently closed to the public; therefore, and to ensure adequate space is available to adhere to social distancing recommendations, the 2020 appeal hearings will be held at the Fort Smith Convention Center.

For your review and consideration, the attached calendar identifies all available dates for the Fort Smith Convention Center in September 2020.

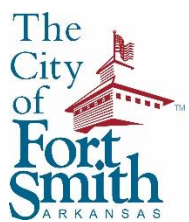
# FORT SMITH CONVENTION CENTER

~ September 2020 ~						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> City of Fort Smith Board of Directors Regular Meeting	<b>2</b> NOT AVAILABLE	<b>3</b> NOT AVAILABLE	<b>4</b> NOT AVAILABLE	
<b>6</b>	<b>7</b> CITY OFFICES CLOSED "LABOR DAY"	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> City of Fort Smith Board of Directors Regular Meeting	<b>16</b> NOT AVAILABLE	<b>17</b> NOT AVAILABLE	<b>18</b> NOT AVAILABLE	<b>19</b>
<b>20</b>	<b>21</b> NOT AVAILABLE	<b>22</b> NOT AVAILABLE	<b>23</b>	<b>24</b> NOT AVAILABLE	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> NOT AVAILABLE	<b>29</b> NOT AVAILABLE	<b>30</b> NOT AVAILABLE			

**MEMORANDUM**

To: Property Owners Appeal Board  
From: Sherri Gard, City Clerk  
Date: July 9, 2020  
Re: Delinquent Liens / Properties for 2020 Appeal Process

The list of delinquent liens to be included in the 2020 appeal process will be distributed at the annual planning meeting on Monday, July 13, 2020.



# MEMORANDUM

## Neighborhood Services Division June 2020 Report

To: Carl Geffken, City Administrator  
 From: Jimmie Deer, Director of Building Services  
 Date: July 1, 2020  
 Subject: Neighborhood Services Division

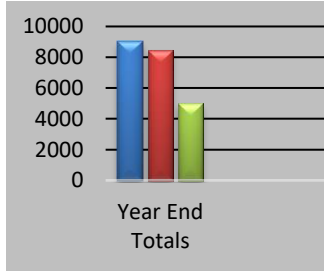
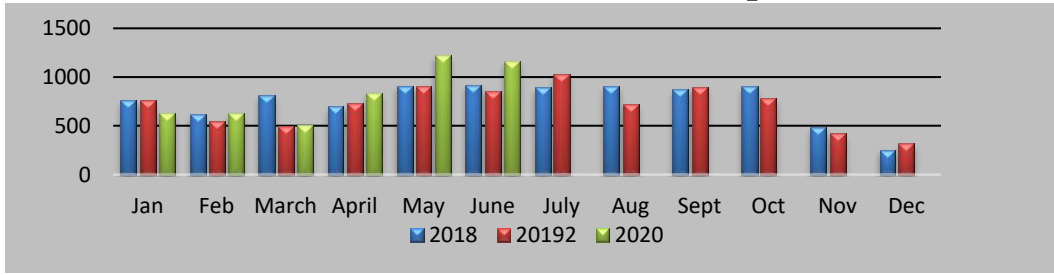
The charts below represent the progress of Neighborhood Services Division for the previous year 2019 and year to date for comparison purposes.

### Environmental Code Violations

	2019			2020		
	Inspections	Warnings	Assigned to Contractor	Inspections	Warnings	Assigned to Contractor
<b>January</b>	761	732	3	<b>629</b>	<b>610</b>	<b>6</b>
<b>February</b>	544	529	16	<b>626</b>	<b>617</b>	<b>10</b>
<b>March</b>	492	462	19	<b>510</b>	<b>481</b>	<b>5</b>
<b>April</b>	727	679	24	<b>836</b>	<b>810</b>	<b>41</b>
<b>May</b>	904	847	81	<b>1224</b>	<b>1190</b>	<b>89</b>
<b>June</b>	856	806	79	<b>1163</b>	<b>1115</b>	<b>112</b>
<b>July</b>	1032	956	99			
<b>August</b>	717	668	74			
<b>September</b>	897	844	114			
<b>October</b>	779	745	72			
<b>November</b>	424	414	26			
<b>December</b>	317	313	8			
<b>Year End Total</b>	<b>8450</b>	<b>7995</b>	<b>615</b>	<b>4988</b>	<b>4823</b>	<b>263</b>

The chart above is representative of the following violations: inoperable vehicles, graffiti, overgrowth, trash/debris, blind corners, indoor furniture, appliances, and dead limbs.

### Environmental Comparison Charts



### Parking Ordinances

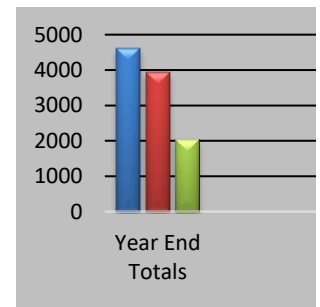
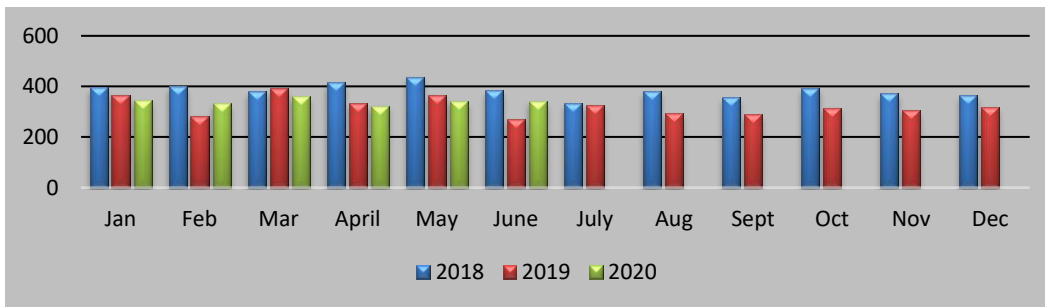
Year	Commercial Vehicles		Recreation and Utility Vehicles		General Parking	
	2019	2020	2019	2020	2019	2020
<b>June</b>	1	<b>4</b>	7	<b>16</b>	6	<b>21</b>
<b>Year To Date</b>	13	<b>18</b>	54	<b>76</b>	97	<b>57</b>

## Property Maintenance Code Enforcement

	2019				2020			
	New Cases	Active Cases	Inspections	Court	New Cases	Active Cases	Inspections	Court
<b>January</b>	13	343	367	18	<b>8</b>	<b>364</b>	<b>344</b>	<b>6</b>
<b>February</b>	18	350	283	6	<b>28</b>	<b>320</b>	<b>334</b>	<b>7</b>
<b>March</b>	29	358	391	12	<b>9</b>	<b>316</b>	<b>359</b>	<b>8</b>
<b>April</b>	18	341	332	10	<b>4</b>	<b>309</b>	<b>323</b>	<b>0</b>
<b>May</b>	23	347	365	8	<b>13</b>	<b>307</b>	<b>343</b>	<b>0</b>
<b>June</b>	23	352	269	8	<b>10</b>	<b>302</b>	<b>343</b>	<b>13</b>
<b>July</b>	25	362	325	11				
<b>August</b>	12	354	293	10				
<b>September</b>	13	351	290	11				
<b>October</b>	25	358	315	5				
<b>November</b>	12	362	305	13				
<b>December</b>	13	360	317	4				
<b>Year To Date</b>	199	362	3522	116	<b>72</b>	<b>302</b>	<b>2046</b>	<b>34</b>

The chart above is representative of the following violations but not limited to: Exterior: Roof damage, siding, windows, painting, accessory structures, fences, doors, porches, and unsecured structures. Interior: Mold, sanitary conditions, plumbing, electrical, mechanical and infestation of insects and rodents.

### Property Maintenance Comparison Charts



### Environmental Court

Month	2019			2020		
	Court Cases	Court Fines	Compliance	Court Cases	Court Fines	Compliance
<b>January</b>	18	500.00	4	<b>15</b>	<b>730.00</b>	<b>3</b>
<b>February</b>	6	.00	1	<b>15</b>	<b>400.00</b>	<b>0</b>
<b>March</b>	12	2075.00	2	<b>17</b>	<b>1060.00</b>	<b>3</b>
<b>April</b>	10	90.00	3	<b>0</b>	<b>0</b>	<b>0</b>
<b>May</b>	8	1020.00	2	<b>3</b>	<b>0</b>	<b>0</b>
<b>June</b>	8	265.00	0	<b>23</b>	<b>400.00</b>	<b>4</b>
<b>July</b>						
<b>August</b>						
<b>September</b>						
<b>October</b>						
<b>November</b>						
<b>December</b>						
<b>Year Total</b>	62	3950.00	12	<b>70</b>	<b>2590.00</b>	<b>10</b>

**Note: District Court has resumed normal operations at this time.**