

October 3rd, 2019 SJNA Board Meeting Minutes

Present: Mark Harris, Mary Humphreys, Bob Darling, Cynthia Prokop
Guest Cory Sanders, CPA and various neighbors

Meeting was preceded by a discussion of ways to utilize the monies in our account for the best return at a low risk (Endowment Funds). Informational gathering purposes only.

Meeting called to order @6:18pm

Last month meeting minutes read and approved.

Treasurer's Report (included)

(Attachments) Outstanding Accounts Receivable (Delinquent)
Treasurers Report to be posted after approval to website.
Good Standing to be posted to Facebook.
Motion made to approve treasurers report. Motion approved.

ACC Committee Report

Chris absent. No report.

Safety Committee Report

Chris absent. No report.

Activities Committee Report

Ice Cream Social date set, October 20th from 3pm-5pm.
DJ, Games, Costume Parade and more at Butterfly Drive.
No motions needed.

Beautification Committee Report

3 Estimates presented on fence repair along Tyler Street.
Motion to table further discussion on fence repair until next meeting.
Motion approved.
Waiting to resolve dead plant issues on Amelia Dr. until heat has ended.

Motion for Mary to speak with Seth to replace bush and report back to the Board, if needed, additional funds will be made available to replace bushes.
Motion approved.

Communication Committee Report

Signs are here, and will be placed at appropriate locations.

Special Orders

Review of Relevant RONR paragraphs-Bylaw requirement-President

Group should act together

Time of debate-A member can exhaust the right to answer

Assembly can make and limit time

No more than 10 minutes spent on an issue

If more time and preparation needed, discussion can be tabled

If more time needed, motion can be made to extend discussion

Open debate about the rule ensued, neighbors present joined conversation.

Motion to table discussion was made. Motion was approved.

Unfinished Business

Review of Policy #2 for revision

Member may speak twice, as long as everyone else has had a chance to speak. Debate shall not exceed 10 minutes, with an exception for the board to approve additional time.

Motion to add revisions made to policy #2. Motion approved.

Update Policy #3?

Everything is currently working. No changes needed at this time.

Insurance Policy Certificate

PDF Copy to file

No Solicitation Signage (ACC Chair)

Not present

Invitation for Cory Sanders Presentation

Spoke with members prior to this evenings meeting.

SJNA Rules for Owners-Non-Compliance

Complaint Made (ACC to intervene and advise for resolution)

Days given to address issue

Turned over to City of Conway for enforcement (Code Enforcement Guidelines)

7 days given to fix issue

Violation Issued-given 30 days to address issue

City will take action to resolve issue-will place lien after for services cost

Motion made to follow Architectural Committee complaint process for compliance and code enforcement issues, if unresolved, turn over to the City of Conway for code enforcement violation. Motion approved.

Additional Info on Code Enforcement Guidelines and Common Violations added to end of this document. Added Section 5.09 NUISANCE ABATEMENT and Section 4.24 DOOR-TO-DOOR SOLICITORS AND PEDDLERS

Motion to close the meeting. Motion approved.

SJNA Board Policies

1. Conflicts of Interests (COI) Policy [approved 9/5/19]

It is the policy of the SJNA Board that contracts will not be made, and services will not be rendered from individuals or companies that have business or familial ties to board members without prior authorization from the board. The board shall not give authorization unless at least 2 other quotes are obtained for equivalent work which is more expensive than the exception being requested.

2. Debate [tabled 9/5/19] (revised 10/3/19)

During debate of a motion, time for debate is limited to 10 minutes. The person making the motion shall be the first to argue for the motion and debate shall alternate between those for and those against. A member may argue additionally once all other members have had the chance to speak. If a motion requires additional discussion beyond 10 minutes, a motion can be made for approval to extend the time allotted for the motion debate. If motion debate exceeds reasonable time spent during the meeting, a motion to table the debate for the next meeting can be made.

3. Financial Payments [approved 9/5/19]

Payments to vendors or services providers shall be made on an invoice date plus 30 days unless other arrangements are made with the SJNA Treasurer.

4. Video & Audio Recording [approved 9/5/19]

Video and audio recording may not be performed of board meetings or of individual board members without the expressed permission of the board or the individual board members. Recording, if approved, may only be performed by the secretary for generation of meeting minutes.

5. Code of Conduct [approved 9/5/19]

Board members will conduct themselves with honesty, equity, integrity, respect, and transparency in all of their actions with the board and with members of the SJNA.

6. Confidentiality [approved 9/5/19]

Discussions at board meetings, board meeting minutes and discussions between board members are considered confidential and shall not be disclosed outside of the board by board members without the specific approval of the board.

SJNA Board Meeting minutes should only detail the decisions reached at board meetings. Details of discussions by members in reaching the decisions are not to be included. (see RONR p. 468, 11.16-18).

7. Acceptance of gifts [approved 9/5/19]

Board members shall not accept cash gifts or non-cash gifts with a monetary value greater than \$5.00 that is received based on their position on the board.

ST John's Neighborhood Association Board
Meeting Agenda

October 3, 2019

6:00 pm

- I. Call to order
- II. Reading and approval of last month's minutes
- III. Treasurer's / Financial Committee's Report
- IV. Committee Reports
 - a) Architectural Control Committee
 - b) Safety Committee – Speed sign status follow-up from last meeting
 - c) Activities Committee – October Neighborhood Gathering Status \$1000 approved.
 - d) Beautification Committee – Replacement plants for beds?
 - e) Communication Committee – Sign procurement with FB Group / Website \$200 approved.
- V. Special Orders
 - a) Review of relevant RONR paragraphs –Bylaw Requirement- President
- VI. Unfinished Business
 - a) Review Policy #2 for revision / approval – President
 - b) Update Policy #3? Secretary / Treasurer
 - c) Insurance Policy Certificate – Treasurer
 - d) No Solicitation Signage – ACC Chairman
 - e) Invitation date for Cory Sanders Presentation – Vice President
 - f) SJNA rules for owners. – President – Could include in SJNA (Maintenance) Rules incorporated by reference to bylaws or just refer to the City under Ordinance 5.09.17A which covers “uncut weeds and grasses.” Would probably send a letter to owner from the board and then refer to the city for non-compliance”
- VII. New Business (need a motion on each to proceed with decision process)
- VIII. Adjournment

St. John's Neighborhood Association
Treasurer Report
9/30/2019

Beginning Balance \$ 69,720.96

Deposits

Deposit 9/2 550.00
Interest 5.58
Deposit 9/20 565.00

\$ 1,120.58

\$ 70,841.54

Payments

Utilities - Rounbabouts 26.13
Utilities - Rounbabouts 26.35
Utilities - Tyler 48.82
Landscaping 254.58 (1st payment)
Insurance Premium 1,057.00
Mary Humphreys - Flower Beds 2,800.00
Mary Humphreys - Website Expense 154.00
Mary Humphreys - Lighting 44.51
\$ 4,411.39

Ending Balance \$ 66,430.15



From the Website

<https://conwayarkansas.gov/enforcement/common-violations/>

Code Enforcement: Common Violations

Grass

3.2.4 Grass or Weeds

Grass or weeds shall not exceed eight (8) inches in height in all zoning districts. This restriction will not apply to:

4.2.1 Uncut weeds, grass and other unsightly and unsanitary articles

All property owners and occupants within the municipal boundaries of the City of Conway are required to cut weeds and grass, remove garbage, rubbish and other unsightly and unsanitary articles and things from their property, and to eliminate, fill up, or remove stagnant pools of water or any other unsanitary thing, place or condition which might become a breeding place for mosquitoes, flies and germs harmful to the health of the community.

Rubbish/Trash

3.5.1 Accumulation of rubbish or garbage

All exterior property and premises of every structure shall be free from any accumulation of rubbish or garbage.

3.5.2 Disposal of rubbish

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

4.2.1 Uncut weeds, grass and other unsightly and unsanitary articles

All property owners and occupants within the municipal boundaries of the City of Conway are required to cut weeds and grass, remove garbage, rubbish and other unsightly and unsanitary articles and things from their property, and to eliminate, fill up, or remove stagnant pools of water or any other unsanitary thing, place or condition which might become a breeding place for mosquitoes, flies and germs harmful to the health of the community.

2.2.1 Definitions

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

Appliance/Furniture

3.5.3 Appliance/Furniture and similar equipment not in operation shall not be discarded, abandoned or stored on premises outside of any enclosed building such as storage shed or accessory building.

Vehicle/Trailer

3.2.8 Motor vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no motor vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of motor vehicles is prohibited unless conducted inside an approved spray booth.

3.2.8.1 Storage of inoperable or abandoned vehicles

No person shall park, store, leave or permit the parking, storing or leaving of any motor vehicle, and/or trailer of any kind, which is wrecked or inoperable, whether attended or not, upon any private property within the city, except as allowed by the following exceptions:

- (1) Any subject item parked or stored within a building or enclosed garage on private property.
- (2) Any subject item held in connection with a business enterprise lawfully licensed by the city for servicing and repair of subject items and properly zoned operated in an appropriate business zone pursuant to the zoning ordinances of the city.
- (3) Subject vehicle within a carport that is being actively repaired on at least a weekly basis. Subject vehicles and its parts when not being repaired shall be neatly and completely covered with an opaque cover.
- (4) Inoperable vehicles deemed inoperable only due to not having current vehicle license plate or vehicle registration tag, may be stored in a covered carport.
- (5) Inoperable vehicles may be stored on private property when provided with a fitted and maintained cover designed for such vehicle.

3.2.8.2 Authorized removal of inoperable motor vehicles

Code Enforcement Officers shall have the authority to remove inoperable motor vehicles on private property thirty (30) days after written notice has been affixed to the subject item. Such

notice shall state that the subject item is a nuisance and order whoever has an interest in the subject item to remove the item from the property. If such nuisance is found upon private property, in addition to the foregoing notice, a copy of such shall be placed on the residence or business. The presence of such subject items on private property is hereby declared a public nuisance which may be abated in accordance with the provisions of this Code. Any inoperable vehicle sitting on city streets can and will be removed immediately at owners expense.

3.2.8.3 Exception

A motor vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

2.2.1 Definitions

MOTOR VEHICLE

A machine of conveyance which is self-propelled and designed to travel along the ground, and includes but is not limited to automobiles, buses, electric scooters, mopeds bicycles, motorcycles, trucks, tractors, go-carts, golf carts, motor homes.

ABANDONED MOTOR VEHICLE

Any motor vehicle, regardless of whether wrecked or inoperable, which is left on public or private property, for a period of more than 72 hours, without approval from the property owner to place the vehicle upon such property.

INOPERABLE MOTOR VEHICLE

A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, uninsured, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power. Such vehicle is also considered an abandoned vehicle if left on public or private property without authorization from the property owner for a period in excess of 72 hours.

WRECKED MOTOR VEHICLE

Any motor vehicle which does not have lawfully affixed thereto an unexpired license plate and the condition of which is wrecked, dismantled, partially dismantled, incapable of operation by its own power on a public street, or from which the wheels, engine, transmission or any substantial part thereof has been removed.

CARPORT

A roofed structure providing space for the parking of motor vehicles and enclosed on not more than two sides.

TRAILER

Any freewheeling object designed or intended to be pulled or towed behind a motor vehicle, regardless of whether wrecked or inoperable, and regardless of whether currently inspected and/or registered, including without limitation the following: Boat trailers, camper trailers, cargo

trailers, special trailers for items such as golf carts or motorcycles, utility trailers, and farm implements.

Trash Can

3.5.4 Disposal of garbage

Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or an approved leak-proof garbage container.

3.5.4.1

No trash or garbage container shall be stored in a front or side yard abutting a street so as to be closer to the street than the building on the lot except on trash days. Garbage and trash containers must be placed within 5 feet of curb no earlier than 5:00 p.m. the day before and removed before 7:00 p.m. the day garbage is picked up.

2.2.1 Definitions

GARBAGE

The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Sediment on Roadway

3.2.3 Sediments and mud

All public roadways shall be kept clean of sediment and soil erosion from soil disturbing activities.

3.2.3.1 Abatement

Any person engaging in soil disturbing activities within the Conway city limits shall be required to implement measures to minimize the tracking of sediments and mud onto adjacent streets and roadways by vehicles leaving the site.

3.2.3.2 Exclusions

The following activities are specifically excluded from the requirements of this ordinance: emergency street, storm drainage or utility repairs. The following properties are specifically excluded from the requirements of this ordinance: approved retention areas and reservoirs.

3.2.3.3 Clean-up

If a soil disturbing activity creates a violation, the violator shall clean up the material daily or as frequently as needed to avoid a hazard or nuisance. If an activity is found in violation of the provisions of this ordinance, the city of Conway's appointed representative shall issue a "cease and desist" order for all activities on the site until the appropriate clean-up measures are implemented and provisions are made to prevent additional pollution. The city's approval of

construction, building permit approvals, payments, release of payments or bonds and final approvals shall also be withheld or revoked until a violation is corrected and appropriate sediment control measures are in place.

3.2.3.4 Fine

Any violation of this ordinance shall be considered an offense punishable by a fine of not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) and each day of violation may be considered a separate offense.

2.2.1 Definitions

PUBLIC WAY

Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

Dilapidated Structure

3.4.1 General

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

4.2.2 Nuisance Structures

Any building or other structure which is in such a dilapidated condition that it is unsafe or unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health or safety of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located shall constitute a nuisance.

(A) Unsafe structures

An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe conditions due to lack of abandonment of lack of maintenance, or unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

(B) Unfit structure for human occupancy

A structure is unfit for human occupancy whenever the Code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this Code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

(C) Unlawful structure

An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this Code, or was erected, altered or occupied contrary to law.

4.3.3. Vacating of Unfit or Unsafe Structures and Utility Services

Any dwelling or dwelling unit declared as unfit for human habitation or unsafe by the Conway Code Enforcement Department as so designated and placarded by a Code Enforcement Officer, shall be vacated within seven (7) days after notice of such action has been given by the Building official to both the owner and occupant of the building. On the eighth (8th) day after said notice the Code Enforcement Department shall notify all utility services that no such services shall be provided to the dwelling or dwelling unit. After utility services are cutoff no further services shall be made available until a rehabilitation permit is obtained or until the Director of Code Enforcement notifies utilities that service may be provided to the dwelling or dwelling unit.

2.2.1 Definitions

PREMISES

A lot, plot or parcel of land, easement or public way, including any structures thereon.

RESIDENCE

A structure serving as a dwelling or home. For the purposes of this Code, the term residence includes dwelling units and rooming houses.

HABITABLE SPACE

Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

ROOMING UNIT

Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

HOUSEKEEPING UNIT

A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

ROOMING HOUSE

A building arranged or occupied for lodging, with or without meals, for compensation. Bed-and-breakfasts, boarding houses, half-way houses, and hotels, as those terms are defined under the Conway Zoning Ordinance, are included within the definition of a Rooming House.

STRUCTURE

That which is built or constructed or a portion thereof.

TENANT

A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

Sign

4.1.1 Intent

It is the intent of this Code to prevent and abate nuisances within the municipal boundaries of the City of Conway. For the purposes of this Code, the word "nuisance" is defined as any act, omission, or property condition that is detrimental to the health, safety and welfare of the public in that it:

(A) Injures or endangers the comfort, repose, health or safety of others;

(B) Is offensive to the senses;

(C) Unlawfully interferes with, obstructs or tends to obstruct, or renders dangerous for passage any public or private street, highway, sidewalk, stream, ditch or drainage;

(D) In any way renders other persons insecure in life or the use of property; or

(E) Essentially interferes with the comfortable enjoyment of life and property, or tends to depreciate the value of the property of others.

4.1.2 Prohibited

It shall be unlawful for any person or entity to cause, permit, maintain or allow the creation or maintenance of a nuisance.

Graffiti

3.2.9 Defacement of property

No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

2.2.1 Definitions

GRAFFITI

Any inscription, word, figure, or design that is marked, etched, scratched, drawn, painted, pasted or otherwise affixed to or on any structural component of any building, structure, or other permanent facility regardless of the nature of the material of that structural component, or the nature of the inscription, to the extent that the same was not authorized in advance by the owner, or otherwise deemed to be a public nuisance.

Chapter 5.09 - NUISANCE ABATEMENT

5.09.01 - Introduction.

- A. *General:* These regulations shall be known as the Conway Nuisance Abatement Code. These regulations are intended to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises within the City of Conway, Arkansas.
- B. *Applicability:* The provisions of this Code shall apply to all residential and nonresidential structures and all premises within the City of Conway, Arkansas and constitute minimum requirements and standards for premises, structures, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties. Structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein. Repairs, alterations, additions to and change of occupancy in existing buildings shall comply with the Arkansas State Fire Prevention Code. Where different standards or requirements are imposed by this Code and other competent authority or by different sections of this Code, the most restrictive standard or requirement shall govern.
- C. *Maintenance:* Equipment, systems, devices and safeguards required by this Code or a previous regulation or code under which the structure or premises was constructed, altered or required shall be maintained in good working order. No occupant shall cause any required service, facility equipment or utility to be removed from or shut off from or discontinued for any occupied dwelling, except for temporary interruptions necessitated by repairs or alterations. The requirements of this Code are not intended to prove the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner shall be responsible for the maintenance of buildings, structures and premises.

(Ord. No. O-09-55)

5.09.02 - Code enforcement officers.

- A. *General:* This Code shall be enforced by all Code Enforcement Officers of the City of Conway. For the purposes of this Code, a Code Enforcement Officer shall be defined as any city employee who has been duly sworn and authorized to uphold the ordinances of the City and laws of the State of Arkansas related to property uses, maintenance, nuisances, inspections, issuances of building permits, certifications and licensing etc., within the municipal boundaries of the City. This Code may also be enforced by any and all duly sworn law enforcement officers of the Conway Police Department.
- B. *Identification:* All Code Enforcement Officers shall carry proper identification and present the same upon request when performing duties under this Code.
- C. *Modifications:* Whenever there are practical difficulties involved in carrying out the provisions of this Code, the Senior Code Enforcement Officer shall have the authority to grant modifications for individual cases, provided the Senior Code Enforcement Officer shall first make written findings that a special condition or circumstance exists such that the strict letter of this Code is impractical and the modification is in compliance with the intent and purpose of this Code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.
- D. *Enforcement Procedures:* Whenever, in the judgment of the Code Enforcement Officer charged with enforcement of this code, it is determined upon investigation that a public nuisance is being maintained or exists within the City, such officer shall issue a written notice in accordance with Section 4.3.1, to the person committing or maintaining such nuisance, requiring such person to remedy and abate the nuisance.

- E. Nothing in this Code shall be construed as requiring the City to enforce the regulations in this Code against:
1. Alleged violations determined to be frivolous complaints;
 2. Alleged violations lacking in substantive evidence to constitute a nuisance;
 3. Alleged violations where the evidentiary value of the alleged violation is not enough to support a conviction in court; or
 4. Violations which may occur and are not recognized by the city due to the lack of availability of the resources.

(Ord. No. O-09-55)

5.09.03 - Inspections.

- A. *Right of Entry:* Code Enforcement Officers are authorized to enter structures or premises at reasonable times to inspect subject to constitutional restrictions on unreasonable searches and seizures. If entry is refused or not obtained, the officers may pursue such search authorizations as are provided by law.
- B. *Inspections:* Code Enforcement Officers shall make all of the inspections required by this Code. All reports of such inspections shall be in writing by the responsible officer. Code Enforcement Officers are authorized to rely upon a responsible expert opinion as the officer deems necessary to report upon unusual technical issues that arise.

(Ord. No. O-09-55)

5.09.04 - Violations.

- A. *Violations declared to be strict liability misdemeanors:* It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this Code. Any person who is convicted of a violation of this Code shall be guilty of a misdemeanor, and the violation shall be deemed a strict liability offense.
- B. *Fines:* Except as otherwise provided, any person, firm or corporation violating any of the several provisions of this Code shall, upon conviction, be punished by a fine of twenty-five dollars (\$25.00). If the violation is continuous in nature, each day such violation shall be permitted to continue shall be considered a separate offense and shall be punishable as such.
1. The penalty for subsequent offenses shall be:
 - a. Fifty dollars (\$50.00) for the second offense that occurs within twelve (12) months of the prior offense.
 - b. One hundred dollars (\$100.00) for the third offense that occurs within twelve (12) months of prior offenses.
 - c. Two hundred dollars (\$200.00) for the fourth and all subsequent offenses that occur within twelve (12) months of prior offenses.
- C. *Citations:* Code Enforcement Officers are hereby authorized to issue citations to any person, firm or corporation in conflict with or in violation of any of the provisions of this Code. Issuances of citations must comply with the Arkansas Rules of Criminal Procedures. Conway District Court shall have exclusive jurisdiction over citations issued pursuant to this Code.
- D. *Appeals:* Any person after being found guilty of a violation or after entering a plea of guilty or nolo contendere to a violation shall have those appellant rights granted under the Laws of the State of Arkansas, US Constitution and Arkansas Rules of Criminal Procedure. Appeals of convictions of a violation will be with Faulkner County Circuit Court.

(Ord. No. O-09-55; Ord. No. O-10-25, Sec. 1)

5.09.05 - Revocation of certificates, licenses and permits.

- A. *General:* The purpose of this section is to provide a procedure for the revocation of various certificates, licenses and permits issued by the City of Conway to prevent the use of structures described in subsection 1.5.2. The certificates, licenses and permits subject to revocation under this Code are those relating to the particular or general use of property; including, without limitation and for the purpose of illustration only: certificates of occupancy, zoning variances, certification of appropriateness, business licenses, sign permits, building permits, electrical and plumbing inspection approvals, conditional use permits, special use permits, and the like.
- B. *Administrative Revocation:* Code Enforcement Officers shall have the authority to initiate administrative revocation of any such certificate, license or permit, if he or she has a reasonable belief that the use of the property or structure:
1. Poses a danger to the health and welfare of the public;
 2. Threatens property or safety of any citizen;
 3. Violates the terms and or scope of the certificate, license, or permit; or
 4. Lacks compliance with applicable State licensing laws and requirements.

The non-emergency administrative revocation of a certificate, license, or permit shall follow the procedures of notice and determination provided in Section 5.09.06 below.

- C. *Temporary Emergency Orders:* The Senior Code Enforcement Officer shall have the authority to issue a temporary emergency order in conjunction with notice of an administrative revocation as described in subsection 1.5.2. The Temporary Emergency Order shall have the effect of prohibiting all activity that may be harmful to the public or any person and suspending any certificate, license, or permit authorizing the same. The Senior Code Enforcement Officer may issue a temporary emergency order when he or she has a reasonable belief that the use of the property or structure:
1. Poses an imminent danger to the health, safety or welfare of the public; or
 2. Threatens the life or poses an imminent danger of serious injury to any citizen.
 - a. *Service of Temporary Emergency Orders:* Service of Temporary Emergency Orders may be made by any Code Enforcement Officer upon the owner, manager, employee, or occupant of a structure that is subject to the provisions of subsection 1.5.3. If no one is located at the structure, the Temporary Emergency Order shall be affixed to the structure and written notice shall proceed according to subsection 1.6.2. All notices for this subsection shall clearly state "Temporary Emergency Order" and conform to the requirements of subsection 1.6.1.
- D. The City Council for the City of Conway may revoke a special use, conditional use, or any other authorization to use property or conduct business that violates the terms of the use or threatens the property or safety of any citizen, or is detrimental to the health, safety or welfare of the public. Such a revocation may be performed at any regular or special meeting of City Council. The revocation shall be based upon the report of a Code Enforcement Officer, complaint of a citizen, or sua sponte action by City Council.

(Ord. No. O-09-55)

5.09.06 - Administrative procedure.

- A. *Notice of Violation:* A "Notice of Violation" shall be written on standardized or letter form approved by the Senior Code Enforcement Officer that shall include the following information:
1. The name of the owner, if known;

2. An address or description of the real estate sufficient for identification;
 3. A description of the violation or violations;
 4. A statement that citations may be issued and fines assessed in addition to any administrative remedy imposed by the City.
 5. Include a statement that the City has a right to cause repairs or demolition to be made and that the costs may be assessed against the owner and the property of the owner; and
 6. The information required by A.C.A. § 14-54-903, if applicable.
- B. *Method of service:* Administrative notices (such as a Notice of Violation) shall be issued by any person authorized under A.C.A. § 14-54-903 by:
1. Posting on the subject property;
 2. Regular mail; and
 3. Certified mail, return receipt requested.
 - a. Notice by mail shall be sent to the owner's address of record with the applicable county treasurer or collector. When sent to the proper address with proper postage, notice by mail shall be deemed properly served without regard as to whether the owner or occupant accepted the mail or the mail was otherwise returned.
- C. *Transfer of ownership:* After receiving a notice of violation, it shall be unlawful for the owner of any property or structure to sell, transfer, mortgage, and lease or otherwise alienate or dispose of the same until:
1. The property or structure has been caused to conform with this code; or
 2. The owner shall provide the other party a true copy of any notice of violation issued by a Code Enforcement Officer and shall furnish to the Senior Code Enforcement Officer a signed and notarized statement from the other party accepting responsibility for the property or structure.
- D. *Exceptions:* The Notice of Violation requirements of this section shall not apply to the issuances of citations. Issuance of citations must comply with the procedures described in subsection 4.3.

(Ord. No. O-09-55)

5.09.07 - Condemnation.

- A. *Keeping condemned structures prohibited:* That it shall be and it is hereby declared to be unlawful for any person or persons, partnership, corporation or association, to own, keep or maintain any house, building and/or structure within the corporate limits of the City of Conway, Arkansas, which constitutes a nuisance and which is found and declared to be a nuisance by Resolution of the City Council.
- B. *Condemnation:* That any such house, building, and/or structure which is found and declared to be a nuisance by Resolution of the City Council will be condemned to insure the removal thereof as herein provided.
- C. *Notices:* The Code Enforcement Department shall be responsible for publication, mailing or delivery of all notices required to condemn structures.
 1. That prior to the consideration of a Resolution by the City Council declaring any house, building and/or structure as a nuisance, the owner(s) and any mortgagee(s) or lien holder(s), of such house, building and/or structure shall be mailed written notification of the date, time and place that the City Council will consider said Resolution. In addition, said notice shall inform the owner(s) and any mortgagee(s) or lien holder(s), of the right to be heard at the City Council meeting on the proposed Resolution declaring such house, building and/or structure to be a nuisance.

2. Should the owner(s) and mortgagee(s) and/or lien holder(s) of any such house, building and/or structure be unknown or their whereabouts be unknown or if they do not reside in Arkansas, then a copy of the written notice shall be posted upon said premises and the City Clerk or his designee shall make an affidavit setting out the facts as to unknown address, unknown whereabouts and/or non-resident status of said owner(s), mortgagee(s), and lien holder(s). Thereupon, service of publication as now provided for by law against unknown and/or non-resident defendant(s) may be had and an attorney ad litem shall be appointed to notify such persons by registered letter addressed to their last known place(s) of residence or business.
- D. *Resolution Information:* That the Resolution of the City Council condemning any house, building and/or structure which constitutes a nuisance will include in said Resolution an adequate description of the house, building, and/or structure; the name(s), if known, of the owner(s) and mortgagee(s) and/or lien holder(s) thereof; and shall set forth the reason or reasons said house, building and/or structure is or has been condemned as a nuisance.
 - E. *Posting:* After a house, building and/or structure has been found and declared to be a nuisance and condemned by Resolution as herein provided, a true and certified copy of said Resolution will be mailed to the owner(s) and mortgagee(s) and/or lien holder(s) thereof, if the whereabouts of said owner(s) and mortgagee(s) and/or lien holder(s) thereof be known or their last known address be known, and a copy thereof shall be posted at a conspicuous place on said house, building and/or structure. Provided, that if the owner(s) and mortgagee(s) and/or lien holder(s) of said house, building and/or structure be unknown or if his or their whereabouts or last known address be unknown, the posting of the copy of said Resolution as hereinabove provided will suffice as notice of the condemnation.
 - F. *Removal:* If the house, building and/or structure constituting a nuisance has not been torn down and removed, or said nuisance otherwise abated, within thirty (30) days after posting the true copy of the Resolution at a conspicuous place on said house, building and/or structure constituting the nuisance, it will be torn down and/or removed by the Senior Code Enforcement Officer or his duly designated representative.
 - G. *Saleable material:* The Senior Code Enforcement Officer or any other person or persons designated by him to tear down and remove any such house, building and/or structure constituting a nuisance will insure the removal thereof and dispose of the same in such a manner as deemed appropriate in the circumstances and to that end may, if the same have a substantial value, sell said house, building and/or structure, or any saleable material thereof, by public sale to the highest bidder for cash, ten (10) days' notice thereof being first given by one (1) publication in some newspaper having a general circulation in the City, to insure its removal and the abatement of the nuisance.
 - H. *Proceeds:* All proceeds of the sale of any such house, building and/or structure, or the proceeds of the sale of saleable materials there from and all fines collected from the provisions of this ordinance shall be paid by the person or persons collecting the same to the City Clerk-Treasurer. If any such house, building and/or structure, or the saleable materials thereof, be sold for an amount which exceeds all costs incidental to the abatement of the nuisance (including the cleaning up of the premises) by the City, plus any fine or fines imposed, the balance thereof will be returned by the City Treasurer to the former owner or owners of such house, building and/or structure constituting the nuisance.
 - I. *Liens:* If the City has any net costs in removal of any house, building or structure, the City shall place a lien on the personal property or real estate property as provided by A.C.A. § 14-54-904.
 - J. *Fine:* A fine of not less than two hundred fifty dollars (\$250.00); nor more than five hundred dollars (\$500.00) is hereby imposed against the owner(s) of any house, building and/or structure found and declared to be a nuisance by Resolution of the City Council thirty (30) days after the same has been so found and declared to be a nuisance and for each day thereafter said nuisance be not abated constitutes a separate and distinct offense punishable by a fine of two hundred fifty dollars (\$250.00) for each said separate and distinct offense; provided the notice as herein provided in Section E hereof has been given within ten (10) days after said house, building and/or structure has been by Resolution found and declared to be a nuisance.

- K. *Judicial declaration:* In the event it is deemed advisable by the City Council that a particular house, building and/or structure be judicially declared to be a nuisance by a Court having jurisdiction of such matters, the City Council is hereby authorized to employ an attorney to bring such an action for said purpose in the name of the City, and the only notice to be given to the owner(s) and mortgagee(s) and/or lien holder(s) of any such house, building and/or structure sought to be judicially declared to be a nuisance will be that as now provided for by law in such cases in Circuit Court. When any such house, building and/or structure has been declared judicially to be a nuisance by a Court of competent jurisdiction, a fine of one hundred dollars (\$100.00) is hereby imposed against the owner(s) thereof from the date said finding is made by the Court and for each day thereafter, said nuisance be not abated constitutes a continuing offense punishable by a fine of one hundred dollars (\$100.00) per day.

(Ord. No. O-09-55)

5.09.08 - Emergency procedures.

- A. *Temporary safeguards:* Notwithstanding other provisions of this code, whenever, in the opinion of the Senior Code Enforcement Officer, there is imminent danger due to an unsafe condition, the code official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the code official deems necessary to meet such emergency.
- B. *Closing streets:* When necessary for public safety, the code official shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.
- C. *Emergency repairs:* For the purposes of this section, the Senior Code Enforcement Officer shall employ the necessary labor and materials to perform the required work as expeditiously as possible. Costs incurred in the performance of emergency work shall be paid by the City. The City Attorney shall institute appropriate action against the owner of the premises where the unsafe structure is or was located for the recovery of such costs.

(Ord. No. O-09-55)

5.09.09 - Definitions.

General: Unless otherwise expressly stated, the following terms shall, for the purposes of this Code, have the meanings shown in this chapter. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. Whenever the words "dwelling unit," "dwelling," "premises," "building," "rooming house," "rooming unit," "housekeeping unit," or "story" are stated in this Code, they shall be construed as though they were followed by the words "or any part thereof."

Abandoned motor vehicle. Any motor vehicle, regardless of whether wrecked or inoperable, which is left on public or private property, for a period of more than seventy-two (72) hours, without approval from the property owner to place the vehicle upon such property.

Approved. Consented or agreed to in writing by the Senior Code Enforcement Officer, or his proper designee.

Basement. That portion of a building which is partly or completely below grade.

Bathroom. A room containing plumbing fixtures including a bathtub or shower.

Bedroom. Any room or space used or intended to be used for sleeping purposes.

Boat. Any vessel initially designed for the carrying of passengers or cargo upon the water, whether currently seaworthy or not, and regardless of size or design, including, without limitation, barges, motorboats whether inboard or outboard, canoes, rowboats, rafts and sailboats.

Carport. A roofed structure providing space for the parking of motor vehicles and enclosed on not more than two (2) sides.

Code enforcement officer. Any city employee who has been duly sworn and authorized to uphold the ordinances of the City and laws of the State of Arkansas related to property uses, maintenance, nuisances, inspections, issuances of building permits, certifications and licensing etc., within the municipal boundaries of the City. All duly sworn law enforcement officers of the Conway Police Department are authorized to exercise authority as Code Enforcement Officers.

Condemn. To adjudge unfit for human occupancy.

Dwelling unit. Any room or group of rooms located within a structure forming a single habitable unit with facilities that are used or intended to be used for living, sleeping, cooking, eating, and sanitation by a household or family.

Easement. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above a said lot or lots.

Exterior property. The open space on the premises and on adjoining property under the control of owners or operators of such premises.

Extermination. The control and elimination of insects, rats or other pests by eliminating their harborage places; by removing or making inaccessible materials that serves as their food; by poison spraying, fumigating, and trapping or by any other approved pest elimination methods.

Garbage. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Graffiti. Any inscription, word, figure, or design that is marked, etched, scratched, drawn, painted, pasted or otherwise affixed to or on any structural component of any building, structure, or other permanent facility regardless of the nature of the material of that structural component, or the nature of the inscription, to the extent that the same was not authorized in advance by the owner, or otherwise deemed to be a public nuisance.

Guard. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable space. Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

Historic. Any existing buildings or structures designated by the City of Conway, the State of Arkansas, or the United States government to be historic or located within a Conway Historic District.

Housekeeping unit. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

Imminent danger. A condition which could cause serious or life-threatening injury or death at any time.

Infestation. The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

Inoperable motor vehicle. A vehicle which cannot be driven upon the public streets for reason including, but not limited to, being unlicensed, uninsured, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power. Such vehicle is also considered an abandoned vehicle if left on public or private property without authorization from the property owner for a period in excess of seventy-two (72) hours.

Labeled. Devices, equipment, appliances, or materials to which has been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and by whose label the manufacturer attests to compliance with applicable nationally recognized standards.

Let for occupancy or let. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premises or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

Motor vehicle. A machine of conveyance which is self-propelled and designed to travel along the ground, and includes but is not limited to automobiles, buses, electric scooters, mopeds bicycles, motorcycles, trucks, tractors, go-carts, golf carts, motor homes.

Nuisance. This term is defined in Article 4 Section 1 of this Code.

Occupancy. The purpose for which a building or portion thereof is utilized or occupied.

Occupant. Any individual living or sleeping in a building, or having possession of a space within a building.

Openable area. That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

Operator. Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

Owner. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person. An individual, corporation, partnership or any other group acting as a unit.

Premises. A lot, plot or parcel of land, easement or public way, including any structures thereon.

Private property. Means any real property within the city which is privately owned and which is not defined as public property in this section.

Public property. Means any real property in the city which is owned by a governmental body and includes buildings, parking lots, parks, streets, sidewalks, rights-of-way, easements and other similar property.

Public way. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

Removal. The act of clearing all material and debris whenever it becomes necessary to demolish any building that has been condemned and found to be a nuisance by resolution of the city council.

Residence. A structure serving as a dwelling or home. For the purposes of this Code, the term residence includes dwelling units and rooming houses.

Rooming house. A building arranged or occupied for lodging, with or without meals, for compensation. Bed-and-breakfasts, boarding houses, half-way houses, and hotels, as those terms are defined under the Conway Zoning Ordinance, are included within the definition of a Rooming House.

Rooming unit. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

Rubbish. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons,

boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

Senior code enforcement officer. The Head of the Code Enforcement Department or, in his or her absence, the person who is directed or appointed to temporarily assume the duties of the Head of the Code Enforcement Department.

Structure. That which is built or constructed or a portion thereof.

Tenant. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

Toilet room. A room containing a water closet or urinal but not a bathtub or shower.

Trailer. Means any freewheeling object designed or intended to be pulled or towed behind a motor vehicle, regardless of whether wrecked or inoperable, and regardless of whether currently inspected and/or registered, including without limitation the following: Boat trailers, camper trailers, cargo trailers, special trailers for items such as golf carts or motorcycles, utility trailers, and farm implements.

Uncut weeds and grass. See Section 3.2.4 for definition.

Ventilation. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

Workmanlike. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

Wrecked motor vehicle. Any motor vehicle which does not have lawfully affixed thereto an unexpired license plate and the condition of which is wrecked, dismantled, partially dismantled, incapable of operation by its own power on a public street, or from which the wheels, engine, transmission or any substantial part thereof has been removed.

(Ord. No. O-09-55)

5.09.10 - General requirements.

- A. *Scope:* The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.
- B. *Responsibility:* The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this Code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.
- C. *Vacant structures and land:* All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

5.09.11 - Exterior property areas.

- A. *Sanitation:* All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- B. *Grading and drainage:* All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

1. *Illegal Dumping:* That is shall be unlawful for any person, firm, or corporation to drop, dispose of, throw, toss or otherwise deposit leaves, paper, debris, brush, limbs, grass, or other similar articles in drainage ditches, curbs and along gutters of city streets in the City of Conway, Arkansas.
- C. *Sediments and mud:* All public roadways shall be kept clean of sediment and soil erosion from soil disturbing activities.
1. *Abatement:* Any person engaging in soil disturbing activities within the Conway city limits shall be required to implement measures to minimize the tracking of sediments and mud onto adjacent streets and roadways by vehicles leaving the site.
 2. *Exclusions:* The following activities are specifically excluded from the requirements of this ordinance: emergency street, storm drainage or utility repairs. The following properties are specifically excluded from the requirements of this ordinance: approved retention areas and reservoirs.
 3. *Clean-up:* If a soil disturbing activity creates a violation, the violator shall clean up the material daily or as frequently as needed to avoid a hazard or nuisance. If an activity is found in violation of the provisions of this ordinance, the City of Conway's appointed representative shall issue a "cease and desist" order for all activities on the site until the appropriate clean-up measures are implemented and provisions are made to prevent additional pollution. The city's approval of construction, building permit approvals, payments, release of payments or bonds and final approvals shall also be withheld or revoked until a violation is corrected and appropriate sediment control measures are in place.
- D. *Grass or Weeds:* Grass or weeds shall not exceed eight (8) inches in height in all zoning districts. This restriction will not apply to:
1. Property that is zoned A-1, except when abutting developed property. A-1 property shall be maintained with a fifteen (15) ft. buffer along the lot line adjacent to the developed property with grass and weeds in such buffer shall not exceed eight (8) inches in height.
 2. Areas specifically designated or recognized by the city, the state or the United States as wetlands, open spaces, natural or wild flower areas, or other designated preservation areas.
- E. *Rodent harborage:* All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.
- F. *Exhaust vents:* Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
- G. *Accessory structures:* All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- H. *Motor vehicles:* Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no motor vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of motor vehicles is prohibited unless conducted inside an approved spray booth.
1. *Storage of inoperable or abandoned vehicles:* No person shall park, store, leave or permit the parking, storing or leaving of any motor vehicle, and/or trailer of any kind, which is wrecked or inoperable, whether attended or not, upon any private property within the city, except as allowed by the following exceptions:
 - a. Any subject item parked or stored within a building or enclosed garage on private property.
 - b. Any subject item held in connection with a business enterprise lawfully licensed by the city for servicing and repair of subject items and properly zoned operated in an appropriate business zone pursuant to the zoning ordinances of the city.

- c. Subject vehicle within a carport that is being actively repaired on at least a weekly basis. Subject vehicles and its parts when not being repaired shall be neatly and completely covered with an opaque cover.
 - d. Inoperable vehicles deemed inoperable only due to not having current vehicle license plate or vehicle registration tag, may be stored in a covered carport.
 - e. Inoperable vehicles may be stored on private property when provided with a fitted and maintained cover designed for such vehicle.
2. *Authorized removal of inoperable motor vehicles:* Code Enforcement Officers shall have the authority to remove inoperable motor vehicles on private property thirty (30) days after written notice has been affixed to the subject item. Such notice shall state that the subject item is a nuisance and order whoever has an interest in the subject item to remove the item from the property. If such nuisance is found upon private property, in addition to the foregoing notice, a copy of such shall be placed on the residence or business. The presence of such subject items on private property is hereby declared a public nuisance which may be abated in accordance with the provisions of this Code. Any inoperable vehicle sitting on city streets can and will be removed immediately at owners expense.
3. *Exception:* A motor vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.
- I. *Defacement of property:* No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

(Ord. No. O-09-55)

5.09.12 - Swimming pools, spas and hot tubs.

- A. *Maintenance:* Swimming pools, hot tubs and spas shall be maintained in a clean and sanitary condition, and in good repair. See A.C.A. § 14-54-901.

5.09.13 - Exterior structure.

- A. *General.* The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- B. *Premises identification.* Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of three (3) inches in height on residential structures and shall be a minimum of four (4) [inches] in height on commercial structures.

(Ord. No. O-09-55)

5.09.14 - Rubbish and garbage.

- A. *Accumulation of rubbish or garbage.* All exterior property and premises of every structure shall be free from any accumulation of rubbish or garbage.
- B. *Disposal of rubbish.* Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

- C. Appliance/Furniture and similar equipment not in operation shall not be discarded, abandoned or stored on premises outside of any enclosed building such as storage shed or accessory building.
- D. *Disposal of garbage.* Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or an approved leak-proof garbage container.
 1. No trash or garbage container shall be stored in a front or side yard abutting a street so as to be closer to the street than the building on the lot except on trash days. Garbage and trash containers must be placed within five (5) ft. of curb no earlier than 5:00 p.m. the day before and removed before 7:00 p.m. the day garbage is picked up.

(Ord. No. O-99-55)

5.09.15 - Sanitary drainage system.

- A. *General.* All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
- B. *Maintenance.* Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

(Ord. No. O-09-55)

5.09.16 - Nuisances.

- A. *Intent.* It is the intent of this Code to prevent and abate nuisances within the municipal boundaries of the City of Conway. For the purposes of this Code, the word "nuisance" is defined as any act, omission, or property condition that is detrimental to the health, safety and welfare of the public in that it:
 1. Injures or endangers the comfort, repose, health or safety of others;
 2. Is offensive to the senses;
 3. Unlawfully interferes with, obstructs or tends to obstruct, or renders dangerous for passage any public or private street, highway, sidewalk, stream, ditch or drainage;
 4. In any way renders other persons insecure in life or the use of property; or
 5. Essentially interferes with the comfortable enjoyment of life and property, or tends to depreciate the value of the property of others.
- B. *4.1.2 Prohibited.* It shall be unlawful for any person or entity to cause, permit, maintain or allow the creation or maintenance of a nuisance.
- C. *4.1.3 Illustrative enumeration of a nuisance.* The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:
 1. Noxious weeds and other rank vegetation.
 2. Accumulations or storage of rubbish, garbage, materials, metals, lumber, tires, and other materials.
 3. Any condition which provides harborage for rats, mice, snakes and other vermin.
 4. Dilapidated structures.
 5. All unnecessary or unauthorized noises and annoying vibrations, including animal noises.

6. All disagreeable or obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches.
7. The carcasses of animals or fowl not disposed of within a reasonable time after death.
8. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances.
9. Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained.
10. Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.
11. Dense smoke, noxious fumes, gas, soot or cinders in unreasonable quantities.
12. Graffiti.
13. Inoperable or abandoned motor vehicles.
14. The use of tarpaulins, canvas, plastic, oil cloth, sheeting and other similar materials as fencing or to shield or enclose any structure (including, without limitation, openings for windows, doors, walls, roofs, garage doors or carports) except when temporarily necessary to perform repairs under a properly issued building permit.
15. Permanent or temporary basketball goals (except those approved by the City) on any public street or on any right-of-way adjacent to a public street.

(Ord. No. O-09-55)

5.09.17 - Unsightly appearances.

- A. *Uncut weeds, grass and other unsightly and unsanitary articles.* All property owners and occupants within the municipal boundaries of the City of Conway are required to cut weeds and grass, remove garbage, rubbish and other unsightly and unsanitary articles and things from their property, and to eliminate, fill up, or remove stagnant pools of water or any other unsanitary thing, place or condition which might become a breeding place for mosquitoes, flies and germs harmful to the health of the community. For specific requirements related to the required maintenance of grass and weeds, refer to subsection 3.2.4.
- B. *Nuisance Structures.* Any building or other structure which is in such a dilapidated condition that it is unsafe or unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health or safety of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located shall constitute a nuisance.
 1. *Unsafe structures:* An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe conditions due to lack of abandonment of lack of maintenance, or, unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.
 2. *Unfit structure for human occupancy:* A structure is unfit for human occupancy whenever the Code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this Code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.
 3. *Unlawful structure:* An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this Code, or was erected, altered or occupied contrary to law.

(Ord. No. O-09-55)

5.09.18 - Additional remedies.

- A. *Authorized abatement:* If the owner of any lot or other real property within the city shall neglect or refuse to remove, abate or eliminate any condition, violation, or prohibition as may be provided for in this Code, after having been given a Notice of Violation with seven (7) days' notice in writing to do so by the appropriate city official, the city is hereby authorized to do whatever is necessary to correct the condition, including but not limited to entering upon the property and having such weeds, rank grass or other vegetation cut and removed, or eliminating any unsanitary and unsightly condition, or causing necessary repairs to be made and charging the cost thereof to the owner of such premises, which shall constitute a lien thereon. The above mentioned seven days' notice shall be calculated by counting the first day of the seven-day period as the day after written notice is given to the owner, by counting every calendar day, including weekends and holidays, and by establishing the deadline to take the above required actions as 11:59 p.m. on the seventh day. Condemnations shall follow the procedures established in Section 7 of Article I. The City reserves the right to secure a priority clean-up lien pursuant to A.C.A. § 14-54-903.
- B. *Authorized removal of basketball goals:* Code Enforcement Officers shall have the authority to order the immediate removal of any permanent or temporary basketball goal (unless approved by the City) that is on any public street or on any right-of-way adjacent to a public street. If the apparent owner of the basketball goal is unknown, unavailable, or unwilling to remove the basketball goal, a Code Enforcement Officer may cause the goal to be removed.
- C. *Vacating of Unfit or Unsafe Structures and Utility Services:* Any dwelling or dwelling unit declared as unfit for human habitation or unsafe by the Conway Code Enforcement Department as so designated and placarded by a Code Enforcement Officer, shall be vacated within seven (7) days after notice of such action has been given by the Building official to both the owner and occupant of the building. On the eighth day after said notice the Code Enforcement Department shall notify all utility services that no such services shall be provided to the dwelling or dwelling unit. After utility services are cutoff no further services shall be made available until a rehabilitation permit is obtained or until the Director of Code Enforcement notifies utilities that service may be provided to the dwelling or dwelling unit.

(Ord. No. O-09-55)

5.09.19 - Placarding.

- A. *Placarding:* Upon failure of the owner or person responsible to comply with the Notice of Violation for a nuisance structure or equipment within the time given, the Code official shall then post on the premises or on defective equipment a placard bearing the word "NUISANCE" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.
- B. *Placard removal:* The Code Official shall remove unfit for human habitation or unsafe structure placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the Code Official shall be subject to the penalties provided by this Code.

(Ord. No. O-09-55)

5.09.20 - Prohibited occupancy.

- A. *Prohibited occupancy.* Any occupied structure condemned and placarded by the Code Official shall be vacated as ordered by the Code Official. Any person who shall occupy placarded premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy placarded premises or operate placarded equipment shall be liable for the penalties provided by this Code.

(Ord. No. O-09-55)

Chapter 4.24 - DOOR-TO-DOOR SOLICITORS AND PEDDLERS

4.24.01 - Definitions.

The following words, terms, and phrases, and their derivations, when used in this chapter, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- A. *Canvasser* means any person who attempts to make personal contact with a resident at his/her residence without prior specific invitation or appointment from the resident, for the primary purpose of: (1) attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue, or candidate, even if incidental to such purpose the canvasser accepts the donation of money for or against such cause; or (2) distributing a handbill or flyer advertising a non-commercial event or service.
- B. *Charitable* means and includes the words patriotic, philanthropic, social service, health, welfare, benevolent, educational, civic, cultural or fraternal, either actual or purported.
- C. *Chief* means the Chief of the Conway Police Department.
- D. *City* means the City of Conway, Arkansas.
- E. *Contributions* mean and include the words alms, money, subscription, property or other donations under the guise of a loan or money or property.
- F. *Department* means the Conway Police Department.
- G. *Peddler* means any person who goes upon the premises of any private residence in the City, not having been invited by the occupant thereof, carrying or transporting goods, wares, merchandise or personal property of any nature and offering the same for sale. This definition also includes any person who solicits orders and as a separate transaction makes deliveries to purchasers as part of the scheme to evade the provisions of this ordinance. Peddler does NOT include a person who distributes handbills or flyers for a commercial purpose, advertising an event, activity, good, or service that is offered to a resident for purchase at a location away from his/her residence or at a time different from the time of visit.
- H. *Peddling* includes all activities ordinarily performed by a peddler as indicated under paragraph G of this Section.
- I. *Person* means a natural person or any firm, corporation, association, club, society or other organization.
- J. *Solicitor* means any person who goes upon the premises of any private residence in the City, not having been invited by the occupant thereof, for the purpose of taking or attempting to take orders for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services to be performed in the future. This definition also includes any person who, without invitation, goes upon private property, to request contribution of funds or anything of value, or sell goods or services for political, charitable, religious, or other non-commercial purposes.

- K. *Solicitation* includes all activities ordinarily performed by a solicitor as indicated under paragraph J of this Section.

4.24.02 - Permit requirements and exemptions.

It shall be unlawful for any person eighteen (18) years of age or older to engage in peddling or solicitation activities within the City of Conway, Arkansas, without first obtaining a permit issued by the Conway Police Department; provided, however, that the following are exempted from the provisions of this Section and the ordinance:

- A. Any solicitation made upon premises owned or occupied by an organization upon whose behalf the solicitation is made.
- B. Any communication by an organization soliciting contributions solely from persons who are members of the organization at the time of such solicitation.
- C. Any solicitation in the form of a collection at a regular meeting, assembly or service of a charitable person.
- D. Any solicitation for the relief of any individual specified by name at the time of the solicitation where the solicitor represents in each case that the entire amount collected shall be turned over to the named beneficiary.
- E. A "canvasser" as defined in section 4.24.01.
- F. Students grades kindergarten through 12th grade, enrolled in a public or private school located within the corporate limits of the City of Conway, peddling or soliciting for the benefit of their school or an organization thereof or for any private, nonprofit social club or organization to which they belong, such as, but not limited to, FBLA, FCA, band, FHA, FFA, Boy Scouts or Girl Scouts.

4.24.03 - Permit for sponsoring juvenile peddlers.

- A. No person under the age of eighteen (18) years of age shall be permitted to engage in peddling except as provided in this Section.
- B. A permit shall be obtained by a sponsoring person, company or organization for the conduct of any peddling or solicitation activities involving, in whole or in part, a sales force of one (1) or more persons under eighteen (18) years of age.
- C. The sponsor shall be responsible for supervising and controlling the conduct of all persons, including juveniles, peddling under the sponsor's permit.
- D. The sponsor shall require all individuals in its sales force to wear such identification so that it is clearly visible at all times when the individuals are peddling or soliciting.
- E. The sponsor shall comply with the child labor law requirements of the State of Arkansas Department of Labor, including but not limited to A.C.A. § 11-6-101 et seq.

4.24.04 - Permit application.

Every person subject to the provisions of this Ordinance shall file with the Chief of the Conway Police Department a written permit application, on a form to be furnished by the Department, which shall include, or be accompanied by, all of the following:

- A. Proof of age, address and identification of the applicant, to be provided through the applicant's driver's license, articles of incorporation (for sponsors), or other legally recognized form of identification;
- B. A brief description of the business or activity to be conducted;
- C. The hours and location for which the right to peddle or solicit is desired;

- D. If employed, the name, address and telephone number of the employer; or if acting as an agent, the name, address and telephone number of the principal who is being represented, with credentials in written form establishing the relationship and the authority of the employee or agent to act for the employer or principal, as the case may be;
- E. A statement as to whether or not the applicant has been convicted of a felony, misdemeanor or ordinance violation (other than traffic violations), the nature of the offense or violation, the penalty or punishment imposed, the date when and place where such offense occurred, and other pertinent details thereof;
- F. The complete results of a background check performed by the Arkansas State Police, to include a statewide criminal background check, a nationwide crime index/background check, and a sex offender registry check. The person applying for a permit under this Ordinance is responsible to request the above-described background check directly from the Arkansas State Police and to pay any cost of the same;
- G. Proof of possession of any license or permit which, under federal, state or local laws or regulations, the applicant is required to have in order to conduct the proposed business, or which, under any such law or regulation, including but not limited to A.C.A. § 26-77-102, would exempt the applicant from the licensing requirements of the Ordinance; and
- H. Two (2) photographs of the applicant which shall have been taken within sixty (60) days immediately prior to the date of filing of the application and accurately depicts the applicant. The photographs shall measure two (2) inches by two (2) inches and show the head and shoulders of the applicant in a clear and distinguishing manner. Juveniles peddling under a sponsor's permit as set out in section 4.24.03 shall not be required to display an identification photograph.

4.24.05 - Fees.

At the time the application is filed with the Department, the applicant shall pay a fee to cover the cost to the City of processing the application, issuing the badge(s) (if applicable) and investigating the facts stated within the application. The fee shall be ten dollars (\$10.00) for each solicitor or peddler or sponsor for Juvenile Peddlers pursuant to section 4.24.03.

4.24.06 - Application review and permit issuance.

- A. Upon receipt of an application, the Chief, or authorized representative, shall review the application as deemed necessary to ensure the protection of the public health, safety and general welfare.
- B. If the Chief finds the application to be satisfactory, the Chief shall endorse his approval on the application and shall deliver the required permit to the applicant.
- C. The permit shall show the name, address and photograph of the permittee, the class of permit issued, the kind of goods or services to be sold or delivered, the date of issuance, and the length of time that the permit shall be in effect. The permit shall also show the permit number and identifying description of any vehicle to be used in carrying on the business for which the permit is issued.
- D. A record of all permits issued shall be maintained by the Department for a period two (2) years and shall otherwise conform to the City's record retention policies and state law pursuant to A.C.A. § 14-2-203 et seq.

4.24.07 - Denial of permit.

- A. Upon the Chiefs review of the application, the Chief may refuse to issue a permit to the applicant under this Ordinance for any of the following reasons:
 1. The location and time of solicitation or peddling would endanger the safety and welfare of the solicitors, peddlers or their customers;
 2. An investigation reveals that the applicant falsified information on the application;

3. Any felony or misdemeanor charge is currently pending against the applicant in any jurisdiction;
 4. The applicant has been convicted of any felony or any misdemeanor involving theft, a delivery/trafficking a controlled substance, a sexual offense or violence, or has been incarcerated in prison at any time;
 5. The applicant has been convicted of any crime or violation within the five (5) years preceding the date of application which the Chief determines to make the applicant a risk to the citizens of Conway;
 6. The applicant fails to provide with his or her application the complete results of a background check conducted by the Arkansas State Police, as described in subsection 4.24.04(f) of this chapter;
 7. The applicant has an active arrest warrant or otherwise a fugitive of justice;
 8. The applicant is a person against whom a judgment based upon, or conviction for, fraud, deceit or misrepresentation has been entered within the five (5) years immediately preceding the date of application;
 9. There is no proof as to the authority of the applicant to serve as an agent to the principal;
 10. The applicant has been denied a permit under this Ordinance within the immediate past year, unless the applicant can and does show to the satisfaction of the Chief that the reasons for such earlier denial no longer exist; or
 11. The applicant has previously had a permit revoked.
- B. The Chiefs disapproval and the reasons for disapproval shall be noted on the application, and the applicant shall be notified that his application is disapproved not later than fifteen (15) days after receipt of the application and that no permit will be issued. Notice shall be mailed to the applicant at the address shown on the application form, or at the applicant's last known address.

4.24.08 - Permit expiration.

All permits issued under the provisions of this Ordinance shall expire ninety (90) days from the date of issuance, unless an earlier expiration date is noted on the permit.

4.24.09 - Identification badges.

- A. At the same time the permit is issued, the Chief shall issue to each permittee a badge, which shall be worn by the permittee in such a way as to be conspicuous at all times while the permittee is soliciting or peddling in the City.
- B. A canvasser, otherwise exempt from the provisions of this Article and Ordinance, may request the issuance of an identification badge from the City for the purpose of assuring City residents of the canvasser's good faith at the same fee detailed in section 4.24.05.

4.24.10 - Permit exhibition.

Every person required to obtain a permit under the provisions of this Ordinance shall exhibit the permit when requested to do so by any prospective customer or Department employee.

4.24.11 - Transfer prohibited.

It shall be unlawful for any person other than the permittee to use or wear any permit or badge issued under the provisions of this Ordinance.

4.24.12 - Entry upon premises unlawful.

It shall be unlawful for any person, whether licensed or unlicensed, while conducting the business of a canvasser, peddler, or solicitor, to enter upon any residential premises in the City where the owner,

occupant or person legally in charge of the premises has posted, at the entry to the premises, or at the entry to the principal building on the premises in a manner which reasonably conveys notice to a person who enters the premises, a decal or sign bearing the words "No Peddlers," "No Solicitors," "No Trespassing" or words of similar import. Violation of this section does not preclude prosecution under state law for criminal trespass.

4.24.13 - Hours of solicitation.

No person, while conducting the activities of a peddler or solicitor, whether licensed or unlicensed, shall enter upon any private property, knock on doors or otherwise disturb persons in their residences between the hours of 7:00 p.m. and 8:00 a.m.

4.24.14 - Permit revocation.

Any permit issued under this Ordinance may be revoked or suspended by the Chief, after notice and hearing, for any of the following reasons:

- A. Fraud, misrepresentation or false statement contained in the application for a permit;
- B. Conducting peddling or solicitation activities in such a manner as to create a public nuisance, constitute a breach of the peace or endanger the health, safety or general welfare of the public.

4.24.15 - Notice and hearing.

Notice of a hearing for a revocation of a permit issued under this Ordinance shall be provided in writing and shall set forth specifically the grounds for the proposed revocation and the time and place of the hearing. Notice shall be mailed, postage prepaid, to the permittee at the address shown on the permit application or at the last known address of the permittee.

4.24.16 - Appeals.

- A. Any person aggrieved by the action or decision of the Chief to deny, suspend or revoke a permit applied for under the provisions of this Ordinance shall have the right to appeal such action or decision to the Mayor or authorized representative within fifteen (15) days after the notice of the action or decision has been mailed to the person's address as shown on the permit application form, or to his last known address.
- B. An appeal shall be taken by filing with the Chief a written statement setting forth the grounds for the appeal.
- C. The Chief shall transmit the written statement to the Mayor within ten (10) days of its receipt and the Mayor shall set a time and place for a hearing on the appeal.
- D. A hearing shall be set not later than twenty (20) days from the date of receipt of the appellant's written statement.
- E. Notice of the time and place of the hearing shall be given to the appellant in the same manner as provided for the mailing of notice of action or decision.
- F. The decision of the Mayor on the appeal shall be final and binding on all parties concerned.

4.24.17 - Claims of exemption.

Any person claiming to be legally exempt from the regulations set forth in this Ordinance, or from the payment of an application fee, shall cite to the Chief the statute or other legal authority under which exemption is claimed and shall present to the Chief proof of qualification for such exemption.

4.24.18 - Violations and penalty.

- A. Violation of any of the provisions of this Ordinance shall be treated as a violation, and shall, upon conviction, be punishable by a fine of two hundred fifty dollars (\$250.00).

- B. The penalty for subsequent offenses that occur within twelve (12) months of the prior offense shall be five hundred dollars (\$500.00).
- C. Each day of a continuing violation of the provisions of this Ordinance may be treated as a separate offense.

4.24.19 - Severability.

The provisions of this Ordinance are declared to be severable. In the event any title, section, paragraph, item, sentence, clause, phrase, or word of this Ordinance is declared or adjudged to be invalid or unconstitutional by a court of competent jurisdiction, such decision, declaration or adjudication shall not affect the remaining sections, sentences, clauses, phrases or portions of this Ordinance, but they shall remain in full force and effect; it being the legislative intent that this Ordinance shall remain in effect notwithstanding the validity of any part.

4.24.20 - Repealing clause.

That all ordinances or resolutions or portions thereof of the City in conflict herewith are hereby repealed to the extent of such conflict, including those portions of Ordinance No. A-169 in conflict herewith and Ord. No. O-15-31 in its entirety.

