

**BODEGA BAY FIRE PROTECTION DISTRICT**  
***STANDARD OPERATING GUIDELINES***

**WRITTEN BY:** Grinnell

**APPROVED BY:** 

**NUMBER:** 57

**SUBJECT:** Weed Abatement Procedures

**DATE:** 6-24-08

The following procedures shall be followed when abating or correcting the condition relative to a public nuisance as defined in Section I:

- (1) The District shall notify the owner or occupant of the property on which the hazardous condition is located, in writing by certified mail, that the flammable materials shall be removed or otherwise abated;
- (2) The notice shall indicate that unless the nuisance is removed within a specified time period (two weeks) the District will remove the fire hazard and the cost of such removal will be assessed upon lands from which or in front of which the hazard is removed. Such notice should be in a form similar to that provided in the Health and Safety Code, Section 14892;
- (3) The District Board shall hold a public hearing on the nuisance and the notice shall indicate the time and place of the hearing at which all property owners having any objections to the proposed removal of the fire hazards may be heard;
- (4) The notice shall be posted conspicuously in front of the property on which the nuisance is located or upon the portion of the property most likely to give actual notice to the owner or occupant. The notices shall be headed "NOTICE TO DESTROY WEEDS" in words not less than one inch in height;
- (5) Notice of the District hearing at which any objections to the abatement may be heard shall be published once in a newspaper of general circulation not less than ten (10) days prior to the date of the hearing;
- (6) As an alternative, or in conjunction with the posting and publication, notice may be mailed to the property owners as their names and addresses appear on the last equalized assessment roll not less than ten (10) days prior to the hearing;
- (7) Following the close of the hearing, the Board shall rule on all objections, whereupon the Board shall acquire jurisdiction to proceed and perform the work of removal;
- (8) After final action following the hearing, the District employees or its agents may enter upon private property for the purpose of removing the fire hazards. The person abating the nuisance shall keep an account of the cost of abatement for each separate parcel of land and shall render an itemized report in writing to the Board of Directors, showing the cost of removal;
- (9) The District Board shall set a date and time for receiving and considering the report, at which time all objections of any other property owners liable for assessment may be heard;
- (10) A copy of the report shall be posted for at least three (3) days on or near the door of the District Board meeting room prior to the meeting together with a notice of the time when the report will be submitted to the Board for confirmation;
- (11) The Board may make such modifications in the report as it deems necessary, after which the report shall be confirmed by order or by resolution. A certified copy of the resolution of confirmation shall be recorded;
- (12) The assessment may be collected at the same time and in the same manner as ordinary municipal ad valorem taxes are collected, and all laws applicable to levy, collection and enforcement of such taxes are applicable to this assessment