

**PORT GAMBLE S'KLALLAM TRIBE
LOT CLEAN-UP POLICY**

This Policy Applies to All Lot Holders and Approved Residents on the Port Gamble S'Klallam Tribe Reservation.

1. Lot Holders and Approved Residents Must Ensure the Conditions of Their Lot Are Safe and Sanitary

They must keep their lots free of:

- Unsafe structures such as fire damaged, dilapidated, and/or unsecured and unoccupied buildings;
- Dilapidated fences;
- Scattered garbage and debris, including unused appliances;
- Game and seafood waste;
- Raw sewage;
- Junk vehicles, including motor vehicles, trailers, and boats, such as those that are three years or older, are obviously inoperable, are extensively damaged, have expired tabs by more than 1 year, and/or are no longer intended for or in condition to legally operate on a public highway or waterway; and
- Other conditions that threaten human health and safety.

2. A Lot Inspection Shall Be Conducted after Receiving a Credible Complaint or at the Initiative of the Special Projects Department.

- Complaints must be submitted to the Tribe via the Residential Land Assignment Complaint form or by a written, signed statement addressed "ATTN: Special Projects Department."
- The lot holder or approved resident will receive notice of an inspection at least 14 days prior to the inspection.
- An authorized inspector will complete an inspection within 30 days after the Special Projects Department receives a credible complaint.
- If 1 or more items are checked on the inspection from the subject lot may be deemed unsafe or unsanitary.
- After inspection, the authorized inspector will provide any and all findings to the Special Projects Department. The finding(s) will be shared with the lot holder or approved resident within 14 days.
- If the inspection results in an unsafe or unsanitary determination it shall be provided to the Lot Advisory Committee.

3. The Lot Holder or Approved Resident May Appeal an Unsafe or Unsanitary Inspection Finding by Submitting a Written Request to the Special Projects Department Within 14 Days from the Date the Inspection Report is Provided.

- The request for appeal should include an explanation why the findings in the inspection are inaccurate and/or an explanation why the lot is in compliance with this policy and the criteria on the inspection form.

- Requests for appeals will be provided to the Special Projects Department for reconsideration; if the Special Projects Department still deems the lot is unsafe or unsanitary, the appeal will be provided to the Lot Committee.
- After reviewing the request for appeal, the inspection report, and other related materials, the Lot Committee will provide a report and recommendation to Tribal Council regarding whether the lot should be deemed in compliance with this policy.

4. A Determination That a Lot is Unsafe or Unsanitary Will Result in the Lot Holder's Obligation to Rectify the Lot Conditions.

- The lot holder or approved resident will have 14 days to rectify all noncompliant findings of the inspection or to submit a Plan of Action to the Special Projects Department that establishes a timeframe, no longer than 90 days, in which all noncompliant findings will be rectified.
- The Plan of Action must be approved and signed by the Special Projects Director and signed by the lot holder or approved resident. Approved Plan of Actions shall be provided to the Lot Committee.
- The Special Projects Department will have the subject lot inspected every two weeks until clean-up is complete to determine whether the lot holder or approved resident is in compliance with the Plan of Action.

5. A Final Notice Will be Issued if Lot Holder or Approved Resident Fails to Submit a Timely Plan of Action or Fails to Show Improvement Pursuant to an Approved Plan.

- The Final Notice will inform the lot holder or approved resident that if they fail to rectify the lot conditions within 90 days, the Port Gamble S'Klallam Tribe will perform the clean-up at the lot holder or approved resident's expense.
- A reduced fee may be negotiated, at the discretion of the Tribe.
- If the lot holder or approved resident is an employee of the Port Gamble S'Klallam Tribe or Noo-Kayet Investments, a Payroll Deduction Agreement must be signed before clean-up by the Tribe begins.

6. Failure to Pay for Clean-Up Expenses Will Subject the Lot Assignment to Revocation Procedures in Title 10.01.37.