Town of Thompson Code Adoption Ordinance

Schedule A

Specific Revisions at Time of Adoption of Code

Chapter 6, Agriculture Commission.

A. Section 6-1 is amended as indicated:

Per the Thompson Plan of Conservation and Development adopted November 23, 2009[.], the mission of the Agriculture Commission is to maintain, sustain, and enhance agriculture so that it will remain a fundamental part of the Thompson landscape and economy by providing flexibility to assist in the evolution of the agricultural industry.

- B. The original section titled "Elected/Appointed" of Ord. No. 10-056 is repealed.
- C. Section 6-3 is amended as indicated: "Thereafter, each new appointment shall be for a term of five years, except that, in case of vacancies occurring for any reason, appointments may be made to fill the unexpired portion of such term."

Chapter 21, Economic Development Commission.

A. Section 21-1 is amended as indicated:

The Town of Thompson hereby adopts and accepts the provisions of the Connecticut General Statutes Section 7-136 authorizing the creation of and creates a Municipal Economic Development Commission to be known as the "Thompson Economic Development Commission." The Economic Development Commission shall consist of five members and two alternate members to be appointed by the Select Board. The two-year terms of the members shall be staggered every other year.

B. The original final paragraph of Ord. No. 10-015, regarding the number of members of the Economic Development Commission, is repealed.

Chapter 25, Elections and Town Meetings.

Article III, Notice of Referendum.

Section 25-7 is amended to revise "earlier in the 21st day" to "earlier than the 21st day."

Chapter 29, Emergency Management.

Article I, Emergency Management and Homeland Security Agency.

A. Section 29-3E is amended to revise "State Office of Emergency Management and Homeland Security" to "State Division of Emergency Management and Homeland Security."

Article II, Declaration of Local Disaster Emergency.

B. Section 29-9 is amended to revise "Connecticut Department of Emergency Management and Homeland Security" to "Connecticut Division of Emergency Management and Homeland Security."

Chapter 33, Enforcement, Fees and Penalties.

- A. The attachment to Chapter 33, Fee and Fine Schedule, is amended as follows:
 - (1) In the entry for Bingo Games, the fine is changed from \$200-\$1,000 to \$250.
 - (2) In the entry for Bull Hill Recreation Area, the fine is changed from \$50-\$100 to \$100.
 - (3) The "Bond" and column and the row entries for "Driveway Bond," "Road Bond," and "Road Easement Bond" are deleted.
 - (4) In the entry for Demolition Material/Bulky Waste, the fee is changed from "Set by BOS" to "Refer to current pamphlet 'Transfer and Recycling Station' on Town website or in tax office."
 - (5) In the entry for Fire Marshal, "\$25 per day" is added to the Fine column.
 - (6) An entry for Flood Damage Prevention is added, to include Ordinance No. 10-055, adopted 9-29-1988, and a penalty to read "Not more than \$250 per day if willful, \$100 per day if not; up to 10 days' imprisonment; or both."
 - (7) In the entry for Garbage, Rubbish, Refuse, the fee is changed from "Set by BOS" to "Refer to current pamphlet 'Transfer and Recycling Station' on Town website or in tax office."
 - (8) In the entry for Outdoor Burning, the fine amount is changed from \$50 to "As set forth in C.G.S. § 23-48."
 - (9) In the entry for Sewers, the fee of \$5-\$25 is deleted and the fine is changed from \$500 to \$250
 - (10) The final four rows of the schedule, relating to tax abatement and tax exemptions, are deleted; the "Tax Abatement" column is deleted.

Article II, General Penalty and Citations.

- B. Section 33-3B(3) is amended as indicated: "That if a hearing is not demanded, an assessment and judgment shall be entered as <u>a matter</u> of course."
- C. Section 33-3C is amended to change 20 days to 10 days in the third sentence.
- D. Original Sec. 1-2e, Violations; Penalties, of Ord. No. 11-001 is repealed.

Article III, Schedule of Fees and Fines.

E. Section 33-4 is amended as indicated:

The Select Board is hereby authorized to set an initial schedule of <u>fines and</u> fees for any ordinance which does not specify an appropriate fine or fee, and the Select Board is further authorized to review and modify the list of fees and fines in the December immediately following each by an municipal election. Such <u>fines and</u> fees may be modified by two-thirds vote of the Select Board or appropriate Town board or commission authorized by state statute.

Code Adoption Ordinance

Chapter 38, Finance.

Article I, Board of Finance.

A. Section 38-1 is amended as indicated:

To establish A Board of Finance is established in the Town of Thompson in accordance with Section 772 of the Connecticut General Statutes (1949 Revision) C.G.S. § 7-340, as amended.

Article II, Fiscal Year.

B. Section 38-2 is amended as indicated:

An ordinance adopting The provisions of Chapter 100 110 of the Connecticut General Statutes (Revision of 1958), as amended, are hereby adopted, creating of <u>a</u> uniform fiscal year from July 1 to June 30, commencing July 1, 1967.

Article III, Budget and Appropriations.

C. Section 38-3B is amended as indicated:

The Town of Thompson shall send all future appropriations <u>amounting to 1% or more</u> of the approved fiscal budget, except for the annual budget, to a referendum for approval.

Article IV, Tourtellotte Trust Fund.

D. Section 38-6A is amended to change "Finance Director/Treasurer" to "Treasurer" in the first sentence, and as indicated in the second sentence:

Within 90 days of the effective date of this article, the Board of Trustees shall prepare and adopt bylaws for the management of the trust, which bylaws shall be consistent with the purpose of the trust as herein stated and as management of the Trust, which bylaws shall be consistent with the purpose of the Trust as herein stated and as stated in the will and codicil of Jacob F. Tourtellotte and in conformance with the provisions of state law.

E. Section 38-6H is amended as indicated:

It is the intention that this trust shall be a permanent fund created to honor the wishes of the original donor, Jacob F. Tourtellotte, and the expend said fund shall be expended for the maintenance and extension of the Free Memorial High School.

Chapter 42, Flood Prevention, Climate Resilience and Erosion Control Board.

Section 42-2 is amended to change "Flood and Erosion Control Board" to "Flood Prevention, Climate Resilience and Erosion Control Board."

Chapter 58, Justices of the Peace.

Section 58-1 is amended to correct "Public Act 94-213" to "Public Act 94-230."

Chapter 70, Officers and Employees.

Article I, Conflicts of Interest.

Section 70-1A is amended to change "participate in any manner" to "participate in any matter."

Chapter 79, Planning and Zoning Commission.

Article II, Designation as Aquifer Protection Agency.

A. Sections 79-4C and 79-6B, "Environmental Protection" is revised to "Energy and Environmental Protection."

Chapter 87, Recreation Commission.

Sections 87-1 and 87-2 are amended to change "Recreational Commission" to "Recreation Commission."

Chapter 93, Regional Agencies.

Article II, Northeastern Connecticut Council of Governments.

Section 93-3 is amended to correct "Section 4-124-1(c) of the Connecticut General Statutes" to "§ 4-1241(b) of the Connecticut General Statutes."

Chapter 102, Select Board.

Article I, Disposition of Town-Owned Real Estate.

Section 102-1 is amended to change "Planning Agency" and "Planning Commission" to "Planning and Zoning Commission."

Chapter 115, Zoning Board of Appeals.

Section 115-4 is amended as indicated:

Vacancies occurring on the Zoning Board of Appeals shall be filled from the number of alternate members for each such Board by majority vote of the remaining Commission Board members.

Chapter 122, Bazaars and Raffles.

Section 122-7 is amended as indicated: "Any organization violating any provision of this chapter shall be fined not less than \$200 nor more than \$1,000 up to \$250."

Chapter 126, Bingo.

- A. Section 126-3B is amended as indicated: "Individual operators are required to submit a PIN operator registration form with the Town Clerk prior to operating a bingo game."
- B. Section 126-7 is amended as indicated:

Any organization violating any provision of this chapter shall be fined not less than \$200 nor more than \$1,000 in accordance with the Town Schedule of Fees and Fines and shall have its permit and/or PIN revoked.

Chapter 132, Building Construction.

Article I, Building on Unaccepted Streets.

A. Original Sec. 1, regarding conditions for issuance of a building permit, is repealed.

B. Section 132-1 is amended to change "Planning Commission" to "Planning and Zoning Commission."

C. Section 132-3 is amended as indicated:

This article shall not be construed to prevent the issuance of a building permit for the construction of farm or accessory buildings which are not in violation of any lawful zoning or building regulations of the Town of Thompson, or any building or structure on a site plan approved on or after June 15, 2012, pursuant to C.G.S. § 8-3(g) or in a subdivision approved on or after June 15, 2012, pursuant to C.G.S. § 8-25, provided the approval for such site plan or subdivision has not expired.

Chapter 138, Cemeteries.

Article I, Burial of Town Poor.

Section 138-1 is amended, in part, as indicated:

The Select Board of the Town of Thompson is hereby authorized to convey to the West Thompson Cemetery Association that portion of the West Thompson Cemetery Association now owned by the Town of Thompson and reserved for the burial of Town poor ...

Chapter 150, Farming.

Article I, Right to Farm.

The definition of "agricultural operations" in § 150-3 is amended, in part, as indicated: "...or other pests damaging or <u>that</u> could potentially damage crops..."

Chapter 155, Fires and Fire Prevention.

A. The Fire Marshal Fee Schedule attached to this chapter is amended revise the entry "Bed-and-breakfast" to "Bed-and-breakfast establishment," and to delete the following language that originally followed the schedule tables:

Any person who fails to comply with the provisions of this code or violates any conditions attached to a permit or fails to carry out an order made pursuant to this code shall be fined \$25 per day.

Article I, Outdoor Burning.

B. Section 155-1 is amended as indicated:

No person shall burn any garbage, refuse, or wastes outdoors, on the Sanitary Landfill Transfer and Recycling Station of the Town of Thompson, or elsewhere in the Town, or on public or private land. Exception may be granted in writing by the Health Burn Officer and/or the Fire Chief, if deemed by them to be for the public good or for the elimination of a hazard. The burning of brush must be in compliance with regulations of the local Burning Burn Officer of the Town of Thompson.

Article II, Inspections, Plan Review and Permits.

- C. Section 155-3 is amended to change "Department of Public Safety" to "Department of Emergency Services and Public Protection."
- D. Section 155-6E is added to read: "Pyrotechnics/special effects."

E. Section 155-8D is amended as indicated:

Any person who fails to comply with the provisions of this article or violates any condition attached to a permit or fails to carry out any order made pursuant to this article shall be subject to a fine listed in the fee schedule Schedule of Fees and Fines in Chapter 33. Enforcement, Fees and Penalties, of this Code.

F. Section 155-10 is amended as indicated:

The cost of such signage and mounting shall be paid for by the property owner, and <u>the signage shall be</u> mounted on the front exterior of such building in plain sight <u>for so</u> as to be visible for Fire Department personnel.

Chapter 160, Floodplain Management.

Article I, Minimization of Flood Damage.

- A. Section 160-1 is amended to change "Zoning Agent" to "Building Official."
- B. Section 160-3 is amended to change "Sewer Authority" to "Water Pollution Control Authority."
- C. Section 160-4 is amended to change "Inland Wetlands Agency" to "Inland Wetlands Commission" and to change "regulated areas" to "flood hazard areas."

Article II, Flood Damage Prevention.

D. The definition of "structure" in § 160-6 is amended to read as follows:

Anything that is constructed or erected and the use of which requires permanent attachment to ground or water areas, or attachment to something having permanent location on ground or water areas. An edifice of a building of any kind, any production or piece of work artificially built up or composed of parts and joined together in some definite manner. Signs, vending machines, fences or walls, a wharf or dock, an above-ground tank or a detached solar panel or satellite dish would be defined as structures. A structure shall not include a flagpole or an ornamental well.

E. Section 160-7B is amended as indicated:

The areas of special flood hazard <u>are</u> identified by the Federal Emergency Management Agency in its scientific and engineering report entitled "The Flood Insurance Study for the Town of Thompson, Windham County, Connecticut," dated May 1, 1984. <u>The Flood Insurance Study</u> with accompanying Flood Insurance Rate Maps and floodway maps is hereby adopted by reference and declared to be part of this article.

- F. Section 160-8B(1)(c) is amended to change "altered or related" to "altered or relocated."
- G. Section 160-8B(1)(f)[2] is amended to change "mini design criteria" to "minimum design criteria."
- H. Original Sec. 4.2.1K, regarding a fee set by the Board of Selectmen, of Ord. No. 10-055 is repealed.
- I. Section 160-8C(4) is amended to change "Council of Governments/Regional Planning Agency" to "Northeastern Connecticut Council of Governments."
- J. Section 160-8C(5) is amended to change "Department of Environmental Protection Water Resources Unit" to "Department of Energy and Environmental Protection."

K. Section 160-9B is amended as indicated:

Thompson, T.

The Building Official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source, including data developed pursuant to § 160-8C(11) of this article, as criteria for requiring that new construction or substantial improvements, or other development in Zone A on the community's FIRM, meet the standards in §§ 160-9C and 160-10.

- L. Section 160-9C(1)(b)[2] is amended to change Official to Building Official.
- M. Section 160-9C(2)(a)[1] is amended to change "a minimum of the openings" to "a minimum of two openings."
- N. Section 160-9C(3)(a) is amended as indicated:

Prohibit encroachments Encroachments are prohibited, including fill, new construction, substantial improvements, and other developments unless certification (with supporting technical data) by a <u>licensed</u> professional engineer is provided demonstrating that encroachments shall not result in any (0.00) increase in flood levels during occurrence of the base flood discharge.

- O. In § 160-11E(1) and (2), "Conservation Commission" is changed to "Inland Wetlands Commission."
- P. Section 160-11F is amended as indicated:

Penalties for violation offenses. Violations of the provisions of this article or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with granting of variances or special exceptions, shall constitute a misdemeanor. Any person who violates this article or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$250 per day if proven done willfully and \$100 per day if not, or imprisoned for not more than 10 days for each day of violation, or both, in accordance with the Schedule of Fees and Fines and, in addition, shall pay all costs and reasonable legal fees involved in the case.

Q. Section 160-12A is amended to change "a court of complete jurisdiction" to "a court of competent jurisdiction."

Chapter 166, Garbage, Rubbish, Refuse and Recycling.

- A. In the definition of "bulky waste" in § 166-1, "Connecticut DEP" is revised to "Connecticut Department of Energy and Environmental Protection."
- B. In § 166-1, the defined term "hazardous refuse" is changed to "hazardous waste."
- C. Section 166-4 is amended, in part, as indicated: "The Director of Public Works in conjunction with the Select Board is hereby authorized to enact from time to time on other regulations supplemental to this chapter..."
- D. Section 166-14 is amended as indicated:

All demolition materials and bulky waste over 100 pounds and over are subject to being weighed in over the Transfer and Recycling Station scale and will be billed accordingly, on tonnage, at the rate set by the Select Board.

Chapter 183, Library.

Section 183-3 is amended as indicated: "Such library shall include those documents and other materials <u>and</u> may utilize any available buildings or other facilities deemed appropriate by the Board of Trustees."

Chapter 204, Parks and Recreation.

Article I, Bull Hill Recreation Area.

Section 204-5 is amended to change "For the first violation" to "For any violation."

Chapter 211, Peddling and Soliciting.

- A. In § 211-1, the definition of "director" is repealed.
- B. Section 211-2E is added to read:

Sales by farmers and gardeners of the produce of their farms and gardens; the sale, distribution and delivery of milk, teas, coffees, spices, groceries, meats and bakery goods; and the taking of orders for merchandise for future delivery when full payment is not required at the time of solicitation; or

- C. Section 211-2F is added to read: "Sales by vendors participating in events sponsored by and/or in partnership with the municipality."
- D. Section 211-4F is amended to change "licensing requirements" to "permit requirements."
- E. Section 211-5D is amended to change "license fee" to "permit fee" and to change the reference to C.G.S. § 21-30 to § 21-37.
- F. Section 211-10 is amended to change "department employee" to "law enforcement officer."
- G. Section 211-12 is amended to change "licensed or unlicensed" to "permitted or unpermitted."
- H. Sections 211-13 and 211-16 are amended to change "Director" to "First Selectperson."
- I. Section 211-17A is amended as indicated:

The first violation of this chapter shall be punished by a fine, see Ordinance Schedule of Fees and Fines, and second or subsequent violation shall be punished by a fine of, see Ordinance and second or subsequent violations shall be punished by a fine as set in the Schedule of Fees and Fines.

J. Section 211-18 is amended to change "notwithstanding the validity of any part" to "notwithstanding the invalidity of any part."

Chapter 223, Roads, Driveways and Sidewalks.

Article I, Removal of Snow and Ice on Sidewalks.

A. Section 223-2 is amended as indicated:

In case the snow, sleet or ice on such sidewalk shall be frozen so hard that it cannot be removed, such owner of the building or lot of land, as aforesaid, shall cause such sidewalk to be made safe and convenient or passable by covering any and all such snow, sleet or ice with sand, cinders or similar materials einders within the time limited limit provided specifically

above, and shall as soon thereafter as the weather shall permit thoroughly clean such sidewalk.

B. Section 223-3 is amended as indicated:

The owner of any building or lot of land whose duty it is to clear the sidewalk adjacent thereto who shall violate any of the provisions of §§ 223-1 and 223-2, or refuse or neglect to comply with the same, shall be deemed guilty of an infraction and, upon conviction thereof, shall be fined, see Ordinance Fee and/or Fine Schedule for each offense for such offense as provided in the Schedule of Fees and Fines, and each and every day thereafter shall be deemed a separate offense.

C. Section 223-5 is amended as indicated:

The owner of any building, standing upon or so near the line of a street that snow-slides or ice slides from the roof may endanger public travel shall, within a reasonable time after the termination of or abatement of a snowstorm, but in any case within 24 hours, shall case cause the snow and/or ice to be removed from the roof therein thereon in such a manner as it will not endanger travelers.

Article II, Water and Other Discharges.

D. Section 223-10 is amended as indicated: "No person shall discharge water, snow, ice or any other substance onto the travelled portion of any street or sidewalk within the Town of Thompson."

Article III, Road Work.

- E. Section 223-16B(3) is amended to change "200 feet" to "200 linear feet."
- F. Section 223-16B(4) is amended to change "Projects of 200 feet" to "Projects of more than 200 linear feet."
- G. Section 223-21 is amended as indicated:

Any person violating any provision of this article shall be fined, see Ordinance Fee and/or Fine Schedule for each such offense as provided in the Schedule of Fees and Fines.

Article IV, Driveways.

- H. Section 223-25A is amended as indicated: "The road standards shall be followed as they apply to driveways, see Figures 4 and 5 of the Residential Driveway Details."
- I. Section 223-25B is amended to change "275 feet" to "275 linear feet."
- J. Section 223-25C is amended as indicated:
 - All driveways shall have a minimum right-of-way width of 50 feet-or such lesser distance as authorized by the Town of Thompson Planning and Zoning regulations. This does not apply to existing lots of record that do not meet right-of-way width requirements.
- K. Section 223-26A is amended to delete the last sentence thereof, which originally read: "A report shall be created by the Building Office and forwarded to the Board of Selectmen on a monthly basis."
- L. Section 223-26I is amended as indicated:

A non-interest-bearing escrow account has been established for the purpose of holding deposits in the amount of[,] see Ordinance Fee and/or Fine Schedule, \$2,000 during

nonconstruction months for individuals who are unable to complete their driveway at this time in accordance with this article.

Article V, Scenic Roads.

- M. Section 223-30A is amended to change "highway foreman" to "Director of Public Works."
- N. Section 223-31A is amended to change "highway supervisor" to "Director of Public Works."

Chapter 230, Sewers.

Article I, Water Pollution Control Authority.

A. Sections 230-1 and 230-2 are amended to change "Sewer Authority" to "Water Pollution Control Authority."

Article II, Sewer Use.

- B. In § 230-5, definition of "Commissioner," and in § 230-8E(1) and (2), "Environmental Protection" is changed to "Energy and Environmental Protection."
- C. In § 230-5, the defined term "Superintendent" is changed to "Director."
- D. Section 230-7B(2) is amended to change "Town/City Building Inspector" to "Town Building Official."
- E. Section 230-7F is amended to change "implication" to "amplification" and to update "WPCF Manual" to "WEF Manual."
- F. Section 230-7L(1) is amended as indicated:

House connections for single-family residence should be made adequate and gastight by properly installing and using any of the following materials:

- (a) Four inches minimum inside diameter, extra heavy Cast-iron pipe with leaded or neoprene joints.
- (b) Five inches inside diameter minimum "Transite" type asbestos/cement pipe (Class 1500 min., 2400 pref) Clay pipe.
- (c) Clay Cement pipe.
- (d) Cement Schedule 40 pipe.
- (e) Schedule 80 pipe. Pipe will have a four-inch minimum inside diameter.
- G. Section 230-7L(10) is amended to delete the last sentence, which originally read: "A fee of, see Ordinance Fee and/or Fine Schedule; and extra \$10 for inspection fee shall be made if inspection is requested outside of normal working hours of inspectors."
- H. Section 230-8C(7) is amended, in part, as indicated: "...guidelines or regulations affecting sludge use or disposal developed pursuant to the Resource Conservation and Recovery Act, the Clean Air Act..."
- I. Sections 230-8G and K are amended to change "Supervisor" to "Director."
- J. Section 230-8H is amended to update Section 25-54h of the Connecticut General Statutes to § 22a-454.
- K. Section 230-11D is amended to update § 25-54q of the General Statutes to § 22a-438.

Chapter 236, Stormwater Management.

Article I, Illicit Discharges and Connections.

A. Section 236-9 is amended as indicated:

If within 15 days of the preliminary contact the property owner or facility operator of such permitted property does not willingly abate the illicit discharge/connection, the Director shall either issue an order to abate pursuant to the provision of this article and/or notify the DEEP of the suspected permit violation for enforcement action by the DEEP.

B. Section 236-13C is amended as indicated:

Said order shall further instruct that, should the actions required by the order fail to be completed within the established deadline, such actions may be performed at the Director's direction. The person to whom the order is issued is liable for any expenses incurred by the Director in abetting the violation.

Chapter 240, Taxation.

Article III, Abatement for Fire Department and Fire Company Members.

A. Section 240-4 is amended as indicated:

In recognition of the benefits provided to the Town of Thompson by the dedicated service of the five volunteer fire companies and their personnel and the Department of Emergency Management and Homeland Security Agency, the Town of Thompson hereby establishes a tax exemption program pursuant to Public Act 99-272, Section 6, § 12-81w of the Connecticut General Statutes, as amended, for the volunteer fire, ambulance and emergency management personnel under the conditions outlined below.

- B. Section 240-5A(2) is amended as indicated: "If during the prior calendar year an ambulance duty crew personnel serve one night a week for a minimum of 10 months per year, they shall be entitled to a \$60,000 tax exemption."
- C. Section 240-5A(3) is amended as indicated:

If during the prior calendar year an active life member as defined by the bylaws of their volunteer fire company who attends a minimum of 25% of the year's meetings, fire company functions, and training requirements as prescribed by the bylaws of their volunteer fire company, the member shall be eligible for a \$60,000 tax exemption.

D. Section 240-5C is amended as indicated:

- (1) If any regular or active life member who met all of the requirements of § 240-8A or B of this article during the prior calendar year but who has died dies prior to July 1 of the year when the exemption would have been applied, said exemption shall be applied to the property which would have qualified for the exemption as if the individual had survived and provided the property is owned by the spouse or child of that member.
- (2) If any regular or active life member who met all of the requirements of § 240-5A or B of this article during the prior calendar year but becomes so disabled during the year when the exemption would have applied but is that they are unable to discharge their duties as a volunteer as defined in the this article, the person shall be entitled to the exemption that year.

E. Section 240-6B is amended as indicated:

Nothing in this article shall be construed to imply that if an eligible member has less tax liability than their permitted amount of tax exemption, that they are entitled to receive any additional funds from the Town of Thompson under this article.

Chapter 251, Vehicles, Abandoned and Junked.

A. The definition of "hearing officer" in § 251-2 is amended to read as follows:

The First Selectperson or, if the First Selectperson has a conflict of interest, another member of the Select Board who will be appointed by the Select Board.

B. The definition of "motor vehicle" in § 251-2 is amended as indicated:

Any vehicle which is designed to be self-propelled. This shall include, but is not limited to, automobiles, trucks, buses, boats, aircraft, motor homes, all-terrain vehicles, snowmobiles, motorbikes, and construction vehicles and other motorized motor homes.

C. Section 251-4 is amended as indicated:

Whenever it comes to the attention of the Town that any nuisance as defined in this chapter exists, a notice in writing shall be served upon the occupant of the land where the nuisance exists, the occupant and/or owner of the property or his/her agent, notifying them of the existence of the nuisance and requesting its removal within 30 days.