



City Hall
555 Santa Clara Street
Vallejo, CA 94590

AGENDA

CODE ENFORCEMENT APPEALS BOARD MEETING 6:00 P.M.

City Council Chambers

October 27, 2016

George Roth, Chair
Wanda Madeiros, Vice-Chair

Board Members
Patricia Bernard
Fred Cavalli, Jr.
Lee Lancaster
Edward Taylor
VACANT

Robert McConnell – City Council
Liaison

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Code Enforcement Appeals Board (Board) without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Staff of the Board prior to the consideration of the item.

Those wishing to address the Board on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the City Council to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Board will be available for public inspection at the Code Enforcement Division or City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Board. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4469, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL
4. APPROVAL OF AGENDA

5. READING & APPROVAL OF MINUTES
 - A. August 25, 2016 – Regular Meeting

6. CORRESPONDENCE: None

7. FIRST COMMUNITY FORUM

Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, is requested to submit a completed speaker card to the Board Staff Person. When called upon, each speaker should step to the podium, state his/her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three (3) minutes, pursuant to Vallejo Municipal Code Section 2.20.300. The remainder of the speakers wishing to address the Board on non-agenda items will be heard at the Second Community Forum listed later on the agenda.

8. GUEST SPEAKER: None

9. PRESENTATIONS: None

10. NEW BUSINESS:

- A. Zoning "Q & A Session" – Dina Tasini, Manager, City of Vallejo Planning Division

11. OLD BUSINESS:

- A. Staff Report on the Following Items:
 1. Update on Payment Installment Plan – Rules and Matrix

12. SECOND COMMUNITY FORUM

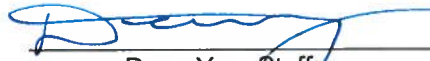
13. STAFF COMMENTS: None

14. ANNOUNCEMENTS: Since the fourth Thursday of November and December both land on holidays and City Hall is closed, both meetings are cancelled. Formal cancellation notices will be distributed and posted next month.

15. ADJOURNMENT

I, Dong Yoo, Staff, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Code Enforcement Appeals Board, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Wednesday, October 19, 2016.

Dated: October 19, 2016


Dong Yoo, Staff

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Code Enforcement Appeals Board (Board) will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Board. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-3414, TDD (707) 649-3562.



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1. **CALL TO ORDER:** Chairperson George Roth (Chairperson Roth) 6:01 pm.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG :** Chairperson Roth
3. **ROLL CALL:**

Present:	Chairperson George Roth Vice-Chairperson Wanda Madeiros Board Members: Patricia Bernard, Lee Lancaster, Edward Taylor
Absent:	Board Member: Fred Cavalli, Jr. (excused) City Council Liaison Robert McConnell
Staff:	Lt. Kenny Park, Senior Code Enforcement Officer (SCEO) Dong Yoo, Code Enforcement Officer Lorena Burciaga
4. **APPROVAL OF AGENDA:** Board Member Taylor motioned to approve the agenda, seconded by Vice-Chairperson Madeiros. The motion carried unanimously.
5. **APPROVAL OF MINUTES:** Vice-Chairperson Madeiros motioned to approve the July 28, 2016 Regular Meeting minutes, seconded by Board Member Taylor. The motion carried unanimously.
6. **CORRESPONDENCE:** None
7. **FIRST COMMUNITY FORUM:** None

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8. **GUEST SPEAKER:** None
9. **PRESENTATIONS:** None
10. **NEW BUSINESS:**
 - A. **Code Enforcement Appeal Hearing:**
Hearing on the First Citation for 2901 Georgia Street – Staff
Recommendation: Uphold the First Administrative Citation for the vehicles parked on an unpaved surface and/or front yard area.
Action: Vice-Chairperson Madeiros expressed her concerns that the Board is more familiar with Property Maintenance and Abandoned Vehicle codes; this case seems to include portions relating

to Planning, Building, and Public Works. Chairperson Roth requested that Staff invite a representative from the Planning Division, perhaps Planner Marcus Adams, for a Zoning/Planning "Q & A Session" with the Board. Board Member Bernard motioned to uphold the First Administrative Citation for the vehicles parked on an unpaved surface and/or front yard area. The motion was seconded by Vice-Chairperson Madeiros. The motion carried unanimously.

Contact: Lorena Burciaga, Code Enforcement Officer, 645-2605, Lorena.Burciaga@cityofvallejo.net

11. OLD BUSINESS:

A. Staff Report on the Following Items:

1. Update on Implementation of a Payment Installment Plan – Staff reported that Code Enforcement has successfully completed its trial run with its first Board-approved installment payment arrangement on a Notice of Violation. Vice-Chairperson Madeiros requested that staff include the fee waiver or some documentation showing whether the Board needs to provide a payment plan to the appellant. The Board Members have also requested that a "matrix" or form is created to show the appellant their choices, for uniformity or consistency reasons, including "failure to pay" language. An update will be provided at the September 22nd, 2016 meeting.

12. SECOND COMMUNITY FORUMS: None

13. STAFF COMMENTS: Staff stated that the Planning Division will be contacted to attend our next regular meeting and that Staff will work on the payment installment "matrix" requested by the Board.

14. ANNOUNCEMENTS: Board Member Lee Lancaster's term expires on December 31st, 2016. Board Member Lancaster will remain on the Board until a replacement is found (or his term is renewed). The City Council is currently in the process of interviewing applications to fill the one vacancy in the Code Enforcement Appeals Board (CEAB). The CEAB applicants' interview date is still to be determined. The City Clerk should be providing an update for us sometime soon.

15. ADJOURNMENT: Board Member Lancaster motioned to adjourn the meeting. Motion seconded by Vice-Chairperson Madeiros. The meeting was adjourned at 6:41 pm.



Code Enforcement Division · 2 Florida Street · Vallejo · CA · 94590 · 707.648.4469

PAYMENT SCHEDULE – RULES AND MATRIX

Vallejo Municipal Code Section 1.15.150 authorizes the City, at its discretion, to pursue any and all legal and equitable remedies for the recovery of fines and/or associated administrative charges owed to the city. The amount of any unpaid administrative charges and/or abatement costs including incidental costs may be made a lien on the real property on which the violation occurred and may constitute as a special assessment added to the ordinary secured property taxes. Please refer to the table below for details on the fines and penalties.

Vallejo Municipal Code Section 7.54.150 authorizes the City, at its discretion, to pursue any and all legal and equitable remedies for the recovery of unpaid administrative charges. The amount of any unpaid administrative charges and/or abatement costs including incidental costs may be made a lien on the real property on which the violation occurred and may constitute as a special assessment added to the ordinary secured property taxes.

TIER	NOTICE/CITATION AMOUNT	# OF MONTHLY INSTALLMENTS
A	\$200 - \$300	2
B	\$301 - \$500	3
C	\$501 - \$1000	5
D	\$1001 - \$2000	8
E	\$2001 - above	(Maximum) 12

FAILURE TO PAY: The outstanding balance and any and/or all late fee(s) will immediately apply if an installment payment is not received by the due date printed above. Please note, if left unpaid, the full outstanding/unpaid balance will be placed on the following Solano County Tax Roll as a special assessment, or sent to collections. In addition, the lien will remain on the property title until the full amount has been paid to the City of Vallejo.

PAYMENT OPTIONS*

A copy of the invoice should be included with the payment. If paying by check or money order, please ensure the case number, [CASE_NO] is written on the check or money order and make it payable to the City of Vallejo.

1. In **person**, at the Vallejo City Hall, 555 Santa Clara Street, 1st Floor – Cashier
CASHIER: Use Account # 001-2412-310.36-13 (CA) and print TWO RECEIPTS; place duplicate receipt in Code Enforcement's outbox for pick-up and recording.
2. By **mail**, to the City of Vallejo Code Enforcement Division, P.O. Box 3068, Vallejo, CA 94590-5922.

*If applicable, lien releases will be prepared after full payment and may be picked up from our office at 2 Florida Street, Vallejo, CA or mailed (postage fees apply). You will need to have the lien releases recorded at the Solano County Recorder's Office (their office charges a filing fee for EACH document number to be released).

Please note that this payment installment plan is a privilege granted by the City of Vallejo to the appellant/applicant and may be discontinued/revoked at any time. The payment installment plan can only be granted by Code Enforcement management if the applicant is within their 30-day appeal timeframe, or granted during a scheduled hearing with the Code Enforcement Appeals Board.