



PLANNING & COMMUNITY PRESERVATION

# Public Hearing – First Reading for Ordinance No. 2026-03

April 20, 2026



# SUMMARY

Neighborhood Community Preservation staff is seeking to update and revise various sections in Chapter 1.13 “Code Enforcement Procedures and Penalties”. The proposed amendments are to ensure consistency related to the administrative process for correcting violations.

# Update to Section 1.13.030 Definitions

## New Definitions

- Administrative Citation
- Person
- Responsible Party
- Violation

# Update to Section 1.13.030 Definitions

## Revised Definition

Updated “Working Days” definition to:

- Exclude all days that City Hall offices are closed to the public (ex. Sat., Sun., holidays).
- Corrected sections that referenced calendar days to working days.

## Update to Section 1.13.060 Commencement of Administrative Enforcement

- Removed requirement to pay deposit fines for an Administrative Hearing.
- Removed requirement for all corrections to be completed in ten (10) working days.

## Update to Section 1.13.070 Service of Administrative Order

- Clarify five (5) working days constitutes mail delivery for owners and ten (10) days for out of state owners.

# Update to Section 1.13.090 Administrative Appeal Hearing

- Timeframe for an Appeal Hearing was updated to 60 days.
- Verbiage for Government Code Section 1153 is added.

Thank you

