

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: GABE OSBURN, DIRECTOR
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
SUBJECT: ADMINISTRATIVE COST RECOVERY LIEN AGAINST THE REAL
PROPERTY LOCATED AT 1727 BURBANK AVENUE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Council, by resolution, approve the administrative cost recovery lien in the amount of \$9,077.99 against the property located at 1727 Burbank Avenue for violations of the City Code which remains uncorrected by the responsible party, Rosalinda Wilbor, and authorize the recordation of a lien and placement of a special assessment on the property tax roll for collection.

EXECUTIVE SUMMARY

Pursuant to Chapter 1-30 of the Santa Rosa City Code, a Hearing Officer conducts administrative hearings to determine whether or not violations of the City Code exist on a specific property. If violations exist and an administrative enforcement order is issued, the responsible party has 30 days to pay the administrative costs in full. If administrative costs are not paid within 30 days, the Code Enforcement Officer will request Council confirm that an administrative cost recovery lien be added to the next regular bill levied against the parcel.

In this case, the Hearing Officer found that violations existed on the property at 1727 Burbank Avenue, and that the violations have remained uncorrected by the responsible party, Rosalinda Wilbor, who appeared through her attorney, Richard Freeman, at the Administrative Hearing held on February 12, 2025. The unpaid lien amount of \$9,077.99 consists of administrative costs of \$5,214.81 assessed by the Administrative Hearing Officer, and \$3,863.18 in Administrative Hearing Officer fees and cost for hearing preparation, conducting the hearing, review of evidence and preparation and service of the Administrative Enforcement Order.

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BACKGROUND

On June 9, 2021, a formal complaint was issued to the Code Enforcement Department regarding a sewage line leak under a senior care facility, HVAC system line failure and fumes from sewer entering facility at 1727 Burbank Avenue. An inspection was performed by code enforcement staff on June 9, 2021, and a Notice and Order Notice to Vacate was issued at 1727 Burbank Avenue. Upon case reassignment, another inspection was performed by code enforcement staff on July 12, 2023. The Notice of Violation was mailed out to Responsible Party on August 18, 2023. The violation was not cleared, and a Notice of Noncompliance was recorded against the property.

An Administrative Notice and Order was mailed to the Responsible Party by certified and regular mail on November 14, 2024. The Administrative Notice and Order was also posted on the property. The timely noticed Administrative Hearing was held on February 12, 2025. The Responsible Party did appear through her attorney, Richard Freeman and administrative costs totaling \$9,077.99 were ordered to the City, pursuant to the Enforcement Order.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Pursuant to Chapter 1-30 of the Santa Rosa City Code, a Hearing Officer conducts administrative hearings to determine whether or not violations of the City Code exist on a specific property. Administrative Hearings are scheduled once a month on the second Wednesday. Per these procedures, when one or more violations are identified, the responsible party or parties are notified and given a reasonable time to make corrections. If the corrections are not accomplished by a specific date, the party or parties are required to appear before the Administrative Hearing Officer to determine whether or not the violations exist. Where administrative costs of the enforcement process were incurred and proven at the hearing, such costs are also assessed against the responsible party or parties. At the hearing, the responsible party or parties are advised that if the administrative costs remain unpaid, the City retains the option to either place an administrative cost recovery lien against the property where violations occurred, or to create a personal obligation against the responsible party.

If the responsible party has not paid the administrative costs in full within 30 days, the Code Enforcement Officer shall request, by placing on the City Council consent agenda, an item to confirm that an administrative cost recovery lien be added to the next regular bill levied against the parcel.

The County Auditor and the County Tax Collector require that the City Council act by resolution to create an administrative cost recovery lien. The resolution must identify the

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parcel by address, if available, by its recorded location in the Official Records of Sonoma County, and by the parcel number. It must also provide the dollar amount of the lien, and, when the lien amount is in excess of \$2,500, the number of equal annual installment payments but not exceeding five in number. The resolution also authorizes and empowers the officers of the City, including the City Clerk and the Chief Financial Officer, to do all things as may be necessary, including but not limited to notifications to the Sonoma County Auditor and Tax Collector, to carry out the foregoing.

FISCAL IMPACT

Collection of the costs of code enforcement activities will be applied to the administrative hearing fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Property owner is provided notice of this action a minimum of 10 days prior to the Council meeting.

ATTACHMENTS

- Attachment 1 – Administrative Enforcement Order
- Attachment 2 – Case File Photographs
- Attachment 3 – Vicinity Map
- Resolution

PRESENTER

Lou Kirk
Assistant Chief Building Official