



# ADMINISTRATIVE CITATION

## City of Santa Rosa Code Enforcement Division

100 Santa Rosa Ave, Room 3, Santa Rosa, Ca 95404  
Phone: (707)543-3198 Website: www.srcity.org

|  |   |   |                                      |
|--|---|---|--------------------------------------|
| <b>Date of Violation:</b><br><b>05/13/2024</b>   | <b>Location of Violation:</b><br><b>1611 Manzanita Avenue</b> | <b>APN:</b><br><b>181-060-004</b>                                   | <b>Citation No:</b><br><b>SR2072</b> |
| <input checked="" type="checkbox"/> <b>Property Owner</b>  | <input type="checkbox"/> <b>Business/Tenant</b>               | <input type="checkbox"/> <b>Agent for Service of Process</b>        |                                      |
| <b>Issued to:</b><br><b>Venugopal Atluri</b>   |   | <b>Business Name (if applicable):</b><br><b>Mataro by AvantStay</b> |                                      |
| <b>Mailing Address (if different from violation location):</b><br><b>547 Wycombe Court, San Ramon, CA 94583-9101</b> |   |   | <b>State/Driver's License No:</b>    |
| <b>Sex:</b>  | <b>Hair:</b>  | <b>Eyes:</b>  | <b>Height:</b>                       |
| <b>Weight:</b>   | <b>Age:</b>   | <b>DOB:</b>   |                                      |

AN INSPECTION OF THE ABOVE PREMISES WITHIN THE CITY OF SANTA ROSA REVEALED THE FOLLOWING VIOLATIONS OF THE LISTED CODES, INCLUDING, BUT NOT LIMITED TO:

| Code Section(s):      | Description:                          | Fine Amt:  |
|-----------------------|---------------------------------------|------------|
| 18-22.R105.1          | CRC – Permits Required (Res)          | \$ 0       |
| 20-48.060(A)          | STR – Occupancy Limits                | \$ 3000.00 |
| 20-48.070(A)          | STR – General (Operational Standards) | \$ 200.00  |
| -                     | -                                     | \$ -       |
| -                     | -                                     | \$ -       |
| -                     | -                                     | \$ -       |
| TOTAL PENALTY AMOUNT: |                                       | \$ 3200.00 |


Most codes may be found only at <https://ecode360.com/SA5009>. Please contact Code Enforcement if you require assistance.

|  |
|--|
| <b>Comments/Corrective Action(s):</b>                        |
| Refer to accompanying Notice of Violation dated May 14, 2024 |
| Case Number CE24-0572  |

You have a compliance date of **06/16/2024** by which time you are to take the corrective actions noted above.

|   |   |   |  |
|---|---|---|--|
| <b>Citation Notice By:</b>  |   |   |  |
| <input type="checkbox"/> <b>Personal Service</b>  | <input checked="" type="checkbox"/> <b>Mail</b> | <input type="checkbox"/> <b>Property Posted</b> | <input type="checkbox"/> <b>Violator Refused to Sign</b> |
| <input type="checkbox"/> <b>Violation(s) not committed in my presence. Certified on information and belief.</b> |   |   |  |

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT. EXECUTED ON ISSUE DATE SHOWN BELOW.

|                    |                                   |               |  |
|--------------------|-----------------------------------|---------------|--|
| <b>Issue Date:</b> | <b>Issuing Officer (Printed):</b> | <b>Phone:</b> | <b>Issuing Officer Signature:</b>  |
| 05/16/2024         | Lou Kirk                          | 707-543-3248  |  |

|  |          |
|--|----------|
| <b>VIOLATOR: Without admitting guilt, I acknowledge having received this citation.</b> | <b>X</b> |
|--|----------|

**NOTICE:** The law requires that you take steps to either (1) **Comply** with this citation, or (2) **Contest** this citation. See reverse side for further information about this citation; your appeal rights; and the consequences for failing to comply with this notice.

## **IMPORTANT – READ CAREFULLY**

### **ADMINISTRATIVE CITATION**

The City of Santa Rosa City Code Section 1-30.235.1 provides for the issuance of Administrative Citations for City Code Violations. There are several levels of fines that can be issued for a violation. **The fines are indicated on the front of the Administrative Citation.** These fines are cumulative, and Citations may be issued for each day that a violation exists. A warning (if issued) does not incur a penalty and therefore is not appealable. In addition, the City may issue a Criminal Citation and/or seek any other legal remedies in order to bring about compliance.

**ORDER:** As the responsible person for the subject property listed on the front of this Administrative Citation, **you are ordered to immediately cease the commission of the violation(s) listed within this Administrative Citation** (for a definition of “Responsible person,” see the bottom of this page).

### **PAYMENT**

**Payment must be made in full within 21 calendar days of the issuance of the Administrative Citation. Payment may be in the form of a cashier’s check, money order or personal check. Do not send cash. Check should be made out to The City of Santa Rosa – do not send payment directly to the City of Santa Rosa. Please indicate the Citation number on your check. Payment can be mailed to the following address:**

City of Santa Rosa  
c/o Citation Processing Center  
PO Box 10479  
Newport Beach, CA 92658

Payment may also be made on-line by credit card at [www.citationinfo.com](http://www.citationinfo.com) or by calling 1-800-969-6158. When paying online, the citation/booking/invoice number filed shall be the number of the citation, and time of citation field shall be defaulted to 1200.

### **PRELIMINARY REVIEW**

A request for a Preliminary Review may be made in writing **within seven (7) days** of the issuance of the Administrative Citation. This request shall be submitted to the Code Enforcement Officer who issued the Administrative Citation and must include the grounds upon which the Responsible Party(ies) rely(ies). The request must include any information that the Responsible Party(ies) desire(s) considered in the Preliminary Review. Any questions regarding the Preliminary Review may be addressed to the Code Enforcement Officer who issued the Administrative Citation. The request for a Preliminary Review shall not extend any compliance time period, the due date of payment of any penalty(ies), or the deadline to request an administrative hearing.

### **RIGHT OF APPEAL**

Any recipient of an Administrative Citation may contest the violation(s) by filing an appeal. The total amount of the fine(s), posted as a fine deposit, along with the written appeal, must be received **within 21 calendar days** of the issuance of the Administrative Citation. A request for an Administrative Citation hearing must be made in writing to:

City of Santa Rosa  
c/o Citation Processing Center  
PO Box 7275  
Newport Beach, CA 92658-7275

**Please include your reasons for the appeal.** The failure to send the fine deposit with your appeal request letter shall render the appeal incomplete. The Responsible Party(ies) shall be responsible for the total amount of the fine(s). A responsible party having an inability to pay may request a hardship waiver of the penalty and shall bear the burden to establish by substantial evidence their inability to pay. Upon acceptance of a complete appeal request, you will be notified upon the acceptance of your appeal and of your hearing date.

Failure to request an Administrative Hearing before the deadline, or failure to comply with all of the requirements of requesting an Administrative Citation Hearing constitute an abandonment of a request and a failure to exhaust administrative remedies. Either the Responsible Party(ies) or the City may request, in advance of the hearing and upon good cause provided to the Hearing Officer, one hearing continuance.

### **CONSEQUENCES OF FAILURE TO PAY THE FINE AMOUNT AND CORRECT VIOLATIONS**

The failure of any person to pay the fine(s) assessed by the Administrative Citation within the time specified on the Administrative Citation or on the invoice from the Revenue Collector may result in the assessment of late penalties; notification to the State Franchise Tax Board, or the City pursuing other legal remedies to collect civil penalties. Payment of the Administrative Citation does not relieve the responsibility to correct the violation(s).

**If You Need Further Clarification about payment**, please call **1-800-969-6158**.

**If You Need Further Clarification about appeals** of this Administrative Citation, please call **1-800-969-6158**.

**If You Need Further Information about how to comply** – with the City of Santa Rosa City Code violations, please contact the City Code Enforcement Department at **1-707-543-3198**.

**“Responsible person” – SRCC [1-30.030 Definitions](#).**

(B) For the purposes of this chapter, “Responsible Party” means the person or persons responsible for the event or incident and may include any of the following regarding the property where the violation exists:

- (1) An owner of record;
- (2) A manager of the property;
- (3) One in charge of the premises;
- (4) An occupant of the premises;
- (5) A user

If a Responsible Party is a minor, then the parent(s) or guardian(s) of the minor shall be the Responsible Party.

### **PERMIT INFORMATION**

Permit applications and submittal information are available online using the Permit Portal at <https://citizen.srcity.org/CitizenAccess>. For an in-person appointment to speak with Building, Planning or Code Enforcement Staff please use the appointment queuing system at <https://SRCity.org/QLess> and follow the system prompts to schedule. For staff assistance in scheduling an appointment, please leave a voicemail at our appointment request line at (707) 543-4623.