

Attachment 9 - Administrative Enforcement Order

CITY OF SANTA ROSA

ADMINISTRATIVE ENFORCEMENT ORDER

ASSESSOR'S PARCEL NUMBER 010-641-012

2409 JOSEPH COURT EAST, SANTA ROSA, CALIFORNIA

FILE #CE24-1398

HEARING DATE JANUARY 14, 2026

RESPONSIBLE PARTIES

MATT ADAMS; TIANA ADAMA aka TIANA ADAMS

SUMMARY OF PROCEEDINGS

Santa Rosa City Code section 1-30.020 declares that a violation of the Santa Rosa City Code or any ordinance enacted by the Santa Rosa City Council is subject to an administrative fine or penalty. Pursuant to Santa Rosa City Code section 1-30.040, whenever a Code Enforcement Officer determines that a violation of an ordinance has occurred, the Code Enforcement Officer may issue an administrative notice and order to the responsible party.

The purpose of this hearing was to provide a review of the Administrative Notice and Order dated December 15, 2025, in which the responsible parties had been given up to and including January 4, 2026 to correct/abate all violations. Code Enforcement Technician Michael Wilroy, Code Enforcement Officer Cassidy Anderson and responsible party Tiana Adams, aka Tiana Adama were present. Responsible Party Matt Adams did not attend. An in-person hearing was conducted by Administrative Hearing Officer Charles J. Tarr, appointed pursuant to Santa Rosa City Code section 1-30.080.

ENFORCEMENT HISTORY

Code Enforcement action was initiated on this property after a site inspection on December 4, 2025 based upon a complaint received on October 23, 2025. Set forth verbatim below, are the Staff Report chronology entries from 10/23/2024 through 12/15/2025:

October 23, 2024: Code Enforcement received a complaint stating "Trash bags accumulated in driveway and inside inoperable vehicle in driveway. Approx. 6-7 dogs plus other animals in the garage."

December 4, 2024: I sent an inspection request to the property owners with a compliance deadline of December 20, 2024.

January 29, 2025: I inspected the property from the public right of way and observed trash in the front yard. Trash was present in a vehicle in the driveway and in the setbacks.

January 8, 2025: Code Enforcement received a complaint stating trash and debris throughout property, inoperable vehicles and excessive dogs.

January 31, 2025: I sent the property owners a Notice of Violation with a compliance date of February 10, 2025, directing them to remove the vehicle and trash from the property, schedule an inspection, and enroll in disposal collection services.

February 10, 2025: I received voicemail communications from the property owner Tiana Adama that the dogs are not kept in the garage, and the front exterior of the property will be cleaned up this day.

February 13, 2025: I returned a voicemail from property owner Tiana Adama regarding scheduling an inspection.

March 6, 2025: I performed an inspection with Code Enforcement Officer Joseph Moody. The property owner did not allow me to see the garage because they are rotating eleven or more large breed dogs on the property. The property owner stated that some of them were being given away soon. I documented at least eleven of the dogs in the unmaintained back yard, as well as vehicle storage and trash, debris, automotive parts (tires), miscellaneous items in the yard.

March 13, 2025: I sent a Notice of Violation directing the property owners to reduce the number of dogs to three, enroll in collection services, and schedule a compliance inspection.

March 13, 2025: Code Enforcement received a complaint stating that trash and debris, inoperable vehicles and excessive dogs are on the property.

May 19, 2025: I attempted to contact the property owner by telephone and email.

July 31, 2025: Code Enforcement received a complaint stating that trash and debris, inoperable vehicles and excessive dogs are on the property.

August 20, 2025: I sent a first Administrative Citation to the property owners with a compliance deadline of September 5, 2025.

September 29, 2025: I attempted to contact the property owner by telephone and email with a compliance deadline of October 6, 2025.

October 1, 2025: Code Enforcement received a complaint stating that trash and debris, inoperable vehicles and excessive dogs are on the property.

November 20, 2025: I sent a second Administrative Citation to the property owners with a compliance deadline of December 4, 2025.

December 15, 2025: I sent an Administrative Notice and Order to the owners via certified and regular mail. I posted the Administrative Notice and Order to the front door of the property and photographed the site. The conditions to the exterior remain the same and I verified the property still does not have valid collection services.

EXHIBITS

Prior to the January 14, 2026 hearing, Code Enforcement tendered the following documents to the hearing officer:

1. 55 page Staff Report dated January 6, 2026. This report was admitted into evidence as Code Enforcement Exhibit 1.

At the January 14, 2026 hearing, Code Enforcement tendered the following documents to the hearing officer:

2. 56 page Revised Staff Report dated January 12, 2026. This report was admitted into evidence as Code Enforcement Exhibit 2.

3. Revised Administrative Costs Calculation Sheet dated January 14, 2026. This document was admitted into evidence as Code Enforcement Exhibit 3.

4. Certificate of Service of Revised Administrative Notice and Order dated January 13, 2026. This document was admitted into evidence as Code Enforcement Exhibit 4.

5. Two pages of color photographs (eight photographs) of January 13, 2026 site inspection. The photographs were admitted collectively as Code Enforcement Exhibit 5.

WITNESSES

- | | |
|----------------------------------|-----------------------------|
| 1. Michael Wilroy | Code Enforcement Technician |
| 2. Cassidy Anderson | Code Enforcement Officer |
| 3. Tiana Adams (aka Tiana Adama) | Responsible party/Owner |

The witnesses were placed under oath prior to testifying.

VIOLATIONS ALLEGED IN THE ADMINISTRATIVE NOTICE AND ORDER

The Administrative Notice and Order dated December 15, 2025, in Appendix 5, charged three violations.

Violation #1

Trash, rubbish, and debris accumulated in driveway.

SRCC Sec. 18-20.302.10(E) Other property nuisances.

Violation #2

Vehicle stored in driveway for more than 72 hours.

SRCC Sec. 18-20.302.8 Motor vehicles.

Violation #3

Greater than five animals and three dogs on property.

SRCC Sec. 20-42.040 Animal keeping.

FINDINGS OF FACTS AS TO PARTIES AND SERVICE OF DOCUMENTS

SERVICE OF DOCUMENTS

The documentary evidence and oral testimony established that the parties had notice of all proceedings and received all documents. The hearing officer finds that the Administrative Notices and Orders and all attachments were duly served.

NAMING OF RESPONSIBLE PARTY

Based on documentary evidence and oral testimony, the hearing officer finds that Matt Adama and Tiana Adama, aka Tiana Adams, are properly named responsible parties pursuant to Santa Rosa City Code section 1-30.030(B)(1) (2), (3), (4), (5). The Assessor Records in the Property Detail Report, page 23 of Exhibits 1 and 2, established the property owner names as Matt Adams and Tiana Adama. The testimony of Tiana Adams established that there is a typographical error in the Assessor records and that Tiana Adams is the correct name.

Code Enforcement informed Ms. Adams that if she wished the Assessor records corrected, this must be done with the Assessor's Office and that Code Enforcement was proceeding in accordance with the name as reflected in the Assessor records.

CORRECTION OF ERROR IN REVISED STAFF REPORT TABLE OF CONTENTS

The first item under "Violation Letters and Site Inspection" is shown as a Courtesy Letter dated December 5, 2025. Code Enforcement Office Cassidy Anderson established that this was a scrivener's error and that the correct date is December 5, 2024, as reflected on the document. See page 26, Exhibit 2.

**FINDINGS OF FACT AND CONCLUSIONS OF LAW AS TO VIOLATIONS ALLEGED
IN THE ADMINISTRATIVE NOTICE AND ORDER**

FINDING OF FACTS

Violation #1

Trash, rubbish, and debris accumulated in driveway.

SRCC Sec. 18-20.302.10(E) Other property nuisances.

The testimony of Code Enforcement Technician Michael Wilroy and the photographs in Exhibits 1, 2 and 5 established that as of December 15, 2025, there was trash, rubbish and debris accumulated in the driveway in front of the garage door and that as of January 13, 2026, it had not been removed. Ms. Adams testified that on January 14, 2026 she corrected this violation by removing all trash, rubbish and debris.

Based on oral testimony, photographic and other documentary evidence, the existence of the violation as of December 15, 2025 and the existence of the violation on the January 4, 2026 compliance deadline and the removal on January 14, 2026 were established by a preponderance of the evidence.

CONCLUSIONS OF LAW

The Responsible Parties were in violation of Santa Rosa City Code section 18-20.302.10(E), the accumulation, for twenty-four consecutive hours or more of dirt, litter or debris in vestibules, doorways, or the adjoining sidewalk passages or breezeways of a building, established by the accumulation of the trash, rubbish and debris in front of the garage door.

FINDINGS OF FACTS

Violation #2

Vehicle stored in driveway for more than 72 hours.

SRCC Sec. 18-20.302.8 Motor vehicles.

Code Enforcement failed to prove by a preponderance of the evidence that any “abandoned”, “wrecked”, “dismantled”, “inoperative”, “salvaged” or “disabled” motor vehicle was being stored in the driveway or otherwise parked in the lawfully established driveway. There is no 72-hour parking prohibition in Santa Rosa City Code section 18-20.302.8.

Code Enforcement Office Cassidy Anderson contended that the provisions of Santa Rosa City Code section 20-30.110(D)(2) applied as to the parking of vehicles in excess of 72 or more consecutive hours within the setback, in this case, the driveway.

As to that contention, Code Enforcement Technician Michael Wilroy was questioned by the Hearing Officer as to facts that would establish that the vehicles at issue had not been used on a day-to-day basis and had been present for more than 72 hours between December 15, 2025 and January 14, 2026. Mr. Wilroy testified that it was his assumption based on his site inspection on January 13, 2026. Further issues are ambiguities in section 20-30.110(D)(2) as to what constitutes “use” and what is required to avoid a finding of “presence” for more than 72 hours. Even assuming a statutory construction that a vehicle must be moved each day or at least one day in any 72 hour period, no sufficient evidence was offered by Code Enforcement to establish actual use or non-use of the vehicles between the January 4, 2026 compliance date and January 14, 2026.

Code Enforcement Officer Cassidy Anderson testified that Code Enforcement has protocols to determine whether a vehicle is abandoned or not driven including checking for dust, movement of the tires and other indicia of use. No evidence was offered that this was done between the January 4, 2026 compliance date and January 14, 2026.

Ms. Adams testified that on January 14, 2026 she removed all of the trash and debris from in front of the garage door by hauling it away in the truck. Upon inquiry by the hearing officer, Ms. Adams testified that the truck had in fact not been operated or driven for more than 72 hours.

Notwithstanding Ms. Adam's admissions, this is moot, as Code Enforcement did not charge a violation of Santa Rosa City Code section 20-30.110(D)(2).

CONCLUSIONS OF LAW

Violation #2 is cancelled. Code Enforcement charged a violation of Santa Rosa City Code section 18-20.302.8, alleging that the violation existed because a vehicle had been stored in the driveway for more than 72 hours. There was a failure of proof of any of the predicate prohibitions in subsections (A), (B) or (C).

Due process requires that the Administrative Notice and Order must identify the specific code section(s) allegedly violated. The hearing officer cannot retroactively add a violation of Santa Rosa City Code section 20-30.110(D)(2) which regulates parking of motor vehicles on setbacks, nor can the hearing officer construe the Chapter 18 Property Maintenance Code motor vehicles prohibitions as an umbrella that incorporates the provisions of the Chapter 20 setback use prohibitions.

The Administrative Notice and Order did not charge a violation of the zoning statute that regulates the conduct alleged and thus did not provide the requisite legal notice of the charges. The Administrative Notice and Order must allege the statutes charged in the order to provide notice to the responsible parties as to exactly which laws the City claims were violated. This is not a technicality but is a core due process requirement. The City cannot in this proceeding, enforce a statute that was not charged.

FINDINGS OF FACTS

Violation #3

SRCC Sec. 20-42.040 Animal keeping. Greater than five animals and three dogs on property.

Based on oral testimony, photographic and other documentary evidence, the existence of the violation as of December 15, 2025 was established through the testimony of Michael Wilroy and the responsible party, Tiana Adams.

The evidence established that as of December 15, 2025, there were eleven dogs being kept on the property. The City did not offer direct evidence as to how many dogs were on the premises as of the January 4, 2026 compliance date nor how many remained as of January 14, 2026. Ms. Adams testified that she was rescuing dogs fated for euthanasia and had encountered difficulties rehoming the dogs, and while she had success in placing most of the dogs, as of January 14, 2026, there remained a total of 5 dogs being kept on the premises. She testified that she was actively seeking placement of the 2 additional dogs, but that one was a Great Dane and difficult to place.

The hearing officer questioned Ms. Adams as to how much more time she needed to either place the dogs or take them to a shelter. She testified that she needed two weeks to do so.

Based on oral testimony and documentary evidence, the existence of the violation as of December 15, 2025 and as of the January 4, 2026 compliance date was established by a preponderance of the evidence. The evidence established the efforts taken toward full correction, but that as of January 14, 2026, 2 dogs over the permissible limit remained kept on the premises.

CONCLUSIONS OF LAW

The Responsible Parties are in violation of Santa Rosa City Code section 20-42.040(B), the keeping of more than three dogs on the lot/property.

FINDINGS OF FACTS AS TO ADMINISTRATIVE COSTS

Santa Rosa City Code section 1-30.030(F) provides that costs shall be imposed and assessed by the hearing officer pursuant to Santa Rosa City Code section 1-30.100(D), including but not limited to costs of investigation, staffing costs incurred in preparation for the hearing and for the hearing itself, the services of the hearing officer, any abatement costs, costs for all reinspections necessary to enforce the Administrative Notice and Order or the Administrative Enforcement Order, including attorney's fees.

The Revised Administrative Costs Calculation Sheet dated January 14, 2026, Appendix 7-E to the Staff Report, was submitted at the hearing requesting cost recovery or \$2219.20 plus an allowance for additional time for Code Enforcement Officer attendance at the hearing at the rate of \$75.62/hr. The hearing officer allows one hour of time for a total of \$75.62/hr. Total allowed staff cost recovery is \$2294.82.

Total Administrative Hearing Officer fees and costs for hearing preparation, conducting the hearing, review of evidence, legal research and preparation and service of the Administrative Enforcement Order are \$4079.78. Pursuant to Santa Rosa City Code sections 1-30.030(F) and 1-30.100(D), total administrative costs to be recovered are \$6374.60.

PENALTIES

The hearing officer is tasked with determining penalties to be imposed. This determination is based upon a number of factors including the seriousness of the violations, length of time the violations have existed, degree of cooperation and diligence or lack thereof, effect on other properties, culpability, economic incentive or benefit to the owner, impact on the community, involvement of City departments and the sophistication of the violator.

While the remedies provided for in Administrative Notice and Order proceedings are in addition to and cumulative of all other remedies, criminal or civil which may be pursued to address any violation of ordinances, fundamental to the setting of penalties is adherence to principles of due process and avoidance of the imposition of excessive or unreasonable penalties.

Penalties should be fashioned not only to impose punishment for violations, but also to incentivize compliance and as a deterrent. Penalties must be proportional to the violation and not punitive in excess.

Penalties are set as follows:

Violation #1

SRCC 19-20.308.1 Accumulation of Rubbish or garbage

The evidence established compliance by removal of the debris and garbage on January 14, 2026. The compliance date in the Administrative Notice and Order was January 4, 2026. There were 10 days of non-compliance.

Although the responsible parties were not charged with violations of Santa Rosa City Code sections 9-12.130 and 9-12.070 for failure to enroll in garbage removal service with the approved contractor and to have garbage removed at least once per week, failure to do so was a contributing factor.

Penalties for this violation are set at \$100.00 per day for 10 days, for a total of \$1000.00. Upon satisfactory proof to Code Enforcement that on or before January 25, 2026, refuse service was established with the approved contractor, the penalties set forth above are reduced to \$50.00 per day for a total of \$500.00. This proof must be provided no later than 10 days from the date of this order. If there is a failure to provide proof, the imposed penalties remain at \$1000.00.

Violation #2

SRCC 18-20.302.8(A)(B)(C) Motor Vehicles

For the reasons set forth in the findings of facts and conclusions of law set forth above, this violation is cancelled.

Violation #3

SRCC Sec. 20-42.040 Animal keeping. Greater than five animals and three dogs on property.

As set forth in the findings of facts above, as of December 15, 2025, there were eleven dogs kept on the property. The City did not offer direct evidence as to how many dogs were on the premises as of January 4, 2026 nor how many remained as of January 14, 2026. However, Ms. Adams testified that she was rescuing dogs fated for euthanasia and had encountered difficulties rehoming the dogs, and that while she had success in placing some of the dogs, as of January 4, 2026, there remained a total of 5 dogs being kept on the premises. She further testified that she was actively seeking placement of the 2 additional dogs but that one was a Great Dane and difficult to place.

Aggravating factors in setting penalties for this violation are the length of the time the violation existed, lack of diligence in rehoming the dogs and impact on the community. While not factual or legal excuses, mitigating factors are that the additional dogs were not on the premises as pets but for the purpose of saving them from euthanasia or abandonment, difficulties in rehoming them, and the substantial progress made toward compliance.

As of January 14, 2026, there were 2 dogs over the allowed limit of 3 being kept on the property. The hearing officer questioned Ms. Adams as to how much more time she needed to either place the dogs or take them to a shelter. She testified that she needed two weeks to do so. Penalties for this violation are set at \$100.00 per day for 10 days, for a total of \$1000.00. Accrual of additional penalties are stayed until January 28, 2026.

Upon proof that as of January 28, 2026, no more than 3 dogs were being kept on the property, no additional penalties are imposed, and the above referenced penalties are reduced to \$50.00 per day for a total of \$500.00. Within 14 days from the date of this order, the responsible parties shall contact Code Enforcement to schedule a compliance inspection or provide alternative compliance proof as may be acceptable to Code Enforcement. Failure to comply with this proof of compliance requirement or a failure to correct will result in full imposition of the \$1000.00 penalty referenced above along with the additional penalties previously stayed, accruing at the rate of \$100.00 per day commencing January 15, 2026 and continuing until corrected.

ORDER

Having considered all relevant evidence, the hearing officer orders as follows:

A. With reference to the penalty reduction provisions of violation 3, the responsible parties shall contact Code Enforcement within 14 days from the date of this order to schedule a compliance inspection or to provide alternative compliance proof as may be acceptable to Code Enforcement. If the City of Santa Rosa exercises its authority and power under the applicable statutes to enter the property and proceed with abatement, all costs are chargeable to the responsible parties. Failure to comply with any provisions of this order may result in the issuance

of administrative citations, an Administrative Notice and Order or other enforcement remedies available to Code Enforcement.

B. Penalties are imposed as follows:

Violation #1

Trash, rubbish, and debris accumulated in driveway.

SRCC Sec. 18-20.302.10(E) Other property nuisances.

Penalties for this violation are set at \$100.00 per day for 10 days, for a total of \$1000.00. Upon satisfactory proof to Code Enforcement that on or before January 25, 2026, refuse service was established with the approved contractor, the penalties are reduced to \$50.00 per day for a total of \$500.00. This proof must be provided no later than 10 days from the date of this order. If service with the approved contractor was not been established by January 25, 2026, or if it was established but proof of compliance has not been provided to Code Enforcement within 10 days from the date of this order, the full penalty if \$1000.00 is imposed.

Violation #2

Vehicle stored in driveway for more than 72 hours.

SRCC Sec. 18-20.302.8 Motor vehicles.

For the reasons set forth in the findings of facts and conclusions of law set forth above, this violation is cancelled.

Violation #3

Greater than five animals and three dogs on property.

SRCC Sec. 20-42.040 Animal keeping.

Penalties for this violation are set at \$100.00 per day for 10 days, for a total of \$1000.00. Additional penalties after January 14, 2026 are stayed upon the following conditions:

Upon proof that as of January 28, 2026, no more than 3 dogs were being kept on the property, no additional penalties are imposed, and the above referenced penalties are reduced to \$50.00 per day for a total of \$500.00. Within 14 days from the date of this order, the responsible parties shall contact Code Enforcement to schedule a compliance inspection or provide alternative compliance proof as may be acceptable to Code Enforcement. Failure to comply with this proof of compliance requirement or a failure to correct by January 28, 2026 will result in full imposition of the \$1000.00 penalty referenced above with imposition of the additional penalties previously stayed at the rate of \$100.00 per day commencing January 15, 2026 and continuing until corrected.

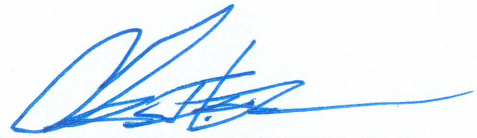
C. The property owner/responsible parties shall pay administrative costs of \$6374.60. Payment shall be made within 30 days of the date of this order.

D. This decision is a final decision upon service and subject to judicial review in accordance with California Code of Civil Procedure section 1094.6 or pursuant to Santa Rosa City Code section -30.120.

E. Pursuant to Santa Rosa City Code section 1.30.100(E), the responsible parties are hereby notified that penalties and administrative costs may become the subject of a special assessment against the property where the violations occurred if payment is not received within 30 days of the date of the final order. The penalty for any late payment is set forth below in paragraph F.

F. This shall serve as notice to the responsible parties that if the penalties and administrative costs as ordered are not received within 30 days of the date of this Administrative Enforcement Order, the City may seek to enforce it through judicial review. The penalty for late payment of the assessed penalty is 7% per annum, pro-rated daily from the payment due date. The penalty for a subsequent violation within thirty-six months of an initial violation is \$1,000 for each day the violation continues. Pursuant to City Council Resolution 26900, any penalty may be deemed either a special assessment lien against the property where the violation occurred or a personal obligation of the party responsible for the violation.

Dated : February 20, 2026



Charles J. Tarr

Administrative Hearing Officer

Tiana Adama aka Tiana Adams
2409 Joseph Court E
Santa Rosa, CA 95407

[x] I am readily familiar with the business practice for collection and processing of correspondence for mailing with the United States Postal Service. On February 20, 2026, I deposited such envelopes in the mail at Santa Rosa, California by scheduled USPS Carrier for pickup in the ordinary course of business. The envelopes were mailed via USPS First Class mail and Priority Mail with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was executed on February 20, 2026..

Charles J. Tarr