



ADMINISTRATIVE REPORT

TO: COMMUNITY RELATIONS COMMISSION

FROM: DEBRA LAPALM, CODE ENFORCEMENT OFFICER II

PREPARED BY: CDD – CODE ENFORCEMENT DIVISION

MEETING DATE: OCTOBER 19, 2016

SUBJECT: 617 E. SANTA INEZ AVE.

RECOMMENDATION

That the Community Relations Commission (CRC);

- A. Find the property at 617 E. Santa Inez Ave. violates SMMC 27.18.070(d) and 7.16.030(b).
- B. Declare the property to be a public nuisance;
- C. Issue an order to abate by adopting the proposed Findings and Order (**Exhibit A**);
- D. Assess Civil Penalties in the amount of **\$100.00 per day**, beginning 11/1/2016 and continuing until such date as the violations are abated, but not to exceed a total amount of **\$5,000.00**, based on the proposed Findings and Order (**Exhibit A**).

BACKGROUND

On 06/17/2015 Code Enforcement responded to a report of complaint of new excess paving in the front setback and conducted an inspection. Paving in excess of that allowed by the City of San Mateo Zoning Code was verified and an Abatement Letter was sent to the property owner. (**EXHIBIT B**)

On 07/09/2015 the property owner spoke with Planning and Code Enforcement regarding allowable paving in the front setback and permit requirements.

In 2015, the property owner had two separate meetings with the Community Development Director. During both meetings the property owner was given direction of what the requirements were to abate the violation. The property owner had expressed interest in keeping the unpermitted paving that has been completed. The property owner was informed that the front yard paving would require approval and a permit. This required that they submit plans/drawings for review and approval. The property owner was informed that the drawings

must meet the Zoning Code requirements for paving of the front yard in a R-1 zoning district (SMMC 27.18.070 Front Yard) and modifications of the current pavement would be required.

On 06/29/2016 Code Enforcement sent a second abatement letter to the property owner **(EXHIBIT C)**

On 08/04/2016 Code Enforcement sent a third abatement letter **(EXHIBIT D)** and Administrative Citation #1197 in the amount of \$100.00 **(EXHIBIT E)**.

On 08/22/2016 the property owner paid the citation and filed for an appeal of the citation. The appeal was submitted several days late and therefore denied. **(EXHIBIT F)** Per San Mateo Municipal Code section 1.10.060(a) the appeal must be received by the City within 10 working days from the date the citation is served.

On 08/31/2016 a meeting was held with the property owner, property owner's son, Code Enforcement Manager, Zoning Administrator, and the assigned Code Enforcement Officer to discuss Zoning Codes related to paving limitations in R1 - One Family Residential Zones. The property owner was informed of allowable alternatives that would comply with the Zoning Code and of the requirement to submit drawings for approval for a permit to remove the excess paving.

On 09/07/2016 Code Enforcement sent a fourth abatement letter **(EXHIBIT G)** and Administrative Citation 1210 in the amount of \$200.00. **(EXHIBIT H)**

As of the date of this report, 10/07/2016, no plans have been submitted for review nor has a permit to correct the violation been issued.

NOTICE PROVIDED:

Notice of Hearing **(Exhibit J)** was mailed to the property owner by first class mail and posted on the property on 10/07/2016.

ATTACHMENTS

EXHIBIT A	Findings and Order of Abatement
EXHIBIT B	Initial Abatement Letter dated 06/17/2015
EXHIBIT C	Second Abatement Letter dated 06/29/16
EXHIBIT D	Third Abatement Letter dated 08/04/2016
EXHIBIT E	Administrative Citation #001197
EXHIBIT F	Request for Appeal of Citation response letter dated 08/22/2016
EXHIBIT G	Fourth Abatement Letter dated 09/07/2016
EXHIBIT H	Administrative Citation #001210
EXHIBIT I	Notice of Hearing & Proof of Service by Mail

STAFF CONTACT

Debra LaPalm
Code Enforcement Officer II
lapalm@cityofsanmateo.org
650-522-7157

Christine Civiletti
Code Enforcement Manager
cciviletti@cityofsanmateo.org
650-522-7154

cc: Assistant City Attorney
Property Owner

EXHIBIT A

**FINDINGS OF NUISANCE AND ORDER OF ABATEMENT OF
617 E. SANTA INEZ., SAN MATEO CA 94401**

FINDINGS:

WHEREAS: the owners, JIE LING & WENDONG ZHU, received proper notice for this hearing per San Mateo Municipal Code Section 7.16;

WHEREAS: this Commission has considered all the evidence concerning the public nuisance violations on the property at 617 E. SANTA INEZ AVE., SAN MATEO CA 94401.

WHEREAS: owners, JIE LING & WENDONG ZHU, have responsibility for maintenance of the property, including abatement of all violations and compliance with all orders of the City and this Commission;

WHEREAS: JIE LING & WENDONG ZHU had reasonable and significant time to correct all violations and have failed to do so;

WHEREAS: the property remains in violation of: SMMC 27.18.070(d) & SMMC 7.16.030(b): Driveway or paved area installed or altered in the front setback without a permit.

NOW, THEREFORE, IT IS ORDERED THAT THE OWNER:

1. Submit plans and obtain a permit to remove the unpermitted paving in excess of that allowed by SMMC 27.18.070(d), by **October 31, 2016**.
2. Abate and correct the violation to include final inspection by the Building Department and Code Enforcement, within 30 days or no later than **November 30, 2016**.
3. Pay an administrative fee in the amount of **\$2,000.00** for this hearing pursuant to San Mateo Municipal Code Section 3.64.010.

FURTHER IT IS ORDERED THAT THE CODE ENFORCEMENT MANAGER:

1. Take all steps to assure that the abatement is completed as ordered, and is authorized to abate the violations in accordance with the Municipal Code Section 7.16, with City forces, if the owner fails to comply with this order;
2. Maintain an accounting of all City costs for the abatement and report these costs to the City from time to time as appropriate, which will be given to the Finance Division for collection through the courts.

ADMONISHMENT:

Maintenance of a public nuisance is unlawful pursuant to the San Mateo Code Section 7.16.015. Failure to comply with this order can result in both civil and criminal penalties and abatement by City forces at your expense. You have the right to appeal this decision to the City Council by filing a written appeal with the City Clerk within ten days from the date of this hearing.

FINDINGS AND ORDER FOR IMPOSITION OF CIVIL PENALTIES

WHEREAS, in accordance with Section 1.11 of the Municipal Code, the notice to the property owners included the potential of civil penalties;

WHEREAS, with respect to Section 1.11.040, the history of compliance of the property owner as follows:

On June 17, 2016, a complaint was received by Code Enforcement stating there was new paving in the front yard. The owner has been notified of the violation, has met or communicated with City Staff on numerous occasions and has been provided the information necessary to correct the violation multiple times, but has not corrected the violation.

WHEREAS, with respect to Section 1.11.040, the extent of the harm the violation poses to the community, occupants, uses, or neighbors of the property is as follows:

Excess paving in the front setback in violation of Zoning Code regulations creates a nuisance in the neighborhood including causing excess runoff to the streets and storm drains thereby potentially increasing the risk of street flooding during heavy rains.

THEREFORE, IT IS HEREBY ORDERED THAT:

1. The property owners, JIE LING & WENDONG ZHU, pay civil penalties in the amount of **\$100.00 per day**, commencing **November 1, 2016**, and continuing until such a date as the violations are corrected and inspected by City staff, but not to exceed a total amount of **\$5,000.00**. **Please be aware that the CRC may increase or decrease these amounts at the time of the hearing.**

EXHIBIT B



DEPARTMENT OF
COMMUNITY DEVELOPMENT

CODE ENFORCEMENT UNIT

20th Avenue
San Mateo CA, 94403-1388
www.cityofsanmateo.org

06/17/2015

WARNING LETTER TO ABATE A PUBLIC NUISANCE

WENDONG ZHU
617 E. SANTA INEZ AVE
SAN MATEO, CA 944010000

IMPORTANT NOTICE
You must bring in this notice
when applying for your permit

CASE CE-2015-527446
APN 032206250

On 06/17/2015 we conducted an inspection at 617 E SANTA INEZ Ave, SAN MATEO, CA 94401-1840 and noted the following code violation(s):

SMMC 27.18.070(d) & 7.16.030(b): Driveway or paved area installed or altered in front setback without a permit. Other applicable codes include SMMC 27.18.070, 23.06.050, 23.06.070, 23.06.180, CRC 1.8.3.1, R105.1, R113.4, R113.1, and R105.8. Compliance Date: 07/08/2015

ALL UNPERMITTED WORK MUST STOP. Excess paving in the front setback requires Zoning approval and a Building permit OR needs to be removed. PERMIT REQUIRED.

You are required to submit plans to legalize, alter, or demolish the unpermitted construction .

Please call me directly at 650-522-7157 to schedule a plan review once your plans are ready AND PRIOR TO SUBMITTING YOUR PLANS FOR THE PERMIT. Please be aware that the Building Division will not accept your plans unless Code Enforcement has reviewed them prior to submittal.

Please be aware that even though the permit issued by the Building Division states that it is active for 180 days, this does not apply to code enforcement cases with work done without permits.

Property owners have the primary responsibility to maintain their properties as assure code compliance. According to Section 7.16.015 of the San Mateo Municipal Code, it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

If you do not correct all violations by the compliance dates you may be subject to administrative citations or fees requiring correction of the violation. In addition, you may be required to attend an administrative hearing before the Community Improvement Commission, WHERE AN ADMINISTRATIVE FEE OF \$ 2,000.00 MAY BE IMPOSED PLUS DAILY CIVIL PENALTIES .

The attached handout provides specific information about this process and outlines the fees and penalties you may be subject to if you fail to correct the violations. Your prompt attention to this matter is essential .

Sincerely,

Debra LaPalm
Code Enforcement Officer II
(650) 522-7157

CC: Street File
Tenant



DEPARTMENT OF
COMMUNITY DEVELOPMENT

20th Avenue
San Mateo CA, 94403-1388
www.cityofsanmateo.org

CODE ENFORCEMENT UNIT

06/17/2015

WARNING LETTER TO ABATE A PUBLIC NUISANCE

LING JIE
617 EAST SANTA INEZ AVENUE
SAN MATEO, CA 94401

IMPORTANT NOTICE
You must bring in this notice
when applying for your permit

CASE CE-2015-527446
APN 032206250

On 06/17/2015 we conducted an inspection at 617 E SANTA INEZ Ave, SAN MATEO, CA 94401-1840 and noted the following code violation(s):

SMMC 27.18.070(d) & 7.16.030(b): Driveway or paved area installed or altered in front setback without a permit. Other applicable codes include SMMC 27.18.070, 23.06.050, 23.06.070, 23.06.180, CRC 1.8.3.1, R105.1, R113.4, R113.1, and R105.8.
Compliance Date: 07/08/2015

ALL UNPERMITTED WORK MUST STOP. Excess paving in the front setback requires Zoning approval and a Building permit OR needs to be removed. PERMIT REQUIRED.

You are required to submit plans to legalize, alter, or demolish the unpermitted construction .

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If you do not correct all violations by the compliance dates you may be subject to administrative citations or fees requiring correction of the violation. In addition, you may be required to attend an administrative hearing before the Community Improvement Commission, WHERE AN ADMINISTRATIVE FEE OF \$ 2,000.00 MAY BE IMPOSED PLUS DAILY CIVIL PENALTIES .

The attached handout provides specific information about this process and outlines the fees and penalties you may be subject to if you fail to correct the violations. Your prompt attention to this matter is essential .

Sincerely,

Debra LaPalm
Code Enforcement Officer II
(650) 522-7157

CC: Street File
Tenant

EXHIBIT C



DEPARTMENT OF
COMMUNITY DEVELOPMENT

20th Avenue
San Mateo CA, 94403-1388
www.cityofsanmateo.org

CODE ENFORCEMENT UNIT

06/29/2016

WARNING LETTER TO ABATE A PUBLIC NUISANCE

WENDONG ZHU &/OR LING JIE
617 EAST SANTA INEZ AVENUE
SAN MATEO, CA 94401

IMPORTANT NOTICE
You must bring in this notice
when applying for your permit

CASE CE-2015-527446
APN 032206250

On 06/17/2015 we conducted an inspection at 617 E SANTA INEZ Ave, SAN MATEO, CA 94401-1840 and noted the following code violation(s):

SMMC 27.64.023: Vehicles/vessels illegally parked on landscaping areas in public view, SMMC:7.16.015

Compliance Date: 07/07/2016

All vehicles need to be removed from designated landscaping areas and parked only on paved, APPROVED surfaces . VEHICLES MAY NOT PARK ON THE UNPERMITTED PAVED AREA (WHICH IS A DESIGNATED LANDSCAPE AREA) IN THE FRONT SET BACK.

SMMC 27.18.070(d) & 7.16.030(b): Driveway or paved area installed or altered in front setback without a permit . Other applicable codes include SMMC 27.18.070, 23.06.050, 23.06.070, 23.06.180, CRC 1.8.3.1, R105.1, R113.4, R113.1, and R105.8.

Compliance Date: 07/25/2016

ALL UNPERMITTED WORK MUST STOP. Excess paving in the front setback requires Zoning approval and a Building permit OR needs to be removed. PERMIT REQUIRED.

You are required to submit plans to legalize, alter, or remove the unpermitted paving . Please call me directly at 650-522-7157 to schedule a plan review once your plans are ready AND PRIOR TO SUBMITTING YOUR PLANS FOR THE PERMIT . Please be aware that the Building Division will not accept your plans unless Code Enforcement has reviewed them prior to submittal .

Please be aware that even though the permit issued by the Building Division states that it is active for 180 days, this does not apply to code enforcement cases with work done without permits .

Property owners have the primary responsibility to maintain their properties as assure code compliance . According to Section 7.16.015 of the San Mateo Municipal Code, it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

If you do not correct all violations by the compliance dates you may be subject to administrative citations or fees requiring correction of the violation. In addition, you may be required to attend an administrative hearing before the Community Improvement Commission, WHERE AN ADMINISTRATIVE FEE OF \$ 2,000.00 MAY BE IMPOSED PLUS DAILY CIVIL PENALTIES .

The attached handout provides specific information about this process and outlines the fees and penalties you may be subject to if you fail to correct the violations. Your prompt attention to this matter is essential .

Sincerely,

Debra LaPalm
Code Enforcement Officer II
(650) 522-7157

CC: Street File
Tenant

EXHIBIT D



DEPARTMENT OF
COMMUNITY DEVELOPMENT

20th Avenue
San Mateo CA, 94403-1388
www.cityofsanmateo.org

CODE ENFORCEMENT UNIT

08/04/2016

WARNING LETTER TO ABATE A PUBLIC NUISANCE

WENDONG ZHU &/OR JIE LING
617 EAST SANTA INEZ AVENUE
SAN MATEO, CA 94401

IMPORTANT NOTICE
You must bring in this notice
when applying for your permit

CASE CE-2015-527446
APN 032206250

On 06/17/2015 we conducted an inspection at 617 E SANTA INEZ Ave, SAN MATEO, CA 94401-1840 and noted the following code violation(s):

SMMC 27.18.070(d) & 7.16.030(b): Driveway or paved area installed or altered in front setback without a permit. Other applicable codes include SMMC 27.18.070, 23.06.050, 23.06.070, 23.06.180, CRC 1.8.3.1, R105.1, R113.4, R113.1, and R105.8.

Compliance Date: 08/25/2016

ALL UNPERMITTED WORK MUST STOP. Excess paving in the front setback requires Zoning approval and a Building permit OR needs to be removed. PERMIT REQUIRED.

You are required to submit plans to legalize, alter, or remove the unpermitted paving. Please call me directly at 650-522-7157 to schedule a plan review once your plans are ready AND PRIOR TO SUBMITTING YOUR PLANS FOR THE PERMIT. Please be aware that the Building Division will not accept your plans unless Code Enforcement has reviewed them prior to submittal.

Please be aware that even though the permit issued by the Building Division states that it is active for 180 days, this does not apply to code enforcement cases with work done without permits.

Enclosed please find administrative citation #001197 issued for continued noncompliance.

Property owners have the primary responsibility to maintain their properties as assure code compliance. According to Section 7.16.015 of the San Mateo Municipal Code, it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

If you do not correct all violations by the compliance dates you may be subject to administrative citations or fees requiring correction of the violation. In addition, you may be required to attend an administrative hearing before the Community Improvement Commission, WHERE AN ADMINISTRATIVE FEE OF \$ 2,000.00 MAY BE IMPOSED PLUS DAILY CIVIL PENALTIES .

The attached handout provides specific information about this process and outlines the fees and penalties you may be subject to if you fail to correct the violations. Your prompt attention to this matter is essential .

Sincerely,

Debra LaPalm
Code Enforcement Officer II
(650) 522-7157

CC: Street File
Tenant

EXHIBIT E

**CITY OF SAN MATEO
ADMINISTRATIVE CITATION**

001197

For Violation of San Mateo Municipal Code (SMMC)

APN: 032 206 250 CASE #/ PERMIT #: CE 2015-527446
 Name: Last ZHU First WENDONG Middle WING JIE
 Address: 617 E SANTA INEZ AVE
 City: SAN MATEO State CA Zip 94401
 Phone: _____ Driver's License or other Identification: _____

Date of violation: Month 8 Day 4 Year 2016
 Location of violation:
 Street address 617 E. SANTA INEZ AVE
 City: San Mateo State: CA Zip 94401

VIOLATION: (CODE SECTION)	DESCRIPTION:	FEE AMOUNT
SMMC 27.18.070(d)	PAVED AREA INSTALLED W/O PERMIT.	\$ 100.00
		\$
		\$
		\$

TOTAL \$ 100.00

I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT AND WRITTEN ON THE DATE SHOWN BELOW:

D.A. Lapina PRINT NAME OF ISSUER [Signature] SIGNATURE

DATE ISSUED 8/4/16 TIME ISSUED 4:20 AM PM

SIGNATURE OF PARTY TO WHOM CITATION ISSUED, IF AVAILABLE
 (Without admitting responsibility, I acknowledge receipt of this citation)

Citation is valid with or without signature

IF THIS BOX IS CHECKED then the Administrative fee of each violation can be reduced by 2/3 the amount shown, provided that within 10 days from the issuance of the citation, you correct the violation & obtain an inspection and signature from the issuing enforcement officer.

CALL (650) 522-7157 FOR AN INSPECTION OR IF YOU HAVE ANY QUESTIONS.

(Enforcement Officer to complete section below)
CERTIFICATE OF COMPLETION

Date violation corrected: _____
 Certification By: _____ ID Number: _____

Make checks payable to City of San Mateo and mail payments to: City of San Mateo Code Enforcement Division
 330 W. 20th Avenue
 San Mateo, CA 94403-1388
 SEE REVERSE SIDE FOR INSTRUCTIONS

FILE COPY

EXHIBIT F

DEPARTMENT OF COMMUNITY DEVELOPMENT
CODE ENFORCEMENT UNIT



330 West 20th Avenue
San Mateo, CA 94403-1338
Web Site: www.cityofsanmateo.org

August 22, 2016

JIE LING
617 E. SANTA INEZ
SAN MATEO, CA 94401

RE: Your request to appeal Administrative Citation 001197
APN: 032 206 250
Case: CE-2015-527446

We are in receipt of your request for a hearing to appeal Administrative Citation 001197.

In accordance with San Mateo Municipal Code (SMMC) section 1.10.060(a) the City must receive your notice of appeal within 10 working days from the date the administrative citation is served. The date the citation was served is August 4, 2016. We received your request for appeal on August 22, 2016. Therefore, in accordance with SMMC 1.10.060(e) you have waived your rights to contest the merits of the citation and the imposition of the nuisance abatement fee.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Civiletti", is written over a horizontal line.

Christine Civiletti
Code Enforcement Manager
City of San Mateo
650-522-7154
cciviletti@cityofsanmateo.org

cc: Street File

EXHIBIT G



DEPARTMENT OF
COMMUNITY DEVELOPMENT

CODE ENFORCEMENT UNIT

330 West 20th Avenue
San Mateo CA, 94403-1388
www.cityofsanmateo.org

09/07/2016

FINAL NOTICE TO ABATE A PUBLIC NUISANCE

WENDONG ZHU &/OR JIE LING
617 EAST SANTA INEZ AVENUE
SAN MATEO, CA 94401

IMPORTANT NOTICE
You must bring in this notice
when applying for your permit

CASE CE-2015-527446
APN 032206250

On 06/29/2016 we notified you that the following code violations existed on your property located at 617 E SANTA INEZ Ave, SAN MATEO, CA 94401-1840.

SMMC 27.18.070(d) & 7.16.030(b): Driveway or paved area installed or altered in front setback without a permit . Other applicable codes include SMMC 27.18.070, 23.06.050, 23.06.070, 23.06.180, CRC 1.8.3.1, R105.1, R113.4, R113.1, and R105.8.

Compliance Date: 09/30/2016

ALL UNPERMITTED WORK MUST STOP. Excess paving in the front setback requires Zoning approval and a Building permit OR needs to be removed. PERMIT REQUIRED.

You are required to submit plans to legalize, alter, or remove the unpermitted paving . Please call me directly at 650-522-7157 to schedule a plan review once your plans are ready AND PRIOR TO SUBMITTING YOUR PLANS FOR THE PERMIT. Please be aware that the Building Division will not accept your plans unless Code Enforcement has reviewed them prior to submittal .

Please be aware that even though the permit issued by the Building Division states that it is active for 180 days, this does not apply to code enforcement cases with work done without permits.

Enclosed please find administrative citation #001210 issued for continued noncompliance.

PLEASE BE AWARE THAT FAILURE TO OBTAIN THE REQUIRED PERMIT, COMPLETE WORK, AND OBTAIN THE REQUIRED INSPECTION(S) BY THE COMPLIANCE DATE SHOWN ABOVE WILL RESULT IN FURTHER ADMINISTRATIVE ACTIONS INCLUDING A PUBLIC HEARING BEFORE THE COMMUNITY RELATIONS COMMISSION .

Property owners have the primary responsibility to maintain their properties and assure code compliance . Per Section 7.16.015 of the San Mateo Municipal Code, it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance .

As we explained in our previous notice, property owners have the primary responsibility to maintain their properties and assure code compliance. Per Section 7.16.015 of the San Mateo Municipal Code, it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

This is your FINAL NOTICE. If you do not correct all violations by the compliance date, you will be subject to an administrative citation, fees, and/or a hearing before the Community Improvement Commission, WHERE AN ADMINISTRATIVE FEE OF \$ 2,000.00 MAY BE IMPOSED PLUS DAILY CIVIL PENALTIES . The attached handout provides specific information about this process and outlines the fees and penalties you may be subject to if you fail to correct the violations . It is in your best interest to take immediate action .

Sincerely,

Debra LaPalm
Code Enforcement Officer II
(650) 522-7157

EXHIBIT H

CITY OF SAN MATEO ADMINISTRATIVE CITATION **001210**

For Violation of San Mateo Municipal Code (SMMC)

APN: 032 206 250 CASE # / PERMIT #: CE 2015 - 527446
 Name: Last ZHU First WENDONG Middle LING JIE
 Address: 617 E SANTA INEZ AVE
 City: SAN MATEO State CA Zip 94401
 Phone: _____ Driver's License or other Identification: _____
 Date of violation: Month 9 Day 7 Year 2016

Location of violation:
 Street address 617 E SANTA INEZ AVE
 City: San Mateo State: CA Zip 94401

VIOLATION: (CODE SECTION)	DESCRIPTION:	FEE AMOUNT
SMMC 27.18.070(d): PAVED	AREA INSTALLED	\$ 200 ⁰⁰
	W/O PERMIT	\$
		\$

TOTAL \$ 200⁰⁰

I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT AND WRITTEN ON THE DATE SHOWN BELOW:

DA LAPAIN 
 PRINT NAME OF ISSUER SIGNATURE

DATE ISSUED 9/17/16 TIME ISSUED 1:50 AM PM

SIGNATURE OF PARTY TO WHOM CITATION ISSUED. IF AVAILABLE
 (Without admitting responsibility, I acknowledge receipt of this citation)

X
 Citation is valid with or without signature

IF THIS BOX IS CHECKED then the Administrative fee of each violation can be reduced by 2/3 the amount shown, provided that within 10 days from the issuance of the citation, you correct the violation & obtain an inspection and signature from the issuing enforcement officer.

CALL (650) 522-7157 FOR AN INSPECTION OR IF YOU HAVE ANY QUESTIONS.
 (Enforcement Officer to complete section below)
CERTIFICATE OF COMPLETION

Date violation corrected:	
Certification By:	ID Number:

Make checks payable to City of San Mateo and mail payments to: City of San Mateo Code Enforcement Division
 330 W. 20th Avenue
 San Mateo, CA 94403-1388
SEE REVERSE SIDE FOR INSTRUCTIONS

FILE COPY

EXHIBIT I



**CITY OF SAN MATEO
NOTICE OF PUBLIC HEARING BEFORE
THE COMMUNITY IMPROVEMENT COMMISSION**

TO: JIE LING & WENDONG ZHU

TITLE: PROPERTY OWNERS

REGARDING PROPERTY AT: 617 E. SANTA INEZ, SAN MATEO CA 94401

**LEGAL DESCRIPTION OF PROPERTY: & 36 Western Add To Town Of San Mateo Rsm 2/55 Swly Ptn
Of Lots 23 & 24 Blk 35 Resub Of Blks 34 35**

APN: 032 206 250

RE: VIOLATIONS OF THE SAN MATEO MUNICIPAL CODE ON THIS PROPERTY

This is official notice that the Community Relations Commission (CRC) will be conducting an administrative compliance hearing at City Hall, 330 West 20th Avenue, San Mateo, CA, on October 19, 2016, at 7:00 pm in Room C to determine if Municipal, Building, or other code violations exist on the above listed property; whether the violations were not corrected within the specified time period; and what penalties and costs to impose. Representatives of the community and City Staff may present evidence on this matter. The alleged violations include:

CODE	VIOLATION	REQUIRED ACTION
SMMC 27.18.070(d), SMMC 7.16.030(b)	Driveway or paved area installed or altered in the front setback without a permit.	All alterations to or installations of paving in the front setback require drawings be submitted and receive Planning approval. PERMIT REQUIRED

SMMC, San Mateo Municipal Code

SMMC 23.06.010 is the adoption, administration and enforcement of the technical codes.

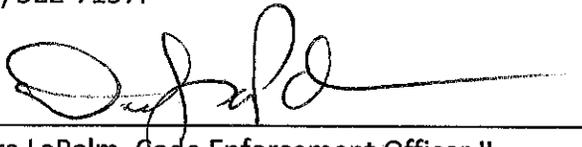
You will be given the opportunity to address the Commission, and may indicate why the property should not be found in violation of said regulations; or why the Commission should not issue an

order of abatement. In the event you fail to appear pursuant to this notice the hearing shall be conducted as if you were present, a decision rendered, and the Commission shall issue an appropriate order. Where required permits are so noted above, you should obtain such permits and proceed to abate the violations. If you have substantially abated the violations and wish to request additional time to completely abate all violations, you should make this request to the Commission, at the hearing.

If the CRC determines that the property is in violation of City codes and orders abatement, a fee of \$2,000.00 is automatically charged. The fee schedule is enclosed for your review. The CRC may also order that civil penalties be assessed daily until the violations have been abated. Pursuant to Section 1.11 of the San Mateo Municipal Code, you will be assessed a civil penalty of \$100.00 per day. Please be aware that the CRC may increase or decrease the penalty after the hearing.

Persons who maintain, create, cause or permit a public nuisance violate Section 7.16.030 of the Municipal Code. Please notify this office immediately if the violations are abated prior to this hearing. Action taken by the CRC is independent of any other legal action that may be taken by the City.

Questions on this matter should be directed to Code Enforcement Officer Debra LaPalm, at (650) 522-7157.

A handwritten signature in black ink, appearing to read 'Debra LaPalm', is written over a horizontal line.

Debra LaPalm, Code Enforcement Officer II

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS REQUIRING SPECIAL ACCOMMODATION FOR THIS MEETING SHOULD NOTIFY THE CODE ENFORCEMENT STAFF AT (650) 522-7150, 24 HOURS PRIOR TO THE MEETING.

cc: City Clerk
Assistant City Attorney

DECLARATION OF SERVICE - CCP 1013A, 2015.5

I am a citizen of the United States and over the age of 18 years. I served the attached Notice of Public Hearing on JIE LING & WENDONG ZHU on 10/7/16
(Person noticed) (Date)

By (Check as appropriate):

N/A Personal Service:
By personal delivery to _____ (Name)
_____ (Title)

Posting the site in question.

Mailing a copy of the property owner(s) of record, first class mail and certified mail

Also other interested persons were sent a copy of the Notice by:

N/A Mailing a copy to the tenant at the premises, first class mail

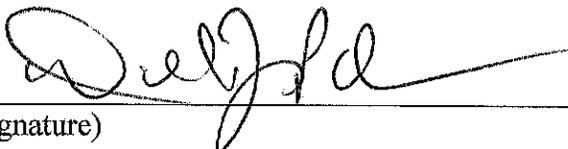
N/A Mailing a copy to the appropriate Homeowners Association:

(Name of the Association)

N/A Standard Public Hearing Notice mailings and protocol

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at 330 W. 20th Ave, San Mateo, California, on 10/7/2016
(Location) (Date)


(Signature)