

**Article 2: Code Enforcement  
Judicial and Administrative Remedies**

**Division 5: Administrative Enforcement Appeals**  
*(“Administrative Enforcement Appeals”  
added 8-10-1993 by O-17956 N.S.)*

**§12.0501 Appeal Procedures**

- (a) A person served with one of the following documents, orders or notices may file an appeal within ten (10) calendar days from the service of the following notices:
- (1) Any Administrative Abatement Notice and Order issued for those public nuisances listed under Time Frame One and Time Frame Two of Division 6, Article 2 of the Municipal Code.
  - (2) An Administrative Citation issued pursuant to Section 12.0903 of the Municipal Code.
  - (3) A letter from a Director indicating an intent to record a Notice of Violation pursuant to Section 12.1003 of the Municipal Code.
  - (4) A Notice of Boarded and Vacant Structure Penalty issued pursuant to Division 3, Article 4, Chapter 5 of the Municipal Code.
- (b) The appeal shall be made in writing and filed with the Director.
- (c) As soon as practicable after receiving the written notice of appeal, a Director shall request the City Manager to appoint an Administrative Enforcement Hearing Officer and to schedule a date, time and place for the hearing.
- (d) Written notice of the date, time and place of the hearing shall be served at least ten (10) calendar days prior to the date of the hearing on the person appealing the notice by any one of the methods listed in Section 11.0301 of the Municipal Code.

*(Amended 5-28-1996 by O-18301 N.S.)*

*(Amended 2-26-2007 by O-19579 N.S.; effective 3-28-2007.)*

**§12.0502 Appeal Hearing**

The appeal hearing shall be conducted pursuant to the administrative enforcement hearing procedures set forth in Division 4, Article 2 of Chapter 1.

*(“Appeal Hearing” added 8-10-1993 by O-17956 N.S.)*

**§12.0503 Failure to Attend an Administrative Enforcement Hearing**

Failure to attend the administrative enforcement hearing by the person appealing a notice shall constitute a waiver of his or her rights to an administrative enforcement hearing and adjudication of the notice or any portion of the notice.

*(“Failure to Attend an Administrative Enforcement Hearing” added 8-10-1993 by O-17956 N.S.)*