



Notice of Administrative Citation Appeal and Request for Hearing

I, Charmaine + Leslie Charles, am requesting an Appeal Hearing regarding
(Print Name of Cited Party/Appellant)

Administrative Citation Number CEAC278489, issued to me on May 13, 2022
(Print Citation No.) (Print Date of Citation)

regarding property located at 3716 Gundry Avenue Long Beach CA 90807 in the
(Print Address where Violation Occurred)

City of Long Beach, state of California. It is my desire to contest this citation based on the following grounds: (check each appropriate box)

- ☐ I am not the responsible party for the cited violation(s) on the date the citation was issued.
- ☒ The cited violation(s) did not exist on the date the citation was issued.

I understand the hearing on appeal is limited to relevant evidence **only** as to those grounds indicated above. I declare under penalty of perjury that the foregoing is true and correct.

Charmaine Charles / Leslie Charles
(Print Cited Party)

/Leslie Charles
(Appellant's Signature)

240 Ravenna Drive Long Beach CA 90803
(Print Cited Party/Appellant's Mailing Address)

(562) 308 8105

(Telephone Number)* Required

lesliecharlesphd@gmail.com
(Email)* Required

RECEIVED
CODE ENFORCEMENT

JUN 30 2022

(Print Today's Date)

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

CITY OF LONG BEACH

Development Services
Code Enforcement Bureau
411 W. Ocean Boulevard, 4th Floor, Long Beach, CA 90802
562.570.CODE (2633) | longbeach.gov/lbds



ADMINISTRATIVE CITATION

Citation Number:	CEAC278489	Violation Address:	3718 GUNDRY AVE	CHARMAINE C & LESLIE E CHARLES
Citation Issuance Date:	June 15, 2022		LONG BEACH, CA 90807	240 RAVENNA DR
Citation Issuance Time:	11:15 AM			LONG BEACH, CA 90803-3612
Citation Service Date:	June 15, 2022			
Correction Date:	June 29, 2022	APN:	7147-002-005	

On June 15, 2022 Long Beach City Code Enforcement inspected property located at 3718 GUNDRY AVE, LONG BEACH, CA 90807 and observed the following Long Beach Municipal Code (LBMC) violations. Pursuant to LBMC Chapter 9.65, these violations are subject to the following specified fines. Violation correction must be completed no later than June 29, 2022. Fine payment must be received thirty (30) days from the date of this citation. (PLEASE BE ADVISED: Fine payment information, an explanation of consequences for failure to timely correct cited violations and remit fine payments, and notice of right to appeal the administrative citation are found on 'Attachment 1' of this Administrative Citation.)

SB 2nd Citation

1. LBMC 18.04.010 (D)

\$200.00

Plumbing Permits Required

No person shall commence, do, install, erect, construct, remove, add to or change any plumbing, water piping, gas piping, water heater, water heater vents, water treating equipment, or any appliance or device regulated by this chapter without obtaining a permit approving the proposed quality and character of workmanship and materials."

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:

OBTAIN A PLUMBING PERMIT FROM THE DEVELOPMENT SERVICES DEPARTMENT FOR THE CODE ENFORCEMENT DIVISION FOR ALL UNPERMITTED PLUMBING WORK OR EQUIPMENT INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING ITEMS OR DESCRIBED WORK:

OBTAIN PERMIT FOR GARAGE, TO LEGALIZE OR REMOVE ALL DRAIN LINES, VENT PIPES AND WATER LINES. OBTAIN PERMIT TO LEGALIZE OR REMOVE EXTERIOR WATER LINES AND DRAIN FOR OUTSIDE LINES AND DRAIN FOR OUTSIDE LAUNDRY AT BUILDING 3718.

2. LBMC 18.04.010 (C)

Electrical Permits Required

No new electrical installation shall be made nor any alteration or addition performed to any existing wiring, nor shall any wiring for the placing or installation of any electric light, power or heating device, or any apparatus which generates, transmits, transforms or utilizes electricity operating at a voltage exceeding twenty-five volts between conductors or capable of supplying more than fifty watts, be made without first obtaining an

electrical permit.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:

OBTAIN AN ELECTRICAL PERMIT FROM THE DEVELOPMENT SERVICES DEPARTMENT FOR THE CODE ENFORCEMENT DIVISION FOR ALL UNPERMITTED ELECTRICAL WORK OR EQUIPMENT INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING ITEMS OR DESCRIBED WORK:

OBTAIN PERMIT IN GARAGE TO LEGALIZE OR REMOVE ALL UNPERMITTED ELECTRICAL, INCLUDING ALL RECEPTACLES, LIGHTS AND SWITCHES. OBTAIN ELECTRICAL PERMIT TO REMOVE RECEPTACLE FOR OUTDOOR LAUNDRY FACILITIES AT BUILDING 3718.

3. LBMC 18.03.020 (F)

Entry Rights For Inspection

Whenever necessary to make an inspection to enforce any of the provisions of this title, or whenever the building official or his authorized representative has reasonable cause to believe that there exists in any building or upon any condition or code violation which makes such building or premises substandard, unsafe, dangerous or hazardous, the building official or his authorized representative may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:

PROVIDE ACCESS TO THE BUILDING OFFICIAL FOR INSPECTIONS.

NOTE: PROPERTY OWNER/ MANAGEMENT COMPANY SHALL PROVIDE ACCESS TO UNIT(S) TO VERIFY ALL VIOLATION(S) HAVE BEEN CORRECTED. FAILURE TO PROVIDE ACCESS BY THE COMPLIANCE DATE BELOW MAY RESULT IN A CITATION BEING ISSUED.

4. LBMC 18.07.010 (A), LBMC 18.07.050

Inspection Required

All construction or work for which a permit is required shall be subject to inspection by the building official. It shall be the duty of the permittee to cause the work to be accessible and exposed for inspection purposes.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:

PROVIDE ACCESS TO, AND EXPOSE ALL CONSTRUCTION WORK FOR THE REQUIRED INSPECTIONS.

5. LBMC 18.07.030 (A)

Request Inspection

It shall be the duty of the person doing the work authorized by a permit to notify the building official that such is ready for inspection and to

provide access to and means for proper inspection of such work.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:
REQUEST INSPECTION AND PROVIDE ACCESS TO ALL PERMITTED WORK

6. LBMC 18.07.040 Inspection Approvals Required

No work shall be done on any part of the building or structure beyond the point indicated each successive inspection without first obtaining the written approval of the building official. There shall be a final inspection and approval on all buildings when completed and ready for occupancy.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:
**REQUEST AND OBTAIN ALL THE SUCCESSIVE AND REQUIRED INSPECTIONS
AND WRITTEN APPROVALS ON ALL WORK AND OBTAIN WRITTEN APPROVAL PRIOR TO OCCUPANCY.**

UP 2nd Citation \$1,000.00

7. LBMC 18.04.010 (A) Building Permit Required

A. General. No person shall erect, construct, enlarge, alter, repair, remodel, move or demolish any building or part of a building or structure, or change the character or occupancy or use of any building or structure, or part of a building or structure or perform site grading in the city without first obtaining a permit covering such work from the building official. Whenever a building permit is required to abate a substandard condition as defined in LBMC 18.08.200S, code enforcement fees shall be paid in addition to the permit fees.

PROPERTY OWNER: Take the following corrective action in conjunction with any other corrective actions in this Notice:

OBTAIN BUILDING PERMITS FROM THE DEVELOPMENT SERVICES DEPARTMENT FOR THE CODE ENFORCEMENT DIVISION FOR ALL UNPERMITTED CONSTRUCTION, REMODELING, OR OCCUPANCY CHANGE INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING ITEMS OR DESCRIBED WORK:

OBTAIN PERMIT TO LEGALIZE OR CONVERT GARAGE BACK TO ORIGINAL USE. INCLUDING BY REMOVING FULL BATHROOM, CLOSET AND DRYWALL.

ZE 2nd Citation \$200.00
8. LBMC 21.41.150 Garage Access

All parking facilities and loading areas shall be maintained in a neat and orderly condition and shall be clear of obstructions. Remove all obstructions from the driveway and/or garage which prevent vehicular access.

Should you have any questions regarding this notice we **ENCOURAGE** you to contact your inspector
BRENT ALBANESE between the hours of 7:30 - 8:30 a.m. and 3:30 - 4:30 p.m. Monday through Thursday
and 7:30 - 8:30 a.m. and 3:00 - 4:00 p.m. on Friday. **Meeting with inspector is by appointment only.**

By:

A handwritten signature in cursive script, appearing to read "Brent Albanese".

BRENT ALBANESE
Combination Building Inspector
(562) 570-6840

CITY OF LONG BEACH

Development Services
Code Enforcement Bureau
411 W. Ocean Boulevard, 4th Floor, Long Beach, CA 90802
562.570.CODE (2633) | longbeach.gov/lbds



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CHARMAINE C & LESLIE E CHARLES
240 RAVENNA DR
LONG BEACH, CA 90803-3612

APN: 7147-002-005

TOTAL FINES DUE \$1,400.00

Pay the **TOTAL FINES DUE** as shown above and make the check out to the City of Long Beach.
Also be sure to write the Citation number on the check.

Please include this receipt with payment and mail to:

Department of Development Services
Code Enforcement Citation
411 W. Ocean Blvd, 4th Floor
Long Beach, CA 90802

This information is available in alternative format by request at 562.570.3807
For an electronic version of this document, visit our website at longbeach.gov/lbds.

ATTACHMENT 1 ADMINISTRATIVE CITATION INFORMATION SHEET

Long Beach Municipal Code Chapter 9.65 provides for the issuance of administrative citations for Long Beach Municipal Code violations. The administrative citation program and the establishment of appropriate fines are intended to act as a reasonable deterrent in preventing Municipal Code violations.

Fine Schedule

Each day a violation exists constitutes a separate and distinct offense. Fines are imposed as follows. A \$100 fine will be imposed for the initial violation. A \$200 fine will be imposed for each instance of a second violation of the same code section committed within one year from the date of the initial violation. A \$500 fine will be imposed for any subsequent violation of the same code section committed within one year from the date of the initial violation. A \$500 fine will be imposed for each violation of Municipal Code Section 21.51.227 relating to illegal automotive repair work. A \$1000 fine will be imposed for each violation of LBMC Sections: 21.41.170 relating to illegal garage conversion for residential use, 18.02.020 relating to dangerous buildings, 18.08.010 relating to illegal change in occupancy, 18.09.010 for failure to comply with Title 18, Section 21.31.245(C) relating to unlawful dwelling units and LBMC Sections 18.04.010A, 18.04.010C, 18.04.010E and 18.04.010D all relating to unpermitted construction.

Consequence of Failure to Pay the Fine

Failure to pay fine(s) within the specified time period may result in a 25% late charge, imposition of a special assessment and/or lien against the real property on which the violation occurred, filing of a claim with the small claims court for recovery of the fine and all costs associated with such filing, suspension and/or revocation of any City permits, business licenses, or land use approvals, or any legal remedy available to the City to collect such money.

Consequence of Failure to Correct Violations

Failure to correct violations within the specified time period may result in civil penalties, abatement, criminal prosecution, civil litigation, recording the violation with the County Recorder, and forfeiture of certain State tax benefits for substandard residential rental property. In the event violations for LBMC Section 9.65.030 Weed/Debris Abatement and LBMC Section 9.65.040 Inoperative Vehicle Abatement are not corrected by the specified date, in addition to the above consequences, the City may undertake abatement efforts, and thereafter impose a lot-cleaning/inoperative vehicle abatement levy for costs incurred by the City. Notice of Imposed Levy will be served on the Cited Party and must be paid no later than thirty (30) calendar days from the date of issuance of the Notice. Levy computation may include but is not limited to the following costs: administration and processing costs, cost of cleaning or removal of weed/debris/vehicle, photographs, dump fees, labor hours, equipment, staff (inspector, clerical, supervisor) time @ \$110.00 per hour, law enforcement assistance (if needed), and court costs. Failure to pay imposed levies as specified is subject to the same consequences established for failure to pay fines and/or correct violations as previously stated.

Rights of Appeal

A Cited Party may appeal administrative citations and imposed levies. For cited code violations, the appeal must be requested within thirty (30) calendar days from the date of service of the Citation. Appeals for imposed Weed/Debris and/or Inoperative Vehicle Abatement Levies must be requested within fifteen (15) calendar days from the date the levy notice was served. In emergency situations, such as violations of the City Health and Human Services Department's Safer At Home Order for COVID-19, the appeal must be requested within twenty-four (24) hours from the time of service of the Citation. In order to appeal, a completed Request for Hearing form (available from the Code Enforcement Bureau or online at <https://www.longbeach.gov/globalassets/lbds/media-library/documents/forms/applications/code-enforcement-forms/notice-of-appeal-and-request-for-hearing>) together with a deposit in the total amount of the administrative fine plus any late charges and appeal fees. Board of Examiners, Appeals, and Condemnation appeal fees are \$950.00 per appeal or 50% of the fine amount, whichever is less, late charges, and/or levies must be submitted to the Department of Development Services located at 411 W. Ocean Blvd, 4th Floor, Long Beach CA 90802. Requesting an appeal does not relieve the Cited Party from the requirement to correct all code violations as specified. Appeal fees are non-refundable.

Generally, the only relevant evidence considered on appeal is whether the violation(s) existed on the date and time the Administrative Citation was issued, whether the Cited Party is the Responsible Person who caused or maintained the violation(s), and whether imposed levies resulting from failure of a Responsible Person to correct weed/debris and/or inoperative vehicle violations, were reasonably calculated based upon abatement costs incurred by the City.

If an appeal is denied, the entire deposit shall be retained by the City as payment in full of outstanding fines, late fees, and/or levies. If an appeal is upheld, the entire deposit, or in the case of weed/debris and inoperative vehicle levies any portion of the levy held to be unreasonable, shall be refunded to the Cited Party within thirty (30) business days from the date of the written appeal decision. Failure to properly file a written appeal within the appropriate time frame shall constitute a waiver of the Cited Party's right to appeal and seek judicial review.

How to Pay Your Fine

The amount of your fine is indicated on the front of this citation. You are required to pay your fine in full by the Correction Date noted on the citation. Please mail in your payment, including the attached payment remittance slip, in the envelope provided. Payment may be made by personal check, cashier's check, or money order payable to the City of Long Beach. Please write your citation number on your check or money order. **Payment of the fine shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the City of Long Beach.**

Contact Numbers

Citation questions: contact your Inspector at the number shown on your citation. Payment questions: contact the Department of Development Services, Code Enforcement Bureau at 562-570-CODE. Administrative Citations are governed by Long Beach Municipal Code Chapter 9.65.