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ARTICLE 28 - VACANT BUILDING ORDINANCE

PART 1 – GENERAL PROVISIONS

SEC. 10-28.010 - FINDINGS AND PURPOSE

a. Neglected vacant or abandoned buildings and storefronts are a major source of blight in the City of Hayward and pose serious threats to public health, safety and welfare. They attract children, vagrants, gang members, and criminal activities. They are also vulnerable to fire set by transients or others using the property illegally. The presence of neglected vacant or abandoned buildings and storefronts can lead to neighborhood decline, create nuisance conditions, lower property values, and discourage economic development in the area. Furthermore, the presence of vacant, neglected, or abandoned buildings and storefronts acutely affects the vitality and economic development of the downtown area.

 b. It is the responsibility of property owners, lenders, trustees, or others with possessory, equitable, or legal interests in the neglected vacant or abandoned buildings, including without limitation, historic buildings or structures, to maintain, secure, and prevent these buildings and storefronts from becoming a burden to the neighborhood and community or a threat to public health, safety and welfare.

c. The purpose of this Article is to provide standards for maintaining vacant and abandoned buildings and storefronts and to establish a monitoring program for those that are determined to be neglected or not in compliance with the provision of this Article or established laws and regulations adopted by the City of Hayward.

50 SEC. 10-28.020 - DEFINITIONS

- a. "Abandoned" means a property, including a residence, building, structure, or any structural improvement on real property, that is vacant and is (i) under a current notice of default and/or notice of trustee's sale; (ii) subject to foreclosure sale where title was retained by the beneficiary of a deed of trust; or (iii) transferred under a deed in-lieu of foreclosure/sale.
- b. "Boarded" means the covering of all entry points, including doors and windows.
- c. "Director" means the Director of Development Services or designee, or such other director designated by the City Manager to administer this Chapter.
- d. "Foreclosed" shall mean property for which the foreclosure process has begun with the filing of a notice of default.
- e. "Notice of Default" means a recorded notice that a Default has occurred under a Deed of Trust and the Beneficiary intends to proceed with a Trustee's sale of the real property or asserts any of its rights under the Deed of Trust.
- f. "Property" means any real property interest or estate which may be granted or devised by deed. The word "property" includes tracts, lots, easements, or parcels of land and any and all improvements thereon.

- g. "Property owner" shall mean the owner or owners of record of real property as shown on the latest equalized assessment roll of Alameda County and any person, partnership, copartnership, association, corporation, beneficiary in a deed of trust, fiduciary, including a trustee or substitute trustee, or any other legal entity having a legal or equitable interest in the subject property as otherwise known to the Code Enforcement Manager or other City Official by virtue of more recent and reliable information, including any beneficiary that is pursuing foreclosure of a property subject to this ordinance secured by a mortgage, deed of trust or similar instrument or a property that has been acquired by the beneficial interest at a trustee's sale.
- h. "Vacant" means any building or structure which has remained unoccupied for a period of more than thirty (30) days or which has been occupied by any unauthorized person for any length of time. A building or structure is not deemed to be Vacant for purposes of this Chapter if construction, alteration, improvements, rehabilitation, or repair is in progress pursuant to a valid, unexpired building permit with inspections occurring at least every six (6) months.

SEC. 10-28.030 - APPLICATION

- a. The provisions of this Article apply to all improved real property throughout the City of Hayward where any of the conditions specified in this Article are found to exist, including but not limited to vacant, unsecured, neglected, distressed and unoccupied buildings, structures or parts thereof.
- b. Provisions of this Article are to be supplementary, complementary and cumulative to all of the provisions of the Hayward Municipal Code, state law, and any law cognizable at common law or in equity, and nothing in this Article shall be read, interpreted, or construed in any manner so as to limit any right or power of the City of Hayward to abate or prosecute any and all violations and nuisances.
- c. When the requirements of this Chapter conflict with any other part of the California Building Standards Code, Title 24, any provision contained elsewhere in the Hayward Municipal Code, or any regulation or requirement adopted by the City, the more restrictive requirement shall prevail.

SEC. 10-28.040 - EXEMPTION

- a. In the event that the City enters into a development-related agreement with the owner and/or developer of a property incorporating the partial or total demolition, repair, reconstruction, and/or preservation of one or more unoccupied building, structure or parts thereof located at the property, the unoccupied building or vacant building in question shall be exempt from application of this Article.
- b. In the instance of any abandoned building or structure, or vacant building exempt from application of this Chapter pursuant to this Subsection 10-28.040(a), the property and each building or structure located at the property shall be owned, managed, and maintained in strict accord with the terms and conditions of the applicable development-related agreement.
- c. In the event that the City Manager or designee determines, in an exercise of his/her sole discretion that an owner is in default with respect to any term or condition of a development-

related agreement through which any abandoned building or structure, or vacant building is exempt from application of this Article, City shall issue written notice to the owner, if the default in question is not cured in its entirety within a time as prescribed by the City Manager or designee of the issuance of said notice, the exemption provided by Subsection 10-28.040(a), shall be revoked, and that this Article shall immediately become fully applicable to the abandoned building(s) or structure(s), or vacant building(s) in question.

113 SEC. 10-28.050 – PUBLIC NUISANCE

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Any property in violation of this Article shall constitute a public nuisance.

PART 2 – VACANT BUILDING MAINTENANCE AND SECURITY STANDARDS

- 116 The City recognizes that attention and response to maintaining minimum maintenance and security
- standards for vacant or abandoned properties can contribute to a reduction of neighborhood blight,
- criminal activity and hazards in vacant or abandoned buildings. This section establishes minimum
- maintenance and security standards for vacant or abandoned residential and non-residential buildings,
- 120 structures and properties thereon.
- 121 All vacant or unoccupied buildings, structures, and property shall be maintained in a manner which
- minimizes the appearance of vacancy and meets the minimum standards set forth herein:

123 SEC. 10-28.060 - EXTERIOR SITE AND LANDSCAPING

- a. Landscaping: All site landscaping materials, including but not limited to plants, trees, irrigation systems, lighting fixtures and pathways shall be maintained in good condition. Commercial and industrial properties with previously approved landscape plans must maintain landscaping in accordance with the originally approved plans or Conditions of Approval unless otherwise determined by the Director or designee.
- b. Parking lots: All parking areas must be maintained free of deterioration and in accordance with the applicable zoning district standards and off-street parking requirements and/or conditions of approval, including but not limited to lighting, stall markings, art installations, signage, bollards, fire lane markings, and permitted mechanical equipment.
- c. Swimming Pools, spas and other body collection of water shall be kept clear and free of pollutants and debris or drained and kept dry and shall be secured with fencing in accordance with HMC CHAPTER 3, Sections 3-5.50, 3-5.51, 3-5.52, Swimming Pools and applicable County and State regulations.
- d. Accessory Structures: All accessory structures, including detached garages, fences and walls, shall be maintained in structurally sound and good repair. Fencing installed pursuant to Section 10-1.2725 Special Yard Requirements shall comply with standards as set forth in Section 10-1.2725(k) of the Hayward Municipal Code.
- e. The exterior of the property shall be kept free of weeds, dry brush, dead or dying vegetation, accumulation of newspapers, circulars, flyers, papers, building materials, discarded items,

147 junk, trash, debris, and other public nuisance conditions as identified in Section 5-7.20 of the 148 Hayward Municipal Code. 149 150 f. The property shall be maintained free of graffiti, tagging, or similar markings by removal or painting over within twenty-four hours with similar exterior grade paint to match the color of 151 152 the exterior of the building or structure. 153 SEC. 10-28.070 - BUILDING STANDARDS. 154 a. Each vacant building shall be maintained in conformance with all adopted state and local city codes including, but not limited to Section 17920.3 of the California Health and Safety Code 155 156 when identified as residential structure. 157 158 b. Stairways, decks, porches, and balconies: Every stairway, deck, porch, balcony, and all 159 appurtenances attached thereto, including, but not limited to handrails and guards shall be 160 maintained as structurally sound, in good repair, with proper anchorage, capable of supporting the imposed loads, and free of dry rot or other deteriorating conditions. 161 162 163 c. Walls and Structural members: All interior and exterior wall systems, structural members and 164 roofs shall be kept in good condition and shall be free from holes, breaks, lose or rotting materials, and partial or un-permitted repair. Exterior walls shall be maintained as 165 166 weatherproofed and properly surface coated where necessary to prevent deterioration. 167 d. Utility Systems: All electrical, plumbing and mechanical systems shall be maintained in 168 conformance with the provisions of the California Building Standards Code so as not to create 169 a hazard to public health or safety, as determined by the Building Official or designee. 170 e. Protective treatment: All exterior protective treatment, including but not limited to exterior 171 paint, siding materials, roofing tiles, wood treatment or other weather proofing or protective 172 coatings or any surfaces shall be maintained uniformly without any signs of defect or 173 deterioration. 174 f. All windows and doors, must be maintained in good and functional condition consistent with 175 intended use and free from any deterioration, damage or neglect, including but not limited 176 to all associated locks, components, glass panes or other hardware. 177 SEC. 10-28.080 – FIRE SAFETY STANDARDS 178 a. All vacant buildings shall be maintained in a manner where all existing fire protection systems 179 are kept in operating condition in accordance with applicable codes and ordinances, unless 180 written authorization for removal of those systems has been granted by the City of Hayward 181 Fire Marshall. 182 b. The vacant building shall be maintained clear of combustible materials, flammable or 183 combustible waste or rubbish, waste, or hazardous materials. Doors, windows and other 184 openings shall be locked or otherwise secured to prevent entry by unauthorized persons in

accordance with all applicable codes.

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SEC. 10-28.090 – SECURITY AND BOARDING STANDARDS

placed as to be readily discernible.

- A vacant building shall be adequately secured in a way which prevents entry from any unauthorized person. The property owner or responsible party of a vacant building or structure that has experienced an unauthorized entry or ongoing vandalism must provide security in accordance with this section at the direction of the Director:
 - a. Materials such as plywood, particle board, wafer-board, Masonite-board, plexi-board or other similar material shall not be used for boarding unsecured windows, doors, or openings unless completed under an emergency board up as identified in Section 10-28.100.

c. All vacant or abandoned buildings shall be maintained in a manner whereby the heating

facilities or heating equipment are either removed pursuant to a valid permit or maintained

in accordance with applicable codes and ordinances. If heating equipment is removed, any

fuel supply shall be removed or terminated in accordance with applicable permits, codes and

which all emergency access areas, egress points, stairways, roof-access ladders and exit

prohibited. A person shall not install and use firearms, sharp or pointed objects, razor wire,

explosives, flammable or combustible liquid containers, or dispensers containing highly toxic,

toxic, irritant or other hazardous materials in a manner that could passively or actively disable,

injure, maim or kill a fire fighter who forcibly enters a building for the purpose of controlling

1. Exterior access to shaftways. Outside openings accessible to the fire department and

that open directly on a hoistway or shaftway communicating between two or more

floors in a building shall be plainly marked with the word SHAFTWAY in red letters not

less than 6 inches high on a white background. Such warning signs shall be placed so

2. Interior access to shaftways. Door or window openings to a hoistway or shaftway from

the interior of the building shall be plainly marked with the word SHAFTWAY in red

letters not less than 6 inches high on a white background. Such warning signs shall be

or extinguish a fire, rescuing trapped occupants or rendering other emergency assistance.

f. Shaftway markings. Vertical shafts shall be identified as required by this section.

as to be readily discernible from outside the building.

d. All vacant or abandoned buildings or accessory structures shall be maintained in a manner in

e. The intentional design or alteration of buildings to disable, injure, maim or kill intruders is

signage are in functioning condition and free from deterioration.

b. Vacant buildings identified with broken windows or other broken transparent or semitransparent openings must be secured by boarding with sheeting material in accordance with this section.

- 1. All windows and transparent or semi-transparent openings shall use impact resistant, transparent or semi –clear sheeting material.
- 2. As used herein, "sheeting material" or "sheeting" means a minimum of .177-inch thick clear or semi-clear shatter-proof polycarbonate material with a strength capable of sustaining impact without breaking or shattering, absent excess force. For example, such polycarbonate material shall be capable of sustaining a human propelled brick without breaking or shattering. Examples of such sheeting strength yields would include strength yields equal or greater than American Society for Testing and Materials (ASTM) D638 Tensile Strength, Yield value 8000 psi. Sheeting shall be installed in a manner intended to provide an appearance approximating glass in the window casings, and consistent in appearance with the surrounding surface in the case of all other openings that require securing. Unless otherwise granted approval by the director or designee through the board-up permit application process and strict compliance.
- c. The owner or party responsible for a vacant or unoccupied building shall obtain the appropriate building permits
- d. The Director or designee may approve and require, as deemed necessary, other minimumsecurity standards to adequately secure and prevent unauthorized entry or vandalism.
- e. The owner or party responsible for a vacant or unoccupied building required to register under this Article must file a statement letter with the Hayward Police Department for trespassing at the discretion of the Director.
- f. A vacant property with an active demolition permit on file with the City of Hayward Building Division, must have security fencing around the property perimeter and construction site until the demolition process has been completed or as otherwise determined by the Director or designee. All fencing must be maintained free of graffiti, deterioration, and disrepair at all times.
- g. Continuous physical monitoring by means of an onsite patrol shall be provided as determined by the Director or designee.
- h. All vacant buildings, appurtenances or parts thereof must be secured in a manner so as not to be accessible to unauthorized persons, including, but not limited to, the replacement of broken windows and the closing and locking of windows, doors (walk-through, sliding and garage), gates and any other opening that may allow access to the interior of the property.
- i. There shall be a sign no less than 18" x 24" posted on the front of the exterior building or structure so it is legible from the public-right-of-way with the following information: (i) name and twenty-four hour contact telephone number and address of the owner, responsible party, or property management company; and (ii) the statement that "THIS PROPERTY MANAGED BY" with the appropriate name inserted and "TO REPORT PROBLEMS OR CONCERNS CALL" with the twenty-four hour telephone number listed. The sign shall be constructed and printed with weather resistant materials.

j. A minimum of one "No Trespassing" sign in accordance with the Hayward Police Department sign and size requirements must be displayed along property frontage and visible to the public.

SEC. 10-28.100 – EMERGENCY BOARD-UP AND SECURING

Property owners or responsible parties of vacant buildings and structures damaged as part of a fire incident or other emergency incident are required to complete the following mitigations to secure and prevent unauthorized access:

- a. Within 48 hours of an emergency, unless otherwise directed by the City Manager or designee, secure all windows, doors, or openings with a minimum of 5/8" in thickness plywood material and 3-inch screws or nails. The emergency boarding will be effective for a maximum of 30 days or as determined by the Director or designee.
- b. All utility services shall be terminated by notifying the utility service providers of the emergency incident, unless otherwise determined by the Director or designee.
- c. If a vacant or abandoned building is damaged by fire, the owner has 90 days from the date of the fire to submit an application for restoration and obtain a building permit to start construction or demolition. The Director or designee may grant additional extensions, provided the owner can demonstrate substantial progress towards completing repairs.

PART 3 - MONITORING AND REGISTRATION

SEC. 10-28.110 - VACANT BUILDING MONITORING PROGRAM

a. The Director shall be responsible for administering a program for identifying and monitoring the maintenance of all vacant buildings in the City. The program shall be documented and regularly updated.

- b. If the subject property meets the vacant property criteria established herein, the Director or designee shall send notice to require the owner of any vacant or unoccupied building, structure or parts thereof to register the property with the vacant building monitoring program within 10 calendar days of the date of notice to register.
- c. The owner of a neglected vacant or abandoned building or structure may appeal the Director or designee's decision to place the building or structure into the vacant building monitoring program.
- d. If the Director finds that a vacant or abandoned building or structure which has been placed in the monitoring program has not been in further violation of the provisions of this chapter for more than six consecutive months, the director shall have the discretion to remove the building or structure from the monitoring program.
- e. Property owner shall file a written statement of intent Propose rehabilitation plan with timeline to return properties to productive use.

300 f. Any change in the information provided pursuant to this section, including but not limited to 301 a change in ownership, shall be filed with the director or designee within fifteen days of the 302 change. 303 SEC. 10-28.120 - REGISTRATION 304 a. Within ten (10) calendar days of City's identification of any vacant or unoccupied building and issuance of written notice, or owner's actual knowledge of any vacant building or 305 abandoned building, the owner of record shall file a completed Vacant Building Registration 306 307 form, as provided by the Director, to the City of Hayward Code Enforcement Division. 308 b. The registration form shall include information including but not limited to: 309 1. The address of the vacant or abandoned building or structure. 310 2. The assessor parcel number of the real property where the vacant or abandoned building or structure is located. 311 312 3. The name, address, and telephone number of the owner. If a notice of default has 313 been issued, the name, address, and phone number of the beneficiary or trustee on 314 the deed of trust shall be included. In the case of a corporation or out of area 315 beneficiary or trustee, as defined below, the local property management company or agent responsible for the security, maintenance, and monitoring of the property 316 shall be included. 317 318 4. The date the building or structure became vacant. 319 c. Any change in the information provided pursuant to this section, including but not limited 320 to; a change in ownership, partnership, association, corporation, fiduciary or other legal 321 entity that has registered a property under this article shall file a written statement with the Code Enforcement Division within 15 calendar days of the change. 322 323 324 d. Properties subject to this article shall remain subject to the annual registration requirement, 325 security and maintenance standards of this article as long as they remain vacant or 326 unoccupied, unless removed from the monitoring program pursuant to Section 10-327 28.110(d). 328 SEC. 10-28.125 - INSPECTIONS 329 a. Each property owner, beneficiary and trustee, who holds a deed of trust on a property located 330 within the city, shall perform an inspection of the property in question prior to recording a 331 notice of default or similar instrument with the Alameda County clerk-recorder's office. If the property is found to be vacant or shows evidence of vacancy, as defined by the article, it is 332 333 hereby deemed to be vacant or unoccupied and must be registered pursuant to Section 10-334 28.120. 335 b. The owner or responsible agent of the vacant, unoccupied building, structure or any part thereof which is required to be registered in the vacant building monitoring program shall 336

inspect or cause the inspection of such vacant, unoccupied building, structure or part thereof

no less than once every thirty (30) days, unless otherwise determined by the Code 338 339 Enforcement Division. 340 c. Such owner or responsible agent shall keep or cause to be kept a written log of all inspections. 341 The log shall contain the following information: 342 1. The date and time of the inspection; 2. The name and signature of the person performing the inspection; 343 344 3. A notation of any problems or violation of this chapter or Municipal Code identified; 345 4. A detailed description of any corrective action performed to address any violation of 346 this chapter or Municipal Code. A copy of the log shall be provided to the city upon request of the director. 347 348 d. The duties/obligations specified in this section shall be joint and several among and 349 between all property owners, trustees and beneficiaries and their respective agents. 350 SEC. 10-28.130 - ANNUAL REGISTRATION FEE 351 The Annual Registration and Monitoring Fee pursuant to the City of Hayward Master Fee Schedule shall 352 be set, from time to time, by resolution of the City Council. The amount of the fee shall not exceed the 353 reasonable estimated cost of administering the provisions of this Chapter. The fee and registration shall 354 be valid the calendar year and registration fee shall not be prorated. 355 356 PART 4 – ADMINISTRATIVE 357 SEC. 10-28.140 - AUTHORITY AND ENFORCEMENT 358 a. Compliance with these regulations shall be enforced by the Director or designee. The 359 designated Code Enforcement Official is authorized and directed to use the provisions of this 360 Article and the Hayward Municipal Code for abating violations of the conditions defined by this Article as a public nuisance or abating the unlawful conditions defined in this Article. 361 362 b. Whenever the City designee or Enforcement Inspector determines that a property is in violation of the provisions of this Article or the Hayward Municipal Code, a Notice of Violation 363 364 will be issued and mailed via 1st class mail with proof of service to the property owner and 365 responsible party, unless otherwise authorized under Summary Abatement, Section 5-7.65 or 366 any other manner provided by law. The Notice of Violation will include the following 367 information: 368 1. All violations and necessary corrective actions to be completed by the specified date 369 of no less than three (3) and not more than ten (10) calendar days from the date of Notice of Violation. 370 371 2. Notification that non-compliance may result in a City abatement in accordance with 372 the provisions set forth in this Article and Hayward Municipal Code.

- 37. Notification that all inspection/abatement costs, penalties, and any other applicable fees will be assessed upon the property, and if not paid, will constitute a lien or special assessment.
 - 4. Right to appeal through an administrative hearing requires submission of an Administrative Hearing form within ten (10) calendar days of the initial notice of violation and payment of a required hearing fee as adopted in the City's Master Fee Schedule.

380 SEC. 10-28.150 - SUMMARY ABATEMENT BY CITY.

If the Enforcement Officer finds that a violation constitutes an imminent danger to public health or safety, he or she shall have the authority to abate the condition or cause the condition to be abated summarily and without notice. The expenses of such abatement shall be billed to the property owner(s) and if unpaid will become a lien or special assessment collected on the property.

SEC. 10-28.160 - CUMULATIVE REMEDIES

- a. Failure to comply as ordered will result in the issuance of egregious penalty fees in accordance with the City of Hayward Master Fee Schedule. In addition, the Enforcement Officer may take all steps necessary to cause the same to be abated by such City employees or City authorized private contractor(s) to enter upon subject property. All City abatement expenses, including but not limited to, administrative costs and nuisance condition abatement costs shall be billed to the owner and shall become due and payable thirty (30) days thereafter. Failure to pay may result in a lien or special assessment being placed on the property after a hearing on the matter if requested as provided in Chapter 5, Article 7 of this Code.
- b. Any persons in violation of any provision of the Vacant Building Ordinance regulations is chargeable of a separate offense for each day or part of a day during which the violation is committed, continued, or permitted. The remedies provided in these regulations shall be cumulative and may include administrative citation pursuant to Chapter 1, Article 7 of this Code and/or abatement pursuant to Chapter 5, Article 7 of this Code, in addition to any other procedures provided in the Hayward Municipal Code or by state law. Administrative action hereunder shall not prejudice or affect any other action, civil or criminal, for the maintenance of any such violation. All inspection, fines and penalties fees for violation of the Vacant Building Ordinance shall be as established by resolution of the City Council in the Master Fee Schedule for the City of Hayward Code Enforcement Division.

SEC. 10-28.170 - ADDITIONAL VACANT BUILDING FEES

In addition to all other fees imposed in accordance with the Vacant Building Ordinance, other applicable fees in accordance with the Master Fee Schedule may be imposed related to the cost associated with police and fire services: including but not limited to personnel, equipment and mutual aid response costs and emergency board-up cost.

- a. The procedures for abatement set forth herein shall not be exclusive and shall not limit or restrict the City from enforcing other City ordinances and regulations or abating public nuisances in any other manner provided by law. Nothing in this Article shall be deemed to prevent the City Council from ordering the commencement of a civil proceeding to abate a public nuisance pursuant to applicable law or from pursuing any other remedy available under applicable law.
 - b. Violation of the provisions of this Article constitutes an infraction, as set forth in Chapter 1, Article 3 of the Hayward Municipal Code.
 - c. The right to Judicial Review shall be governed pursuant to section 1-7.13 Administrative Citation Right to Judicial Review.

SEC. 10-28.190 – APPEALS – ADMINISTRATIVE HEARING

- a. Any owner may request an Administrative Hearing. The purpose of an Administrative Hearing is to allow the owner to dispute the factual findings of the violation(s). If a hearing is requested, at the time fixed for the Administrative Hearing, the Hearing Officer shall hear and consider all relevant evidence, objections, or protests offered on behalf of the owner to show why the condition should not be abated. The Hearing Officer may also consider rebuttal evidence offered by the City.
- b. The Hearing Officer shall have the ability to render decisions related to issued penalties and fines based on substantial evidence presented during the administrative hearing.
- c. The hearing may be continued from time to time. If, at the conclusion of the hearing, based upon the record, the Hearing Officer determines that the evidence establishes that it is more likely than not that the condition exists, and concludes that it should be abated, he or she shall issue a written decision setting forth his/her findings and shall cause the same to be served upon the persons attending the hearing. The right to Judicial Review shall be governed pursuant to section 1-7.13 Administrative Citation Right to Judicial Review and is subject to the (CHAPTER 4 PUBLIC WELFARE, MORALS AND CONDUCT (SEC. 4-11.30).