



Office of the City Manager

REVISED AGENDA MATERIAL for Supplemental Packet 1

Meeting Date: March 10, 2026

Item Number: 16

Item Description: Appeal of Special Assessment Tax Lien and of the Need for Abatement Action at 2750 Cedar Street

Submitted by: Planning and Development Department

Attachment 6 to this staff report is the Administrative Record provided for this appeal hearing. Part A of that Administrative Record is an Index of its contents. In the original packet, the second of the two pages of that Index was inadvertently omitted from production. The complete Index is included with this supplemental report.

Supplemental Attachment: REVISED Attachment 6, part A

ATTACHMENT 6: ADMINISTRATIVE RECORD

2750 Cedar St

	DOCUMENT	DATE	PAGE	# of pages
A	INDEX			
B	REFERENCED BUILDING CODES			
	1	Building Code Section 105.2 and commentary	1/1/2023	1
	2	Residential Code Section R202 and commentary	1/1/2023	2
C	ADMINISTRATIVE RECORD OF UNPERMITTED CONSTRUCTION			
	3	Revised: First Notice and Order to Correct	10/7/2013	4
	4	Defensible Space Inspection Report	11/17/2023	17
	5	Extension to correct violations	11/17/2023	4
	6	Request for Service	4/5/2024	7
	7	Request for Service	4/8/2024	5
	8	Completed Request for Service	4/10/2024	12
	9	Defensible Space Report Summary	7/1/2024	7
	10	First Notice and Order to Correct	9/24/2024	2
	11	Second Notice and Order to Correct	9/24/2024	2
	12	Request for Service	9/27/2024	2
	13	Citation and Citation letter	10/1/2024	7
	14	Third Notice and Order to Correct	10/9/2024	41
	15	Fourth Notice and Order to Correct	10/10/2024	4
	16	Application for Inspection Warrant with Declarations	10/10/2024	2
	17	Inspection and Abatement Warrant	10/14/2024	4
	18	Fifth Notice and Order to Correct	10/16/2024	2
	19	Second Citation	10/18/2024	6
	20	Sixth Notice and Order to Correct	10/21/2024	2
	21	Appeal	10/23/2024	4
	22	City Attorney Email indicating the appeal was invalid	10/28/2024	1
	23	Invoice and Cover Letter	3/25/2025	2
	24	Demand letter	9/25/2025	1
	25	Lien letter	11/13/2025	3
	26	Appeal of Lien	11/19/2025	1
	27	Basis of Appeal	12/10/2025	12
D	BUILDING PERMIT APPLICATION DOCUMENTS B2024-02077			
	28	First Land Use Zoning Corrections on plan check	4/29/2024	2
	29	First set of Corrections as a result of first plan check	5/22/2024	3
	30	Response from Mr. Tolleson to the first set of plan check corrections	5/30/2024	8
	31	Second set of Corrections as a result of plan check of resubmitted documents	6/27/2024	7
	32	Response from Mr. Tolleson to the second set of plan check corrections	7/12/2024	32
	33	Third set of Corrections as a result of plan check of resubmitted documents	7/26/2024	9
	34	Response from Mr. Tolleson to the third set of plan check corrections	7/31/2024	3
	35	Fourth set of Corrections as a result of plan check of resubmitted documents	8/16/2024	18
	36	Response from Mr. Tolleson to the fourth set of plan check corrections	8/28/2024	2
	37	Fifth set of Corrections as a result of plan check of resubmitted documents	9/16/2024	14
	38	Site Plan	5/9/2025	1
	39	Denied Application Extension Request	5/9/2025	1

E EMAILS				
40	Mr. Tolleson email to Land Use Planner		7/1/2014	
41	Building Permit Application Extension for B2014-00236 denied		11/10/2022	
42	Mr. Tolleson confirming he is legal owner and requests extension to be reconsidered		11/14/2022	
43	Building Official denying Building Permit Application Extension for B2014-00236 after reconsideration		11/16/2022	
44	Assistant Building Official notifying Mr. Tolleson that permits are required for the proposed work		11/21/2022	
45	Mr. Tollseon threatening he will commence construction without building permits		12/20/2022	
46	Assistant Building Official notifying City Attorney's Office (CAO) of Mr. Tolleson intent to building without permits			
47	Assistant Building Official communicating to CAO of Mr. Tolleson's threats to perform construction without permits.		12/22/2022	
48	Mr. Tolleson communicating to CAO that all zoning requirements had been met		1/9/2023	
49	Request for Service received from concerned neighbor		4/5/2024	
50	Zoning Officer confirming that Use Permits are required		6/5/2024	
51	Vice Mayor inquiring about the dilapidated structure at 2750 Cedar		6/6/2024	
52	Request for Service received by Vice Mayor's office		5/29/2024	
53	Vice Mayor forwards Request for Service to Planning Department		5/31/2024	
54	Request for Service received by Building & Safety Inspection unit		6/17/2024	
55	Response from Building inspector to the Request for Service		6/17/2024	
56	Mr. Tolleson stating that his project is exempt from obtaining building permits		9/18/2024	
57	Mr. Tolleson requesting Building & Safety recall all Notice of Violations		9/20/2024	
58	Request for Service received from concerned neighbor		9/25/2024	
59	Reqeust for Service received by Fire Prevention Unit		9/29/2024	
60	Planning and Development Department Director communicating to Vice Mayor of possible warrant		10/2/2024	
61	Complaint regarding illegal construction to Mayor		10/3/2024	
62	The legal owner of 2750 Cedar, Mr. Paul Mak, confirms that removal of unpermitted construction would start on 10/24/2025		10/23/2024	
63	Building & Safety building inspector confirms that removal of unpermitted construction had started		10/25/2024	
64	Mr. Mak notifies the City that he will appeal and that removal of unpermitted construction continues		10/28/2024	
65	Mr. Mak, the legal owner of 2750 Cedar, grants permission to the City to enter property		10/28/2024	
66	Deputy Director of Public Works confirming failed retaining wall at 2750 Cedar		10/28/2024	
67	Building Official notifying Mr. Mak that all unpermitted construction needed to be removed		10/29/2024	
68	Demand Letter clarification to Mr. Mak and Mr. Tolleson		11/7/2025	
69	International Code Council response to the intent of IBC Section 105.2		12/4/2025	
F PHOTOS				
70	Photos in response to RFS		6/17/2024	
71	9-18-2024 Inspection Photos 1st NOV		9/18/2024	
72	9-19-2024 Inspection photos 2nd NOV		9/19/2024	
73	9-25-2024 Inspection photos in response to RFS		9/25/2024	
74	10-2-2024 Inspection Photos		10/2/2024	
75	10-4-2024 Inspection Photos		10/4/2024	
76	10-7-2024 Inspection Photos - 3rd NOV		10/7/2024	
77	10-9-2024 Inspection Photos - 4th NOV		10/9/2024	
78	10-11-2024 Inspection Photos - 5th NOV		10/11/2024	
79	10-16-2024 Inspection Photos - 6th NOV		10/16/2024	
80	10-25-2024 Inspection Photos - removal comenced		10/25/2024	
81	10-28-2025 Inspection Photos - removal continues		10/28/2024	
82	10-29-2024 Inspection Photos - City Abatement		10/29/2024	
83	10-30-2024 Inspector Photos - City Abatement		10/30/2024	
84	10-31-2024 Inspection Photos removal complete		10/31/2024	
85	11-1-2024 Inspector Photos - all materials removed from site		11/1/2024	