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City Manager's Report

January 27, 2026, City Council Meeting

Prepared by: Jay Roberts, Code Enforcement Official

Carole Kendrick, Director of Development Services

Item #: 7.7

Subject: Second Reading and Adoption of Zoning Ordinance Amendment (ZOA) 25-04 adding Chapter 8-12 to the Placerville Municipal Code establishing a Vacant Parcel and Building Registration Program (12-Month Pilot)

Recommendation: Conduct the second reading of the Ordinance as introduced on January 13, 2026, and adopt the Ordinance adding Chapter 8-12 to the Placerville Municipal Code, establishing the Vacant Parcel and Building Registration Program as a 12-month pilot with no registration fees.

Purpose: The Vacant Parcel and Building Registration Program will assist the City's Code Enforcement Official in maintaining an accurate record of applicable vacant properties (vacant parcels citywide and vacant buildings in commercial and industrial districts) and ensure they are properly maintained and secured.

Strategic Plan Strategy: Maintain/Improve Quality of Life: Strategy 6 Develop a comprehensive Code Enforcement Program.

- a. Design and implement a proactive Code Enforcement Program to streamline the process and develop cost recovery.
- b. Provide Code Enforcement Customer Service to educate and gain cooperation on complaints.

Background: On October 28, 2025, Development Services staff presented a discussion item seeking Council direction to prepare an ordinance addressing poorly maintained vacant properties. The Council directed staff to develop a no-fee registration program focused on vacant parcels and buildings, with maintenance standards including landscaping and aesthetics visible from the public right-of-way.

At the December 9, 2025, meeting, the Council introduced the initial draft but continued the item to January 13, 2026, for further consideration. At the January 13, 2026, meeting, the Council introduced the revised ordinance (first reading) incorporating Council feedback, including:

- Limiting applicability to commercial/industrial vacant buildings and all vacant parcels (exempting

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- developed residential-zoned properties).
- Changing self-certification from quarterly to annual (due October 15th).
- Making local contact designation optional.
- Preferring (but not requiring) photographs with self-certifications.
- Requiring online registration where possible.

No additional modifications were directed at the January 13th meeting.

Discussion:

Unmaintained vacant parcels and structures contribute to blight, security risks (e.g., break-ins), illegal dumping, trash accumulation, and public safety concerns. This pilot program provides a proactive, low-burden tool to identify responsible parties early, ensure basic maintenance and security, and reduce reactive enforcement demands on staff and police resources.

Key Program Elements (as Adopted on First Reading):

- **Applicability:** Vacant parcels citywide and vacant buildings in commercial/industrial districts; developed residential properties exempt until further direction.
- **Registration:** Within 10 calendar days of vacancy, owners register online (no fee) using the City-provided form (Attachment B).
- **Annual Self-Certification:** Due October 15th each year property remains vacant; confirms compliance with standards (no fee); photographs preferred but not required.
- **Maintenance Standards:** Secure structures; trim vegetation, remove debris/trash/graffiti; maintain neat appearance visible from street; post/maintain “No Trespassing” signs; provide “No Trespassing” letter to Police upon request.
- **Local Contact:** Optional designation for owners.
- **Enforcement:** Violations addressed via existing remedies (administrative citations, nuisance abatement, etc.).
- **Pilot/Sunset:** Automatic expiration December 31, 2026; staff report due by November 1, 2026, with participation, compliance, resource impacts, and recommendations.

Options:

- **Adopt the Ordinance as Introduced** Conduct second reading and adopt the Ordinance as presented in Attachment A.
- **Adopt with Modifications** Direct specific changes (e.g., further refine applicability or reporting).
- **Provide Alternative Direction** Direct staff to revise, abandon the program, or defer.

Environmental: Staff have determined that this request is exempt from the California Environmental Quality Act (CEQA) under section 15061(b)(3) of the CEQA Guidelines.

Cost: Administration (filing self-certifications, record-keeping, occasional inspections) estimated at 4–6 hours/month; fully absorbed in existing departmental budget. No fees imposed on property owners.

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Budget Impact: The additional staff time mentioned above would be absorbed by the Operating Budget.



Warren, City Manager



Carole Kendrick, Director of Development Services

Attachments:

Attachment A: Draft Ordinance

Attachment B: Vacant Parcel/Building Registration Application Form