



CITY OF SALINAS ORDINANCE BOOKLET

Compliance through Education and Outreach.

**CITY OF SALINAS
65 WEST ALISAL • SALINAS, CA 93901
www.cityofsalinas.org**

REV 11-2016

IMPORTANT PHONE NUMBERS

Unless otherwise indicated, the telephone area code is 831.

POLICE, FIRE, OR MEDICAL EMERGENCY IN PROGRESS	911
POLICE / FIRE NON-EMERGENCY ASSISTANCE	758-7321
ANONYMOUS CRIME TIP LINE (NON-24-HOUR)	775-4222
NEIGHBORHOOD WATCH	758-7247
FIRE ADMINISTRATION	758-7466
FIRE PREVENTION AND INSPECTIONS	758-7466
ANONYMOUS CRIME TIP LINE 24 HOURS (LIVE PERSON)	1-800-47-CRIME / 1-800-782-7463
ANONYMOUS DRUG TIP LINE 24 HOURS (LIVE PERSON)	1-800-47-DRUGS / 1-800-473-7847
CODE ENFORCEMENT	758-7157
WEED ABATEMENT	758-7157
AIR POLLUTION COMPLAINT LINE FOR THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT: REPORT ODOR, EXCESSIVE SMOKE, DUST, OR FALLOUT, 24 HOURS	(800) 334-ODOR
CITY OF SALINAS	
ABANDONED VEHICLES (POLICE DEPT)	758-7316
ANIMAL CONTROL & SHELTER	758-7285
BUILDING PERMIT AND INSPECTION SERVICES	758-7251
CITY CLERK	758-7381
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT	
PLANNING AND ZONING	758-7206
ENVIRONMENTAL AND MAINTENENACE SERVICES: ILLEGAL DUMPING INTO STORM DRAINS	758-7233
ENVIRONMENTAL AND MAINTENANCE SERVICES (PARKWAYS, STREET TREES, SIDEWALKS, STREETS, AND RIGHT-OF-WAYS)	758-7233
GRAFFITI ABATEMENT	758-7926
HOMELESS CONCERN HOTLINE	758-7928
HOUSING SERVICES (REHAB LOANS, DISABLED ACCESS, GRANTS, AND FIRST TIME HOMEBUYER LOANS)	758-7334
LIBRARY AND COMMUNITY SERVICES DEPARTMENT	758-7217
NEIGHBORHOOD SERVICES (NEIGHBORHOOD CLEAN-UP)	758-7166
SALINAS RECYCLING	758-5357
VEHICLE ABATEMENT UNIT	758-7316
MEDIATION / FAIR HOUSING (TENANT / LANDLORD / NEIGHBORHOOD DISPUTES)	582-5234
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT	647-9411
MONTEREY COUNTY	755-5000
ANIMAL CONTROL	422-4721
ASSESSOR'S OFFICE	755-5035
CODE ENFORCEMENT (UNICORPORATED COUNTY OF MONTEREY)	755-5025
COUNTY CLERK	755-5041
ENVIRONMENTAL HEALTH	755-4508
HAZARDOUS MATERIAL	755-4511
HEALTH DEPARTMENT	755-4500
RECORDER'S OFFICE	755-5041
REPUBLIC SERVICES (GARBAGE HAULING AND RECYCLING)	775-3850
SALINAS VALLEY SOLID WASTE AUTHORITY (LANDFILL AND HAZARDOUS WASTER DISPOSAL)	755-1300

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CITIZEN GUIDE TO RESIDENCE COMPLIANCE

There are many ordinances (or laws) in Salinas that cover residential property. Most of these have been enacted to promote public safety and to protect and preserve the basic character and quality of life in residential neighborhoods. They are typically designed to respond to community issues, solve problems, and control nuisances that are offensive to neighbors and neighborhoods.

These ordinances are sometimes enforced by more than one department or division of the City, and are also enforced by State or County agencies, where applicable. Please be advised this City of Salinas Ordinance Booklet is merely a guideline of common violations that occur. For more specific information and details about specific code sections, please refer to the Salinas Municipal Code. Copies of individual ordinances and sections of the Salinas Municipal Code are available at all City libraries. They can also be purchased by contacting the City Clerk at (831) 758-7381, and are available online at <http://www.cityofsalinas.org>.

We welcome questions and comments that will help keep Salinas a safe, attractive, and pleasant community. You may reach the City of Salinas Code Enforcement Division at (831) 758-7157.

Please understand the City of Salinas Code Enforcement Division has provided this booklet as a simple guide for our citizens. City of Salinas Code Enforcement Division has coordinated with multiple departments within and outside of the City of Salinas Departments to ensure all information is accurate. City of Salinas Code Enforcement is not responsible for any changes made by another Department since this version of the booklet. To view the City of Salinas Municipal code and its entirety, please visit the City of Salinas website.

NEIGHBORHOOD CODE COMPLIANCE PROCESS



CODE ENFORCEMENT: The Code Enforcement Division enforces different zoning regulations and follows set procedures to respond to complaints and to gain compliance. Upon receiving a blight complaint, Code Enforcement staff will first notify the alleged violator by mailing them a “Courtesy Letter” about the possible violation(s). Staff will then investigate the complaint within 2 weeks to determine if the complaint is found to be true and is enforceable by local ordinances. If the complaint is valid, it is the City’s policy to then issue a warning notice to the

property owner(s) in order to give them an opportunity to correct or remove the violation(s). Complaints regarding housing violations are addressed in a timely manner and prioritized based on the severity of the case.

NON-COMPLIANCE: If the responsible party does not comply or if there is a repeat offense, an Administrative Citation can be issued and penalties imposed starting at \$100 for the first citation and up to \$1,000 for subsequent citations for violations within a 36 month period. The City may use additional enforcement methods to gain compliance.

PROCESS: This process can remedy the violation in as little as a few days or it can take several months depending on the circumstances. If the violation continues to exist or begins again, you may submit a complaint to the City of Salinas Code Enforcement Division. The violator may already be on probation and/or the violation may have recurred without the City's knowledge.

CONFIDENTIALITY: It is not the City's intent to increase neighborhood animosity nor to prolong personal feuds when enforcing these ordinances. We make every effort to keep the names and identities of complainants confidential. Residents are advised, however, that a person who files a complaint may be asked to appear as a witness if the case goes to an Administrative Appeals Hearing. Also, state law allows for the release of some public records upon request, which may include the Complainant's name. The decision to release this information will be evaluated on a case-by-case basis.

WHAT TO DO AND HOW TO REPORT VIOLATIONS



"GOOD NEIGHBOR" APPROACH

The "Good Neighbor" approach is a way for neighbors to come to agreements and work out differences without assistance from a third party. Neighbors are encouraged to approach each other with questions or concerns and cooperate with one another to resolve neighborhood issues. For best results, always approach people in a friendly, rational manner. Never approach someone when you are angry. Many times, people appreciate their neighbors contacting them and will correct the

problem. Other times, people may be offended and become defensive and uncooperative. Use your best judgment before and during these interactions.

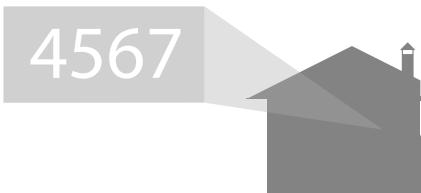
REPORTING VIOLATIONS

To report a violation, call the Code Enforcement complaint line at (831) 758-7157, fill out a Complaint Form at the Permit Center located at 65 W. Alisal St, and/or get instructions to download the mySalinas app by visiting the Code Enforcement section of the City of Salinas website at <http://www.cityofsalinas.org/>. In order for Code Enforcement to accept a complaint, Complainants will need to provide their name and complete contact information, to include phone number and address, a detailed description of the violation, and the location where it is occurring. Please refer to the subsequent sections to confirm that you are contacting the correct division with your complaint.

Code Enforcement generally accepts complaints for housing, building, and blight violations. Housing violations cover violations within a residence, such as improper occupancy and overcrowding. Building violations occur when a construction or alterations occur without necessary permit(s). Blight violations are violations that are visible from the street, such as inoperable vehicles and parking on the lawn.

If the address is unknown or the property is vacant, please provide details which help to identify the property, such as “northwest corner of First and Main Streets” or “directly across from the purple house.” If the incorrect address is given and the complaint is not obvious in surrounding houses, we will be forced to close the case. Be specific about the type of activity and where on the property it is occurring. Also, include any other details that may help us observe an activity, such as the time and date of when the activity occurs.

ADDRESSES ON BUILDINGS

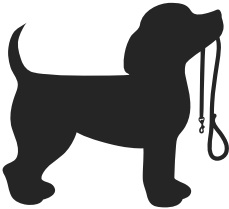


All buildings, including all residences, are required to have address numbers displayed. Numbers must be at least four inches high, have a one half (1/2) inch stroke, be visible from the public or private street in front of the building, and contrast from the color of the house. Identification of premises is important for emergency responses of the Police and Fire Departments.

VACANT AND ABANDONED BUILDINGS

Vacant houses that are open pose a fire, safety, and criminal trespass hazard to the community. These buildings are also an “attractive nuisance” to children, persons seeking shelter, or those looking to engage in criminal activity. Vacant buildings are required to have all combustible and flammable materials removed. All of the entrances should be locked and/or boarded up to prevent entry by any unauthorized person.

ANIMAL CONTROL



Animals running at large are prohibited. Animal owners shall not allow their animals to disturb any person by barking or howling. Chickens and roosters are not allowed within City limits. Persons disturbed by an animal may sign a formal complaint. The City of Salinas offers the residents of Salinas a voucher to cover partial costs for spaying or neutering their cats or dogs. Contact the City of Salinas Animal Shelter for more information or contact the City of Salinas Animal Control to report a violation.

BUILDING PERMITS

Building Permits are required for safety reasons for constructing, altering, repairing, demolishing, enlarging, or moving a structure. This would also include installation of electrical, gas or plumbing systems. Permits are not required for structures with a floor area that does not exceed 120 square feet and does not have any electrical, plumbing, and gas systems. Prior to starting a new project, always contact the City of Salinas Permit Center.

TEMPORARY LAND USE PERMIT

If you want to use a property temporarily for vending purposes for a holiday or a limited time, but not as a permanent business, please contact the City of Salinas Planning Division.

HOME BUSINESS



Any activity, whether for profit or not, which creates a nuisance or gives the appearance that a business is being conducted, is prohibited in a residential home. However, some home business activity may be allowed. Please be aware that every business, including a home business, is required to obtain a City business license and pay a business tax. For further information about home

businesses, please call the City of Salinas Permit Center. For information regarding a business license, contact the City of Salinas Finance Department.

FIRE AND LIFE SAFETY



FLAMMABLE MATERIALS

Above ground tank and bulk storage of flammable and combustible liquids are not permitted in a residential district. For further information or to report violations, call the City of Salinas Fire Department.

EMERGENCY ESCAPE AND BURGLARS BARS

Windows and doors from the living and sleeping areas of a residence serve as emergency escapes and rescue openings. Approved security bars, grilles or gates are permitted as long as a required opening is clear and open when the security device is opened. Windows and security devices should open without special knowledge or effort. The Salinas Fire Department urges you to prepare an escape plan and practice it with the entire family. To report violations regarding blocked exits and burglar bars on a residence, please fill out the Complaint Form. For more information, call the City of Salinas Fire Department.

FIRE SPRINKLERS • SMOKE ALARMS • CARBON MONOXIDE DETECTORS

Homes in Salinas built after 1985 must have fire sprinklers installed, which provide time for individuals to escape in case of a fire. Make sure to keep the sprinklers clear of obstructions, free of paint, and ensure the control valve is left on. Smoke alarms are required in each bedroom and outside of each sleeping area. You should test your smoke alarms monthly. If your smoke alarms are not working or are more than ten years old, replace them with new 10-year smoke alarms approved by the State Fire Marshal. This list can be found at <http://osfm.ca.gov>. Fire sprinklers and smoke alarms reduce the chance of dying in a fire by 82%.

Carbon monoxide (CO) is known as the “silent killer.” CO detectors protect families from CO poisoning, and are required to be installed in homes with natural gas heaters and appliances or with fireplaces. CO detectors are required to be installed outside of each sleeping area, at each level, including basements with fuel-fired appliances. For more information call the City of Salinas Fire Department.

FENCES AND HEDGES



The City’s fence regulations strive to encourage variety and flexibility in the design, development, and maintenance of fences and walls, to permit the increased use and privacy of yard areas. This establishes the heights of such fences and walls to maintain clear sight distances. Fence height regulations depend on where the fence is located on the property. The maximum height for a front or side yard is three feet tall and rear yard fences are generally six feet tall. No fence shall exceed 8 feet in height without first obtaining a Building Permit. Barbed wire, razor wire, ultra-barrier, electrified, and other hazardous fences are not permitted in any residential district. For questions about fence height and placement, please call the City of Salinas Community Development Department. For information about obtaining a building permit, please call the City of Salinas Permit Services Division.

Improperly maintained landscaping on private property can be a safety hazard to life, limb, and property. Generally, landscaping may not interfere with street lighting of the premises, and may not restrict access to emergency apparatus such as fire hydrants or fire alarm boxes. Planting of trees, large shrubs, and the construction of fences shall not interfere with driver visibility of vehicles, bicycles, or pedestrian traffic.

VEHICLE REPAIRS AND PAINTING

The registered owner of a vehicle may perform routine minor maintenance to a vehicle(s), or to a vehicle(s) that belongs to an immediate household member in public view at a residence. No routine maintenance shall be performed in the public right-of-way. Routine maintenance includes: changing the oil or tires

and replacement of water pump, alternator, brakes, shocks, oil, air filters, spark plugs, and similar work. Major repairs are not permitted in any residential district, including pulling engine blocks, repair or replacement of transmissions or front and rear axles, major body repair, dismantling, painting, and similar work. Spray painting vehicles in a residential district is prohibited. Immediately CALL 911 and report spray painting operations when spray painting is observed in your neighborhood. For more information call the City of Salinas Fire Department.

Disposal of mechanical fluids such as motor or transmission oil and any other hazardous material into City gutters, sewers, and drains is prohibited. For more information, please contact the City of Salinas Code Enforcement Division.

VEHICLE PARKING



Parking regulations are designed to maintain and promote safety on our public streets. Parking vehicles on a paved surface helps prevent fluids and oil from seeping into the ground and contaminating the ground water. Parking regulations also improve the look of the neighborhood and the value of a property by preventing accumulation of abandoned or inoperable vehicles.

ON A PUBLIC STREET

It is unlawful to park any trailer, boat, vehicle, mobile home, or motor home on any public street in a residential area for more than 72 consecutive hours. Please call the City of Salinas Police Department Abandoned Vehicle Unit.

ON RESIDENTIAL PROPERTIES

Motor vehicles must be parked on paved driveways. It is unlawful to park or store a vehicle on the front, corner, or side yard area.

PARKING ACROSS SIDEWALKS

Parking any vehicle so as to obstruct the sidewalk is unlawful. Please call the City of Salinas Police Department to report a violation.

PARKING IN A FIRE LANE AND OBSTRUCTING FIRE HYDRANTS

Stopping or parking in designated fire lanes is prohibited. Vehicles shall not be parked within 15 feet of hydrants. For questions or to report a violation, please call the City of Salinas Police Department.

VEHICLE STORAGE



INOPERABLE AND ABANDONED VEHICLES

Any vehicle not in current running or operating condition, not currently registered, and any dismantled vehicle or part(s) thereof are not permitted in residential districts. On private property, an

inoperable vehicle may only be parked within a garage or carport.

A vehicle is considered abandoned if it is parked on a public street and has not moved within 72 consecutive hours. Please call the Salinas Police Department, Vehicle Abatement Unit to report a violation with a detailed message, including location of the vehicle, and the make, model, color, and license plate.

To report violations on private property, please submit a complaint with Code Enforcement. To report violations on the street or public property, please call the City of Salinas Police Department, Vehicle Abatement Unit.

RECREATIONAL VEHICLES

Recreational vehicles may be parked in a driveway for 48 hours within a seven-day period for loading and unloading purposes only. Recreational vehicle types include: motor home, truck slide-in camper, fifth-wheel trailer, tent trailer, animal trailer, boat trailer, transport trailer, jet skis, and all-terrain vehicles. Recreational vehicles may be parked in the rear or side yards if behind a solid six-foot high wall or fence on a paved area.

PROHIBITED VEHICLES

Large commercial vehicles are generally not allowed to be parked in residential neighborhoods. Prohibited vehicle types include: truck tractor, semi-trailer, panel truck, tow truck, utility trailer, any flatbed pick-up, any vehicle designed to provide food or equipment sales or transport, and any school bus.

GARBAGE REQUIREMENTS & RECYCLING

The accumulation of garbage, trash, junk, and debris may spread disease, harbor insects and rodents, and detract from the appearance of a property and a neighborhood. You can help control these problems by placing your trash



in proper containers. Storing your trash and recycling containers out of public view helps enhance the visual image of the neighborhood and the quality of your community. Accumulation of garbage, trash, junk, and debris, including vehicle parts and equipment, is not allowed outside in a residential area. To report garbage, trash, junk, and debris, please call the City of Salinas Code Enforcement Division.

GARBAGE SERVICE

All occupied premises within the City are required by ordinance to have weekly garbage and recycling service. For more information, please call Republic Services. To report garbage accumulation, please call Monterey County Health Department.

OUTSIDE BURNING

Burning vegetation, garbage, trash, junk, and debris is prohibited. Exceptions are portable outdoor fireplaces operated a minimum of 15 feet from structures and combustible materials. Immediately CALL 911 for the Fire Department to respond when prohibited outside burning of vegetation, garbage / trash or any other debris is observed. For more information, call the City of Salinas Fire Department.

RECYCLING

To extend the life of our landfills and prevent toxic waste from endangering our health and environment, the City has implemented a recycling and hazardous waste program in conjunction with the Salinas Valley Solid Waste Authority and Republic Services. Recyclable materials such as yard waste, newspaper, cans, and bottles should be placed in the receptacles provided by the Republic Services. Household hazardous waste, such as used motor oil, paints, pesticides, fluorescent bulbs, electronic waste, and batteries, etc. can be disposed free of charge for City residents at the Sun Street Transfer Station, located at 139 Sun Street. You may also call the Salinas Valley Solid Waste Authority for more information.

HAZARDOUS MATERIALS

Batteries, waste oil, and paints should not be included for disposal with your regular garbage service. These may not be buried on site or poured into storm drains or down sewer lines. Household hazardous waste can be disposed of free of charge for Salinas residents at the Sun Street Transfer Station, located at 139 Sun Street, or call the Salinas Valley Solid Waste Authority for more information. To report violations, call the Monterey County Environmental Health.

WEEDS & VEGETATION



Overgrown weeds and vegetation can create a fire hazard. Overgrown weeds and vegetation also provide a breeding ground and harborage for rodents, and can detract from the neighborhood's appearance. Regular maintenance of existing landscaping with the removal and trimming of dry, overgrown weeds, and vegetation is required. This will help to enrich the character of homes and neighborhoods. To report violations, please fill out the Complaint Form. For more information, please call the City of Salinas Code Enforcement division.

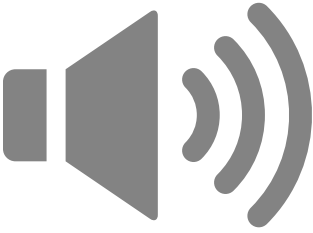
PARKWAY

The city parkway is a strip of land lying between the property line (usually on the house side of the sidewalk) and the curb on any public street. Except for street trees, the landscaping and maintenance of parkways is done by the owner of property in front of the parkway strip. Unless otherwise authorized, only the City is allowed to plant, prune, trim, and spray street trees in the parkway. All landscaping work performed in the parkways, other than maintenance, requires an Encroachment Permit issued by the City of Salinas Permit Center. It is also unlawful for any person to pave, cement, or concrete any parkway or any part thereof in the city; exceptions can be granted by the Public Works Department. To report a violation or to determine if you can pave your parkway in front of your house, please call the City Maintenance Division.

OCCUPIED RECREATIONAL VEHICLES & ACCESSORY STRUCTURES

Recreational vehicles hooked up to utility services and used for living and sleeping purposes in a residential district are prohibited. Electrical hook-ups and recreational vehicles abutting fences and dwellings can make access to and from the vehicle difficult in an emergency. The use of accessory structures such as garages, patios, and sheds for human habitation is not permitted in any district.

NOISE



It is unlawful to create and emit loud noise levels between the hours of 9:00PM of one day and 7:00AM of the following day. Persons disturbed by an unlawful noise level may register a formal complaint with the City. For information or to make a complaint about a noise disturbance, please call the City of Salinas Police Department.

GARAGE, PATIO, AND YARD SALES

Owners or tenants are required to obtain a permit from the Finance Department prior to conducting their garage, patio, or yard sales. Sales are permitted once a year. A sign no larger than 4 square ft. in area may be displayed on the premises announcing the sale during the permitted time. Signs may not be displayed off the premises. Please call the City of Salinas Finance Department for information about obtaining a permit. To report violations of a garage sale in progress without a permit, please call the City of Salinas Code Enforcement Division.

PROHIBITED SIGNS ON PRIVATE PROPERTY

Only specified, temporary real estate and political signs are permitted in residential neighborhoods with time, size, and placement limitations. Commercial signs are generally not permitted in residential neighborhoods. For more information about permitted and prohibited signs in your neighborhood, please call the City of Salinas Planning Division.

OTHER NEIGHBORHOOD SERVICES

HOME REPAIR LOANS

The City's Housing Program offers low interest rate loans to qualifying lower income residents for many home repairs. Grants to improve home accessibility for the disabled are also available. For more information, please call the City of Salinas Housing Services.

NEIGHBORHOOD WATCH PROGRAM

The Salinas Police Department provides information on the Neighborhood Watch

Program and methods of keeping your home safe and secure. For more information, call the City of Salinas Police Department.

STORMWATER PERMIT COMPLIANCE

Water resources in the Salinas Valley are finite and precious to us all. The City of Salinas and its water purveyors (California Water Company 757-3644 and Alco Water Service at 424-1001) have extensive programs to conserve water in the home and in the garden. The City must also ensure that water draining off of residences from storms, irrigation, or other activities is both minimized and does not have pollutants that spoil our water resources. Every resident can help by conserving water in daily activities, purchasing water efficient appliances, retrofitting plumbing to reduce water use, and planting drought tolerant landscaping.

To minimize water runoff and pollutants from residences, the City has extensive requirements for new construction that are intended to collect rain, or stormwater on each property and have it infiltrate back into the soil or otherwise be retained on the property. Likewise, the City seeks to limit any water runoff from residential activities, such as from washing cars, or sprinklers, from reaching the street and later to storm drains, whereby pollutants from that runoff, such as detergents, grease and oil from car washing, or fertilizer and pesticides from the lawn, can impact the quality of water in our streams, rivers and the ocean. Therefore, wash your car at a commercial carwash or on the lawn or other surface where the runoff goes into the surrounding landscaping. Set your sprinklers to minimize watering and also to keep spray on the landscaping. Minimize the use of pesticides and fertilizers on your lawn and garden. Cleaning or disposing of anything that would allow water or pollutants to reach the street and storm drains is strictly prohibited and could be subject to significant penalties. Contact the Permit Services Division for any remodeling or paving project that could increase stormwater runoff.

If you create or replace impervious (for example, traditional concrete / asphalt) or managed turf (lawn) surfaces you are subject to conformance with the City's Stormwater Development Standards (SWDS). The SWDS require the stormwater to be filtered and infiltrated into the ground, if possible, and any increase in quantity to be retained on the property. Stormwater Best Management Practices (BMP) brochures are available online to provide guidance on how to comply with our stormwater permit requirements for different types of projects and operations.

To report a stormwater violation, please call the City of Salinas Maintenance Department. To get an encroachment permit, call the City of Salinas Building Department Encroachment Section.