

2600 Fresno Street, Third Floor, Room 3043
Fresno, California 93721-3604
(559) 621-8084

Building Standards Appeals Board
Building.Appeals@fresno.gov

February 3, 2026

Ms. Mariechele Porter
3157 E. Grant Ave.
Fresno, CA 93702

**RE: Notice of Rejection of Request for Appeal
Citation No. E25-16660 - 1347 E Shields Ave.**

Dear Ms. Porter,

The Building Standards Appeals Board is in receipt of your request for appeal of a Notice and Order issued by the Fresno City Attorney's Office, Code Enforcement Division relating to the property identified above. After review of the request, the Board has determined that your request for an appeal must be rejected pursuant to Fresno Municipal Code ("FMC") §1-407(b).

Pursuant to FMC §1-407(b), and as noted on the administrative citation, if you wish to file a formal appeal **a request for appeal must be submitted in writing in duplicate within 15 calendar days from the date the administrative citation was issued.** After review of the administrative citation provided, the notice was issued to you on **January 2, 2026**, and the City received your initial request for appeal on **January 28, 2026 (11 days past the 15-day deadline to request an appeal).**

However, pursuant to FMC §1-407(c), upon a showing of "good cause", the Building Standards Appeals Board may, in their discretion, permit the filing of an appeal that was submitted past the 15-day deadline period. If you believe you have good cause for missing the deadline for submitting a request for appeal, you have 15 calendar days from the date of this Notice to provide a written statement providing your reasons why you failed to request an appeal within the 15-day deadline. If received within 15 calendar days of the date of this Notice, the statement of "good cause" will be reviewed by the Board, and a decision in writing as to whether we will accept your late request for appeal will be sent to you. Should the Board fail to receive your statement of "good cause" within the 15-calendar day period, the Board will consider your request for appeal withdrawn, and any and all fees, costs, and/or fines assessed with the decision you wished to appeal will be immediately due and payable.

Should you have any questions, please email Building.Appeals@fresno.gov.

Thank you,



**Eric Frampton, RCE, CBO, Secretary
City of Fresno Building Standards Appeals Board**

PROOF OF SERVICE

I, the undersigned declare:

I am a citizen of the United States over the age of eighteen years. I am employed as an independent contractor of the City of Fresno; my business address is 2600 Fresno Street, Fresno, California 93721.

On **February 3, 2026**, I caused to be served the foregoing documents described as **Notice of Rejection of Request for Appeal** on the interested parties to the within action by placing the original/a true copy thereof, enclosed in a sealed envelope, addressed as stated on the attached mailing list, as follows:

(BY CERTIFIED) I am "readily familiar" with the City's practice of collection and processing correspondence for certified mailing. Under that practice it would be deposited with U.S. postal service on that same day with postage thereon fully prepaid at Fresno, California in the ordinary course of business.

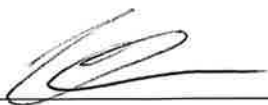
(BY FIRST CLASS MAIL) I am "readily familiar" with the City's practice of collection and processing of correspondence for mailing. Under that practice it would be deposited with the U.S. postal service on that same day with postage thereon fully paid at Fresno, California in the ordinary course of business.

(BY PERSONAL SERVICE) I delivered such document by hand to the interested parties.

(BY ELECTRONIC MAIL) I delivered the foregoing Notice and Order at the following electronic address:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on or about **February 3, 2026**, at Fresno, California.



Veronica Cortez Management Analyst II

Subject: **CASE/CITATION NO. E25-16660 Notice of Rejection of Request for Appeal**

Mailed To: Ms. Mariechele Porter
3157 E Grant Ave.
Fresno, CA 93702