



City of Pensacola

City Council Workshop

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

March 23, 2026, 3:30 PM

Hagler-Mason Conference Room, 2nd Floor

The meeting can be watched via live stream at cityofpensacola.com/video.

ROLL CALL

SELECTION OF CHAIR

DETERMINATION OF PUBLIC INPUT

DISCUSSION

1. 26-419 LIEN REDUCTION PROGRAM

Recommendation: That City Council discuss the current lien reduction program for potential modification and receive a presentation from Janette Richardson, Assistant City Attorney, Police Legal Advisor.

Sponsors: Jennifer Brahier, Council Vice President

Attachments: *Lien Reduction Guidelines - Current*
Escambia County Board of County Commissioners - Lien Relief Policy
Application for Relief from Code Enforcement Lien - Proposed Revisions
Guidelines for Relief from Code Enforcement Liens - Proposed Revisions

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 26-419

City Council

3/23/2026

DISCUSSION

SPONSOR: Jennifer Brahier, Council Vice President

SUBJECT:

LIEN REDUCTION PROGRAM

SUMMARY:

In November of 2025, City Council adopted the City of Pensacola Code Enforcement Lien Reduction Program and guidelines. After the initial application, it was deemed necessary to have further discussion regarding the guidelines and parity between Code Enforcement and Building Inspection applications.

This workshop provides an opportunity for further discussion.

PRIOR ACTION:

November 13, 2025 -- City Council adopted the City of Pensacola Code Enforcement Lien Reduction Program

FUNDING:

N/A

FINANCIAL IMPACT:

None

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

1. Lien Reduction Guidelines - Current
2. Escambia County Board of County Commissioners - Lien Relief Policy
3. Application for Relief from Code Enforcement Lien - Proposed Revisions
4. Guidelines for Relief from Code Enforcement Liens - Proposed Revisions

PRESENTATION: Yes

CODE ENFORCEMENT

City of Pensacola Code Enforcement Lien Reduction Program

Where a code compliance order imposing fines has been recorded in the public records constituting a lien against the property and other property of the violator, such property owner may request to participate in the lien reduction program. You may apply for a lien reduction by filling out the Application for Reduction of Code Enforcement Lien.

There is a \$150.00 application fee. The fee includes one property inspection. Additional inspections are \$50.00 each. A person or entity requesting a reduction of lien has no right to the reduction nor is there any guarantee that any reduction will occur upon submission of an application. Regardless of whether reduction is granted or denied, there will be no refund of any application fee.

ELIGIBILITY CRITERIA

Please read carefully. The following are prerequisite criteria:

1. Only liens generated from City of Pensacola Code Enforcement Authority violations are eligible for this program.
2. Liens for Improvement and Liens for Abatement are not eligible for this program.
3. Any monies owed to the City that are in addition to the lien that is being considered must be paid. This includes, but is not limited to, parking tickets, business tax receipts, delinquent utility bills, etc.
4. Property owners with multiple code compliance liens on a property must apply for a reduction of each lien on the property simultaneously under the program.
5. The property owner must apply to reduce the code compliance lien using the Application for Reduction of Code Enforcement Lien form and must provide all required documentation at the time an application is submitted.
6. Applicants who have had a lien reduction for a property denied shall not be permitted to reapply again for the same property unless the applicant demonstrates a substantial change of the circumstances.
7. A non-refundable application fee of \$150.00 must be paid to the City of Pensacola. The application fee will offset the City's cost in evaluating the application, including the need to review associated case files and the current compliance status of the property. The application fee is not partial payment of any code compliance fines, liens or previous costs incurred by the City in the code compliance process and is not refundable.

CODE ENFORCEMENT

FACTORS FOR CONSIDERATION

The following factors will be considered by the City:

- a. Whether the property at issue is currently in full compliance with the Pensacola Code of Ordinances.
- b. The severity and type of the code violation(s) and whether it involved the existence of a condition dangerous to the health, safety, and welfare of the citizens of the City of Pensacola.
- c. Whether the code violation was a repeat violation and the history of violations by the applicant on either the same property or on other properties owned by the applicant.
- d. Whether the property owner has active code violations and/or code enforcement liens on any other property in the City of Pensacola. This includes properties where there are multiple property owners.
- e. Where the applicant is the person responsible for the violation or for allowing the violation to continue, staff will consider whether the applicant has demonstrated evidence of hardship at the time of the violation that prevented timely compliance with the order of the special magistrate. Exigent circumstances are pressing or demanding conditions that would prevent a reasonable person from being able to timely remedy the code violation in compliance with the order of the special magistrate.
- f. Where the applicant is different from the property owner responsible for the violation, review of the application will consider whether the new property owner took immediate action to address the code violation.
- g. The due diligence, or lack thereof, by the applicant to discover the liens prior to purchasing the property.
- h. Where the reduction is related to a pending real estate transaction, whether the resulting proposed development is in the best interest of the City of Pensacola.
- i. Whether the property is the applicant's homestead.
- j. How long the applicant has owned the property.
- k. Whether the proposed development advances one or more of the City's strategic goals.
- l. Whether the applicant has ever applied for and/or received code enforcement lien forgiveness from the City in the past.
- m. The duration of the code violation; and duration and amount of lien.
- n. In the case of fines for derelict vehicles, whether the owner provides documentation that the vehicle has been donated to charity.
- o. Any other relevant factor.

CODE ENFORCEMENT

Application Process

Once an application is received, Code Enforcement will evaluate it for completeness. A complete application packet consists of a completed application, full payment of the application fee, and all required accompanying documentation. If the application is deemed to be complete and eligible for further review, regardless of whether a lien reduction is ultimately granted or not, the application fee will not be refunded nor considered as payment towards any outstanding lien, fine, or fee.

A completed application packet will be reviewed by Code Enforcement in consultation with the City Attorney's Office to determine whether the application meets the eligibility criteria set forth herein. If the application fails the eligibility requirements, it will be denied, and the applicant will be notified by mail or email. The applicant shall not be permitted to reapply unless they can show a substantial change of circumstances.

If the application meets the eligibility requirements, Code Enforcement and the City Attorney's Office will conduct a comprehensive review of packet, weighing the factors for consideration set forth herein and will forward a recommendation, the application and all applicable documentation to the Mayor/City Administrator for next step review. After the Mayor/City Administrator has reviewed the packet, he or she will place the application packet on the agenda for City Council vote.

If an application for reduction is approved by City Council, enforcement of the lien will pause and the applicant will be given a period of time not exceeding twenty-four (24) months, to either 1) pay the remaining lien balance, or 2) bring the property into compliance. The recommended length of time to be given will be determined based upon the totality of the circumstances. Should unforeseen events occur that are beyond the control of the applicant that delay full payment or compliance within the given timeframe, the applicant may request an extension. Such events include but are not limited to supply chain issues, weather emergencies, a pandemic, or a strike. An extension is not guaranteed. Liens will be reduced only after payment or compliance is confirmed. The applicant will be required to pay the recording fees for both the initial lien(s) and the lien release(s).

Addendum #1
CAT I-3.
06-02-2015 BCC



BOARD OF COUNTY COMMISSIONERS
Escambia County, Florida

ORGANIZATION: County Attorney's Office

FROM: Alison P. Rogers, County Attorney

DATE: June 1, 2015

ISSUE: Amendment to the Policy on Guidelines for Relief From Environmental (Code) Enforcement Special Magistrate Liens, Section III, Part H.2

RECOMMENDATION:

Recommendation Concerning an Amendment to the Policy on Guidelines for Relief From Environmental (Code) Enforcement Special Magistrate Liens, Section III, Part H.2

That the Board approve the amendments to the attached policy on the Guidelines for Relief From Environmental (Code) Enforcement Special Magistrate Liens, in Section III, Part H.2.

BACKGROUND:

At the May Committee of the Whole meeting, the Board directed the County Attorney's Office to amend the policy to provide the County Administrator with significantly more authority to waive code enforcement liens.

BUDGETARY IMPACT:

N/A

LEGAL CONSIDERATIONS/SIGN-OFF:

The amendments to the attached policy were drafted by the County Attorney's Office.

PERSONNEL:

N/A

POLICY/REQUIREMENT FOR BOARD ACTION/DISCUSSION:

N/A

IMPLEMENTATION REQUIREMENTS:

N/A

Board of County Commissioners

Escambia County, Florida

Title: Guidelines for Relief from Environmental (Code)
Enforcement Special Magistrate Liens, Section III, Part
H.2

Date Adopted: April 17, 2008

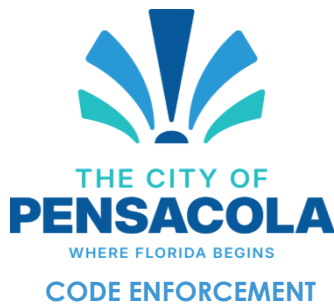
Effective Date: June 2, 2015, as Amended

Reference: Ch. 162, Florida Statutes & Ch. 30, Escambia County
Code of Ordinances

Policy Amended: June 2, 2015, August 21, 2014 and June 18, 2009

- A. The Board of County Commissioners shall adhere to the following guidelines when considering requests for relief from liens created by the Environmental Enforcement Special Magistrate under the provisions of Chapter 162, Florida Statutes, and Chapter 30, Escambia County Code of Ordinances (Code Enforcement Liens).
1. Abatement of any existing code violation shall be a prerequisite for relief from a Code Enforcement Lien.
 2. Relief shall not be available to the violator and/or owner named in the Code Enforcement Lien.
 3. In order to allow adequate opportunity to investigate the circumstances underlying the request for relief, the Board shall take no action until at least fourteen (14) days have elapsed from the time that the request for relief is received by the County.
 4. ~~The Board shall not reduce any costs awarded in a Code Enforcement Lien to reimburse the County for expenses incurred to prosecute or abate a code violation. However, The Board may~~ reduce the administrative fines awarded in a Code Enforcement Lien after consideration of the following factors:
 - a. Whether the person seeking relief paid value for the property.
 - b. Whether payment of the full amount of the lien would impose an extreme financial hardship on the person seeking relief.
 - c. Whether the property encumbered by the lien is located within a Community Redevelopment Area or other area suffering from blight or other distress that discourages development, and the person seeking relief demonstrates a good faith intent to significantly develop or improve the property.
 - d. Whether the person seeking relief promptly abated any violation that existed when they acquired the property.
 - e. Whether the person seeking relief had actual and/or constructive (record) notice of the lien when they acquired the property.
 5. Unless an alternate time period is specified by the Board, the terms of the relief shall be satisfied and the amount approved by the Board to compromise the lien shall be paid within sixty (60) days from the date of the Board action. Persons failing to satisfy the terms of the relief and pay the amount of the lien within the time period allowed by the Board shall forfeit the relief.

- B. The guidelines listed above shall not apply to liens that are invalid and unenforceable due to a defect in the code enforcement process described in Chapter 162, Florida Statutes, and Chapter 30, Escambia County Code of Ordinances.
- C. Before a written request for relief from a lien is submitted to the Board of County Commissioners, the County Administrator shall review the request to determine if relief would be consistent with the provisions of this policy. If the County Administrator determines that relief would not be consistent with this policy, or that the code violations have not been abated in accordance with Section A.1. of this policy, or if the person requesting relief has an adequate alternate remedy under the laws governing homestead property or a policy of title insurance, the County Administrator ~~shall~~ may notify the person submitting the request of the same and that relief is denied unless, however, he determines that the lien is invalid and unenforceable due to a defect in the code process, as contemplated in Section B of this policy or unless a denial would be unjust.
- D. The County Administrator may grant relief (i.e., a partial release) from some or all of the administrative fines that have accrued on a Code Enforcement Lien without further action of the Board if all of the following criteria are satisfied:
1. The property to be released from the Code Enforcement Lien: is free from any code violations.
 - a. ~~is free from any code violations; and~~
 - b. ~~has an assessed value of \$50,000 or less.~~
 2. ~~The violator and/or owner named in the Code Enforcement Lien are not in the chain of title of the person requesting relief (i.e., the person requesting relief acquired the property via a foreclosure sale or tax deed auction).~~ The person requesting relief:
 3. ~~The person requesting relief:~~
 - a. ~~is not related to the violator and/or owner named in the Code Enforcement Lien;~~
and
 - b. ~~has no history of code violations; and~~
 - e. pays all of the fees and costs (including administrative fees and recording costs
 - b. charged by the Clerk of the Court) other than the administrative fines accruing on the Code Enforcement Lien.
- E. Nothing in this policy shall be construed to create an entitlement or limit to relief from Code Enforcement Liens. All relief shall remain solely within the discretion of the Board, which shall retain the option to deviate from the guidelines in this policy in extreme, unusual, or compelling circumstances.



Application for Relief from Code Enforcement Lien

A. Instructions

Please fill out this form completely. It must be notarized. Be specific when writing your statement. Please return this form along with your application fee to the appropriate division. The application fee is \$150.00 for residential properties, and \$1,000.00 for commercial properties.

Code Enforcement

City of Pensacola
Code Enforcement
2849 N. Palafox Street
Pensacola, Florida 32501
RSpikes@cityofpensacola.com

Building Inspections

City of Pensacola
Code Enforcement-Building Inspections
222 W. Main Street
Pensacola, Florida 32502
CSheals@cityofpensacola.com

B. Applicant Information

Applicant Name: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Owner Name (if different from Applicant): _____

If the owner is an entity, what is your interest in that entity? _____

Number of other properties located in the City of Pensacola owned by Applicant: _____

If any, please attach a list of those properties.

C. Property Information

Violation Address: _____

Code Enforcement Authority Case Number: _____

Is the property currently vacant? _____

Do you reside at the property? ☐ YES ☐ NO If no, how do you use the property? _____

Is the property an investment property? ☐ YES ☐ NO

Does the property have a homestead exemption? ☐ YES ☐ NO

When did you acquire the property? _____

How much did you pay for the property? _____

Did you use a title company? ☐ YES, name of company: _____ ☐ NO

Do you have an owner's policy of title insurance on the property? ☐ YES ☐ NO

Date and circumstances surrounding how you discovered the lien: _____



Date the property was brought into full compliance: _____
Is the property the subject of a foreclosure? ☐ YES ☐ NO
Does the property have a contract for sale pending? ☐ YES, anticipated closing date: _____ ☐ NO

D. Reasons for Seeking Relief

What type of relief are you seeking: _____

Please state the specific reasons as to why relief should be granted: _____

Would payment of the full lien amount impose an extreme financial hardship? If so, explain: _____

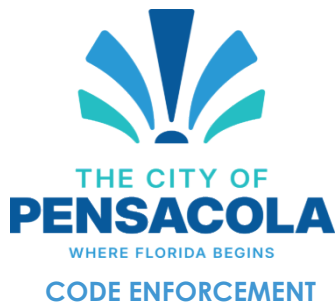
Please attach an additional page(s) if necessary.

____ (initial) I have read and fully understand the City of Pensacola's Guidelines for Relief from Code Enforcement Liens.

____ (initial) I have read and fully understand that a submission of an application does not ever guarantee that the lien or any portion thereof shall be reduced or forgiven.

____ (initial) I have read and fully understand that my application fee, regardless of final determination, is non-refundable and also will not be considered as any partial payment of any amount to be paid if a lien reduction is granted.

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AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF ESCAMBIA**

I, (APPLICANT NAME) _____, being first duly sworn, hereby state I have read the foregoing application and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

Affiant Signature

Date

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20____ by
_____ who is personally known to me or has produced
_____ as identification.

Notary Public Signature _____

Notary Stamp:

My commission expires _____

Submission of a false affidavit intended to mislead a public servant in the performance of his or her official duty is a second-degree misdemeanor under Fla. Stat. § 837.06.



City of Pensacola Guidelines for Relief from Code Enforcement Liens

A. Introduction

Where a Code Enforcement compliance order imposing fines has been recorded in the public records constituting a lien against real property and other property of an owner (“Code Enforcement Lien”), the property owner may request lien reduction by submitting an Application for Relief from Code Enforcement Lien. The non-refundable application fee is \$150.00 for residential properties, and \$1,000.00 for commercial properties. The application fee includes one property inspection; additional inspections are \$50.00 each.

Before an Application for Relief from Code Enforcement Lien is submitted to the City Council, the Mayor or Mayor’s Designee shall review the request to determine if relief would be consistent with the provisions of this policy.

B. Guidelines

The City of Pensacola shall adhere to the following guidelines when considering requests for relief from a Code Enforcement Lien:

1. Only Code Enforcement Liens are eligible for relief. Liens for Improvement and Liens for Abatement are not eligible.
2. Abatement of any existing code violations on the subject property shall be a prerequisite for relief from a Code Enforcement Lien.
3. Relief shall not be available to the violator and/or owner named in the Code Enforcement Lien.
4. All of the fees and costs (including administrative fees and recording costs charged by the Clerk of Court), as well as all other monies owed to the City (including but not limited to parking tickets, business tax receipts, delinquent utility bills, etc.), other than the administrative fines accruing on the Code Enforcement Lien, must be paid.
5. In order to allow adequate opportunity to investigate the circumstances underlying the request for relief, the City shall take no action until at least fourteen (14) days have elapsed from the time the request for relief is received by the City.
6. The City may reduce the administrative fines accrued in a Code Enforcement Lien after consideration of the following factors:
 - i. Whether the person seeking relief paid value for the property.

- ii. Whether payment of the full amount of the Code Enforcement Lien would impose an extreme financial hardship on the person seeking relief.
 - iii. Whether the property encumbered by the Code Enforcement Lien is located within a Community Redevelopment Area or other area suffering from blight or other distress that discourages development, and the person seeking relief demonstrates a good-faith intent to significantly develop or improve the property.
 - iv. Whether the person seeking relief promptly abated any violation that existed when they acquired the property.
 - v. Whether the person seeking relief had actual and/or constructive (record) notice of the lien when they acquired the property.
7. Unless an alternative time period is specified by the City, the terms of relief shall be satisfied and the amount approved by the City to compromise the lien shall be paid within sixty (60) days from the date of City action. This period may be extended at the discretion of the City but shall not exceed twenty-four (24) months. Persons failing to satisfy the terms of the relief and pay the amount of the lien within the time period allowed by the City shall forfeit the relief.

These guidelines shall not apply to liens that are invalid and unenforceable due to a defect in the code enforcement process described in Chapter 162, Florida Statutes, and Title XIII, Pensacola Code of Ordinances.

C. Process

If the Mayor or Mayor's Designee determines that relief **would be consistent** with this policy, he or she may grant relief from some or all of the administrative fines that have accrued on a Code Enforcement Lien without further action of the City Council if all of the following criteria are satisfied:

- a) The lien is a Code Enforcement Lien,
- b) The subject property is free from any code violations,
- c) The person requesting relief is not the violator and/or owner named in the Code Enforcement Lien, and
- d) All of the fees and costs (including administrative fees and recording costs charged by the Clerk of Court), as well as all other monies owed to the City (including but not limited to parking tickets, business tax receipts, delinquent



utility bills, etc.), other than the administrative fines accruing on the Code Enforcement Lien have been paid.

If the Mayor or Mayor's Designee determines that relief **would not be consistent** with this policy, or if the person requesting relief has an adequate alternate remedy under the laws governing homestead property or a policy of title insurance, the Mayor or Mayor's Designee may notify the person requesting relief that the relief is denied unless, however, the Mayor or Mayor's Designee determines that the lien is invalid and unenforceable due to a defect in the code enforcement process, or unless the denial would be unjust. In the event of a denial, the person requesting relief may seek a second-tier review before the City Council. Such a request for second-tier review must be submitted in writing within 30 days of the denial.

Nothing in this policy shall be construed to create an entitlement or limit to relief from Code Enforcement Liens. The City Council shall retain the option to deviate from the guidelines of this policy in extreme, unusual, or compelling circumstances. Notwithstanding the foregoing, when the City is contemplating the purchase of property encumbered by a City Code Enforcement Lien, the Mayor is authorized to negotiate a proposed purchase that includes relief to the seller from some or all administrative fines accrued under the lien, regardless of whether such relief would otherwise be consistent with this policy.