



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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MEMORANDUM

DATE: March 7, 2016

TO: Mendocino Historical Review Board

FROM: Planning and Building Services Staff

RE: **Agenda Item 10c: Quarterly Code Enforcement Report & Board of Supervisor's Direction to Staff**

1. Distributed at the March 7, 2015 MHRB Meeting will be PBS Code Enforcement Quarterly Report.
2. July 7, 2016, the Board of Supervisors gave direction to Planning and Building Services following an overview and update of Code Enforcement Activities and Priorities in Mendocino County. Attached are The online agenda summary, action minutes for agenda item 5H, and "Recent activities in Code Enforcement and BOS Priorities."



**MENDOCINO COUNTY BOARD OF SUPERVISORS
ONLINE AGENDA SUMMARY**

BOARD AGENDA # 5(h)

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 14 complete sets (original, single-sided+13 copies) – Items must be signed-off by appropriate departments and/or County Counsel
- Transmittal of electronic Agenda Summaries and associated records must be emailed to: bosagenda@co.mendocino.ca.us
- Electronic Agenda Transmission Checklist: Agenda Summary Records If applicable, list other online information below
- Executed records will be returned to the department within one week. Arrangements for expedited processing must be made in advance

TO: Board of Supervisors **DATE:** June 22, 2015

FROM: Planning and Building Services **MEETING DATE:** July 7, 2015

DEPARTMENT RESOURCE/CONTACT: Angie Hamilton **PHONE:** 961-2679 Present On Call
Steve Dunicliff **PHONE:** 234-6650

Consent Agenda Regular Agenda Noticed Public Hearing Time Allocated for Item: 2 hours

■ AGENDA TITLE: Discussion and Possible Action Including Informational Presentation by Planning and Building Services on an Overview and Update of Code Enforcement Activities and Priorities in Mendocino County, and Possible Direction to Staff on Board of Supervisors Priorities for Code Enforcement Activities

■ PREVIOUS BOARD/BOARD COMMITTEE ACTIONS: None specifically related to this item; the Board periodically acts to approve contracts related to code enforcement activities in the County.

■ SUMMARY OF REQUEST: The County currently employs three full-time Code Enforcement Officers through the Department of Planning & Building Services' Code Enforcement Division. In addition to processing complaints and working with property owners to achieve compliance with County codes, the Code Enforcement Division has been focused on addressing the documented backlog of code enforcement cases and standardizing case management practices. This presentation will provide an overview of code enforcement's current role in the Department, provide examples of the type(s) of violations that are commonly encountered, and explain the tools which are available and used to address these violations.

■ SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT: N/A

■ ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
N/A	N/A	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

■ SUPERVISORIAL DISTRICT: 1 2 3 4 5 All **VOTE REQUIREMENT:** Majority 4/5ths

■ RECOMMENDED ACTION/MOTION: Receive the informational update and presentation by Planning and Building Services on the function of code enforcement in Mendocino County including an update on the current priorities of code enforcement and recent activities and provide direction to staff on Board of Supervisors priorities for code enforcement activities.

■ ALTERNATIVES: Do not receive the presentation.

■ CEO REVIEW (NAME): Christopher Shaver, Deputy CEO **PHONE:** 463-4441

RECOMMENDATION: Agree Disagree No Opinion Alternate Staff Report Attached

BOARD ACTION (DATE: _____): Approved Referred to _____ Other _____

RECORDS EXECUTED: Agreement: _____ Resolution: _____ Ordinance: _____ Other _____

and excluding only the City of Point Arena from the BID boundaries, with the addition of the effective date of August 1, 2015, and authorizes Chair to sign same; –

RESOLUTION NO. 15-108

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS CONFIRMING ACCEPTANCE OF THE 2015-2016 ANNUAL REPORT OF THE MENDOCINO COUNTY LODGING BUSINESS IMPROVEMENT DISTRICT (BID), THEREBY LEVYING AN ANNUAL ASSESSMENT FOR THE BID IN FISCAL YEAR 2015-2016

AGENDA ITEM NO. 6C – DISCUSSION AND POSSIBLE ACTION INCLUDING APPROVAL OF THE ELECTION AND APPOINTMENT PROCESS FOR THE LODGING BUSINESS IMPROVEMENT DISTRICT (LBID) BOARD OF DIRECTORS – SPONSORS: SUPERVISORS McCOWEN AND GJERDE

Presenter/s: Supervisor McCowen; Supervisor Gjerde; and Mr. Steve Dunicliff, Director, Planning and Building Services.

Public Comment: Ms. Cynthia Ariosta.

Board Action: Upon motion by Supervisor Gjerde, seconded by Supervisor McCowen, and carried unanimously; IT IS ORDERED that the Board of Supervisors approves the recommended election and appointment process for the future Business Improvement District (BID) Board of Directors.

AGENDA ITEM NO. 5H – DISCUSSION AND POSSIBLE ACTION INCLUDING AN INFORMATIONAL PRESENTATION BY PLANNING AND BUILDING SERVICES ON AN OVERVIEW AND UPDATE OF CODE ENFORCEMENT ACTIVITIES AND PRIORITIES IN MENDOCINO COUNTY, AND POSSIBLE DIRECTION TO STAFF ON BOARD OF SUPERVISORS PRIORITIES FOR CODE ENFORCEMENT ACTIVITIES – SPONSOR: PLANNING AND BUILDING SERVICES

Presenter/s: Mr. Steve Dunicliff, Director, Planning and Building Services; and Ms. Angie Hamilton, Code Enforcement Officer II, Planning and Building Services.

Public Comment: Ms. Jolene Corrillo; Ms. Wendy Roberts; Ms. Annette Daroczi; Mr. Keith Woods; and Mr. Lee Howard.

Board Action: No action taken.

BOARD RECESS: 4:02 P.M. - 4:13 P.M.

AGENDA ITEM NO. 5I – INFORMATIONAL UPDATE ON THE STATUS OF THE MENDOCINO TOWN LOCAL COASTAL PLAN AMENDMENT (LCPA) AND POSSIBLE DIRECTION OR CONSIDERATION OF COASTAL COMMISSION COMMENTS REGARDING THE SUBMITTED MENDOCINO TOWN LCPA – SPONSOR: PLANNING AND BUILDING SERVICES

Presenter: Mr. Andy Gustavson, Chief Planner, Planning and Building Services.

Public Comment: Ms. Barbara Reed; and Ms. Wendy Roberts.

Board Action: No action taken.

AGENDA ITEM NO. 5J – DISCUSSION AND POSSIBLE ACTION INCLUDING REVIEW OF PROPOSED AMENDMENT TO CASPAR JOINT POWERS AGREEMENT BETWEEN COUNTY OF MENDOCINO AND CITY OF FORT BRAGG – SPONSOR: SOLID WASTE

Presenter: Mr. Mike Sweeney, Manager, Mendocino Solid Waste Management Authority.

Public Comment: None.

Board Directive: GENERAL CONSENSUS OF THE BOARD to direct Chief Executive Officer Angelo to discuss the Agreement with Ms. Linda Ruffing (Manager of the City of Fort Bragg) and Mr. Mike Sweeney, and re-agendize this item for the July 21, 2015, Board of Supervisors meeting.

From: <mendoarches@comcast.net>
To: William Sherman <wsherman42@gmail.com>, Kathleen Cameron <kcameron@mcn.o...>
CC: Juliana Cherry <cherryj@co.mendocino.ca.us>
Date: 2/8/2016 4:20 PM
Subject: Code Enforcement

I found this of interest and thought you might. Cindy

Mendocino County Today: Saturday, Feb 6, 2016

RECENT ACTIVITIES IN CODE ENFORCEMENT & BOS PRIORITIES

Mendocino County Code Enforcement Branch, Feb. 9, 2016

On July 7, 2015, a presentation was given to the Board on code enforcement activities in the county. Consensus direction of the Board at that time provided priorities for code enforcement activities, which included, in addition to the regularly balanced workload: (1) ponds, land clearance, environmental crimes; (2) red-tagging active unpermitted job sites; (3) highly visible cases; (4) working with the Contractors State License Board to strengthen the "culture of compliance" in Mendocino County.

Subsequent to the July presentation, the Board approved an additional position for the code enforcement division, which will bring the number of code enforcement officers in the County to 4. Currently, with building permit technician, Lisa Washburn, promoted to code enforcement, there are three code enforcement officers working in the department; the Department has contracted with Trent Taylor, a recently retired Captain from the Ukiah Police Department. Another recruitment for the fourth officer will be launched within the next month to fully staff the division.

In addition to activities consistent with the consensus board direction, the department is continuing to maintain regular workload. In the last six months, the Department has streamlined Abandoned Vehicle Abatement (AVA) record keeping and reports, and the program has removed 61 abandoned vehicles. Code enforcement cases have also been worked which include multi-agency investigations of commercial properties and an elder care home, all of which generated multiple complaints, substandard rental units, and hoarding. Code enforcement also monitors the storm water illicit discharge complaint hotline, with three complaints received in this time.

Consistent with Board priorities, nineteen active, unpermitted construction sites have been red-tagged since July. As a result of these stop-work orders, the Department has received several permit applications, issued and finalized permits, and is pursuing further action on other properties. Violation fees are assessed against these permits, consistent with MCC Section 18.08.10. For property owners that do not cooperate in a timely fashion, additional fees are assessed through code enforcement action, per MCC Section 8.75. In the last six months, six grading and pond permits have been issued for work that was previously unpermitted.

Highly Visible Violations that have been abated since July include the long standing "graffiti sheds" on Highway 101, north of Laytonville. Four new cases have been opened which are highly visible, including three on Highway 1 (near Manchester, Rockport, and Caspar) and one highly visible from Highway 253 (Boonville Road).

Additionally, staff from have been working to strengthen the local "culture of compliance" with building and zoning code regulations. To make it easier for the public to review recent permitting records and activity on a property, the Department has been able to open a "portal" on the County's website. This new portal allows any member of the public to quickly determine whether or not a particular property has had permits issued recently, and the status of those permits. After meeting with staff from the Contractors State License Board (CSLB), Planning & Building Services has added information to the Department's website

related to the importance of reporting unpermitted work by both licensed and unlicensed contractors. Additionally, the building permit application form has been completely revised, to include specific information on the duties and responsibilities of owner-builders and contractors. Consistent with statute, applicants now acknowledge their awareness of this information in writing. Another process enhancement has staff including evidence of license and insurance verification in the file when permits are issued. A final component of this partnership with the CSLB involves referring projects and individuals to the CSLB for investigation. This process already takes place on an irregular basis, most recently in August 2015, but it will be emphasized in the coming year.

In the next six months, Planning & Building Services intends to continue balancing regular code enforcement workload with the expressed priorities of the Board. In particular, the Department plans to continue creating "best practices" for the function of code enforcement, and formalize those best practices through a policy & procedure manual. The creation of a "Top 10" list of code enforcement cases, which are consistent with Board priorities to the maximum extent practicable, will provide focus for the Department. It is important to note that the Top 10 cases will most likely be difficult and time-consuming to address.

The Department will also be bringing forward suggested code language for adoption by the Board, which will mandate posting of notice on jobsites that have received necessary permits. This is intended to make it easier for the public and staff to determine at a glance if enforcement action may be necessary. Finally, consistent with Board direction to collaborate with the CSLB in strengthening the local culture of compliance, the Department will emphasize referring licensed contractors found working on unpermitted job sites to the CSLB for independent investigation.

<http://theava.com/archives/52476#5>