MARIPOSA COUNTY
Code Compliance Advisory Committee (CCAC)

MEETING #46
FINAL MINUTES
(Approved 7/12/24)

DATE: **July 12, 2024**
TIME: **2:00 - 4:00 PM**
LOCATION: **Development Services Conference Room, 1st Floor**
5100 Bullion Street, Mariposa CA 95338

1. Call to Order and Roll Call.

   Colleen Rhodes, Chair, opened the meeting at 2:01 p.m. and announced there was a quorum.

   Members Present: Robert Fox, Ken Melton, Colleen Rhodes, Kris Casto, Gabe Edwards
   Public Present: Al Golub
   Members Excused: Shelley Cummings, Chris Lowery
   County Staff Present: Steve Engfer, Sophea Craighead, Corrina Miranda, Bart Conner, Danielle Bondshu (Clerk of the Board), District 5 Supervisor Miles Menetrey

2. Public Comment on Non-Agenda Items: For items within the jurisdiction of the Code Compliance Advisory Committee and not on today's agenda. No action will be taken on non-agenda items.

   There was no public comment received.

3. Minutes:
   a. Discussion regarding minutes preparation, types of minutes, review and approval process in accordance with County policy

   Rhodes opened the item and introduced Danielle Bondshu, Clerk of the Board. Bondshu was present to provide guidance and possible solutions regarding minutes and meeting procedures.

   Rhodes asked the CCAC members for input regarding the draft minutes as presented by staff.

   The members who spoke expressed that they would like more content in the minutes.

Bondshu acknowledged the concerns and provided the following suggestion to resolve the back log of draft minutes that need approval:

- Rhodes can submit her revisions in an agenda packet for consideration by the committee.
- Rhodes revision would be part of the minute packet as a handout received during the meeting.
- The draft minutes would then be approved as amended, if the members concurred with the amendments.

Rhodes requested to provide the minutes to the members before the meeting. Bondshu stated that while the normal procedure would be to bring the amendments to the meeting, with the scope of changes requested, it would be acceptable to submit requested changes to Planning staff for inclusion in the agenda packet. She also reminded the Committee that for new members they can listen to the audio and acknowledge that they have listened to the full audio prior to voting on the draft minutes as stated in the Committees Policy.

b. Review and Approve Draft Minutes from the meetings of September 20, 2023, October 18, 2023, November 15, 2023, December 20, 2023, January 17, 2024, February 14, 2024, March 13, 2024, April 17, 2024 and May 10, 2024.

By motion of Edwards, seconded by Fox, the Code Compliance Advisory Committee approved to table the September 20, 2023, October 18, 2023, November 15, 2023, December 20, 2023, January 17, 2024, February 14, 2024, March 13, 2024 and April 17, 2024 and May 10, 2024 draft action summary minutes to the July 12, 2024 meeting. 5 ayes, 0 nays, 2 excused (Shelley Cummings, Chris Lowey). Motion passed.

4. Elections: CCAC Chair and Secretary- Election of the CCAC Chair and Secretary

Due to Shelly Cummings absence, Rhodes asked for a motion to table the election of the Secretary position to the July 12, 2024 meeting.

By motion of Casto, seconded by Edwards, the Code Compliance Advisory Committee approved to table the election of the secretary position to the July 12, 2024 meeting. 5 ayes, 0 nays, 2 excused (Shelley Cummings, Chris Lowey). Motion passed.

Rhodes stated that she was stepping down as the chair and asked for nominations for the position.

After a brief discussion, Rhodes nominated Rob Fox. Fox accepted the nomination and expressed that the committee has been moving forward, and he would like to contribute to moving this committee forward.

By motion of Rhodes, seconded by Edwards, the Code Compliance Advisory Committee appointed Rob Fox as the new CCAC Chair. 5 ayes, 0 nays, 2 excused (Shelley Cummings, Chris Lowey). Motion passed.

5. Discussion regarding Board of Supervisors Direction on the Code Compliance Program –

Amnesty Program – Staff

Engfer introduced the item, stating the Board had given direction to staff regarding the amnesty program that which had been recommended by the CCAC and previously brought to the Board. Engfer then introduced Interim Building Director, Corrina Miranda to present the item. Miranda then noted the following changes that were made to the draft:

- The certificate of occupancy was not included in the amnesty draft but will be included in the final amnesty program. This is for buildings that did not receive a final inspection to obtain the certificate of occupancy, and this allows the property owner to be compliant without paying any fines other than the permit fee.

- New policy to reduce permit fee for pre-constructed, prefabricated, pre-engineered storage structures and outbuildings such as tuff sheds, old hickory buildings and prefabricated or engineered ready to assemble that are sized greater than 120 square feet without water or power supplied to the unit.

There will be further discussion regarding the amnesty program at the July 12, 2024 meeting.

Miranda then provided an update on the Tyler Project (new permitting software implementation), regarding the ability for clients to access their permit or case status from an app that they can download on their phone.

A discussion occurred between staff and CCAC members regarding changes and revisions to the existing Mariposa County Code that includes Title 17- zoning code and Title 15 – building code which will be added to the future agenda items after the changes are ready to be presented. Also, the Building Department Advisory and Appeals Board was briefly dis cussed and will be added to a future agenda item.

6. CCAC By-laws: Discussion and potential action to recommend by-law amendments

Rhodes expressed concern regarding the 10-minute start time in order for a quorum to be Present and stated that the time allowance is not adequate and requested additional time.

Per Bondshu, this request could be proposed to the Board of Supervisors and noted that the Committee policy was set in place in order for Planning Advisory Committees to be consistent, clear and cohesive. Bondshu stated if the Board chose to direct her to amend the policy to include extra time, all county committees would need to amend their by-laws as the policy was adopted by the Board of Supervisors. Bondshu also stated that prior to adoption of the policy the 10 minute time was discussed and was a reasonable time to achieve a quorum.

Fox inquired about members attending meetings via Zoom or teleconference. Bondshu Replied that this has been discussed with County Counsell. Members can participate remotely; however, the member is limited to 3 times, if member is at home joining the meeting then the home address will need to be on the agenda, the home must be accessible to the public who wish to participate and post the agenda for the public in front of their house.

Rhodes requested quorum clarification.

Per Bondshu, the CCAC membership requires that 4 voting members are present to quorum; however, Engfer noted that in the by-laws on article 6, section 5 states the following “A quorum for a duly held meeting and for action on any item shall consist of a majority of the voting CCAC members, normally calculated as half the membership plus one.”

The CCAC concurred with the proposal to add article 6, section 5 to the July 12, 2024 meeting for discussion and directed staff to draft the revision to the by-laws for review at the next meeting.

7. Discussion and Prioritization of 2024 Goals and Objectives – Chair

By motion of Rhodes, seconded by Edwards, the Code Compliance Advisory Committee tabled Discussion and Prioritization of 2024 Goals and Objectives – Chair to the next meeting July 12, 2024. 5 ayes, 0 nays, 2 excused (Shelley Cummings, Chris Lowey). Motion passed.

8. Future agenda items: None.

9. Adjourn

By Motion of Melton, seconded by Edwards, the Code Compliance Advisory Committee meeting adjourned at 4:15 p.m. 5 ayes, 0 nays, 2 excused (Shelley Cummings, Chris Lowey). Motion passed.

Minutes prepared and submitted by Sophea Craighead, Office Technician