MARIPOSA COUNTY
Code Compliance Advisory Committee (CCAC)

MEETING #46 FINAL MINUTES
(Approved 8/9/24 as Amended)

DATE: **July 12, 2024**
TIME: **2:00 - 4:00 PM**
LOCATION: **Board of Supervisors Chambers, 2nd Floor**
5100 Bullion Street, Mariposa CA 95338

1. Call to Order and Roll Call. Welcome.

   Rob Fox, Chair, opened the meeting at 1:59 p.m. and announced there was a quorum.

   Members Present: Robert Fox, Ken Melton, Colleen Rhodes, Kris Casto, Gabe Edwards, Shelley Cummings
   Public Present: Al Golub, Lydia Clary
   Members Excused: None
   County Staff Present: Sophea Craighead (Planning), Corrina Miranda (Interim Building Director, Bart Conner (Code Compliance), Danielle Bondshu (Clerk of the Board)

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.

   Public comment received by Lydia Clary (resident), shared a story she heard from the last Board of Supervisors meeting regarding a contractor who's plans for a bathroom remodel took five and half weeks to issue a permit. She then mentioned that the Building Department is an enterprise fund and expressed her concerns about the current permit and over the counter processes that should be researched and implemented.

   Melton suggested to add the Building Departments process as a future agenda item. Fox reminded the members that they needed to reaffirm the role and purpose of the CCAC. Bondshu interrupted the discussion and advised that issues within the Building Department are not under the CCAC's purview, but that the committee could add Melton's recommendation to address the process on a future agenda.

3. Minutes:
   a. 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, May 10, 2024 and June 14, 2024.

   Rhodes noted that members who were excused but have listened to the audio of the meeting in its' entirety can vote on the draft minutes by stating they have done so during the vote. Bondshu confirmed that a technical approval for the draft minutes can be completed.

   By motion of Edwards, seconded by Casto, the Code Compliance Advisory Committee approved the draft minutes of September 20, 2023 as amended. 5 ayes, 0 nays, 0 excused. 1 abstained (Shelley Cummings, not yet a member). Motion passed as amended.

By motion of Edwards, seconded by Melton, the Code Compliance Advisory Committee approved the draft minutes of October 18, 2023 as amended. 5 ayes (Kris Casto stated she listened to the

meeting), 0 nays, 0 excused, 1 abstained (Shelley Cummings, not yet a member). Motion passed as amended.

By motion of Casto, seconded by Rhodes, the Code Compliance Advisory Committee approved the draft minutes of November 15, 2023 as amended. 5 ayes, 0 nays, 0 excused. 1 abstained (Shelley Cummings, not yet a member). Motion passed as amended.

By motion of Casto, seconded by Edwards, the Code Compliance Advisory Committee approved the draft minutes of December 20, 2023 as amended. 5 ayes, 0 nays, 0 excused. 1 abstained (Shelley Cummings, not yet a member). Motion passed as amended.

By motion of Edwards, seconded by Melton, the Code Compliance Advisory Committee approved the draft minutes of January 17, 2024 as amended. 6 ayes (Shelley Cummings, not yet a member but attended the meeting),0 nays, 0 excused, 0 abstained. Motion passed as amended.

By motion of Cummings, seconded by Casto, the Code Compliance Advisory Committee approved the draft minutes of February 14, 2024 as amended. 6 ayes (Shelley Cummings was appointed by the BOS), 0 nays, 0 excused. Motion passed as amended.

By motion of Casto, seconded by Edwards, the Code Compliance Advisory Committee approved the draft minutes of March 13, 2024 as amended. 6 ayes (Shelley Cummings stated she listened to the meeting), 0 nays, 0 excused. Motion passed as amended.

By motion of Cummings, seconded by Melton, the Code Compliance Advisory Committee approved the draft minutes of April 17, 2024 as amended. 6 ayes (Shelley Cummings stated she listened to the meeting), 0 nays, 0 excused. Motion passed as amended.

By motion of Melton, seconded by Edwards, the Code Compliance Advisory Committee approved the draft minutes of May 10, 2024 as amended. 6 ayes (Kris Casto noted she listened to the meeting), 0 nays, 0 excused. Motion passed as amended.

In addition to Rhodes proposed amended minutes on page 21, third sentence from the last paragraph. Melton requested to have the following statement added after Fox asked about the ADUs: Melton believes that the ADU's are regulated by the state as far as recreational vehicles are concerned.

By motion of Rhodes, seconded by Cummings, the Code Compliance Advisory Committee approved the draft minutes of June 14, 2024 as presented. 6 ayes, 0 nays, 0 excused. Motion passed.

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

Fox noted that from the previous CCAC meeting Shelley Cummings, volunteered for the secretary position. Rhodes nominated Shelley. Shelley accepted the nomination.

By motion of Rhodes, seconded by Edwards, the Code Compliance Advisory Committee appointed Shelley Cummings as the CCAC Secretary. 5 ayes, 0 nays, 0 excused, 1 abstained (Shelley Cummings). Motion passed.

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

Miranda, presented Step 1 - the Amnesty Program and noted the only change in this draft was to add expired permits that didn't have an existing compliance case to get them resolved and closed, which was discussed at the previous meeting as the committee was not prepared and requested this item be brought back.

No public comment was received.

Edwards asked a clarifying question as the title of the presentation was confusing, and they wanted to know if they were discussing the overall approach or just the amnesty program. Miranda confirmed that this meeting was to address just the Amnesty program. Also, the committee should provide their input to add to or make any changes to the program.

Miranda noted the goal is to clear the backlog of cases and went over the amnesty process. She concluded that once the draft has been completed, it will go to the Board of Supervisors for final approval.

A discussion occurred, with Melton expressing that the monthly or bi-monthly review on page 2 of the handout is a waste of time, along with the fancy presentation materials. Miranda responded that the review was essential due to comments being made that the amnesty program typically hadn't been successful and to show the Board on a regular basis what we're doing and how we're doing it for a level of transparency. In addition, the public will have an opportunity to comment on the program.

Edwards stated that on page 4, item F, he did not see the reduction fee listed. Melton brought up water and doesn't understand why water would be listed as there isn't a permit requirement for water. Edwards questioned the permit fees that shall not be waived on page 2, item 3. Miranda addressed their questions.

Rhodes noted the removal of the $145.00 over- the-counter issuance fee was presented a year ago, it had been discussed repeatedly, with no resolution. She expressed concerns regarding the comments made by the recent Grand Jury report regarding in that the CCAC should be doing more; further commenting that they had not received credit for what they have accomplished. Miranda provided reassurance that with the new directions from the Board and staff changes, staff can take this and move things forward. Bondshu confirmed and agreed with Miranda that items can be taken to the Board to further the committee's recommendations.

Fox stated to bring the fee study to the next meeting.

After discussion, the following changes will be made to the amnesty program:

- Page 4, item f, last sentence that states "Note this would apply to structures greater than 120 square feet, or any structure that does not have water or power supplied to the unit." Replace the word "water" with "plumbing".

Miranda stated that the amnesty program draft will be brought back at the next meeting.

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

After discussion, the committee agreed to withdraw the request to amend the by-laws as the quorum requirement is now four and has been clarified along with the quorum time extension.

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

The committee reviewed the 2024 goals and objectives handout and the items they want to prioritize for 2024. Fox recommended addressing this at the next meeting to narrow the goals down by half. Rhodes reminded the committee that these are the goals that were brought to the Board in May 2024 and concurred to narrow the goals based on what they can effectively complete.

8. Future agenda items:

- Discuss the CCAC meeting times.
- Continued discussion of the Amnesty Program.
- The time requirements for the building permit issuance.
- Discussion to waive the $145 over the counter issuance fee.
- Case prioritization system.
- Discussion and Prioritization of 2024 Goals and Objectives.

9. Adjourn

By Motion of Rhodes, seconded by Edwards, the Code Compliance Advisory Committee meeting adjourned at 4:20 p.m. 6 ayes, 0 nays, 0 excused. Motion passed.

Minutes prepared and submitted by Sophea Craighead, Office Technician