

MARIPOSA COUNTY

Code Compliance Advisory Committee (CCAC)

MEETING #21 DRAFT MINUTES

DATE: January 4, 2023

TIME: 2:00 - 4:00 PM

LOCATION: Board of Supervisors Chambers, 2nd Floor
5100 Bullion Street, Mariposa CA

1. Call to Order: 2:00 PM. Welcome.

*CCAC Members Present: Lydia Clary, Robert Fox, Nancy Kemp, Colleen Rhodes, Karen Woblesky.
Guests: Ken Melton, Madison Kirkpatrick (Gazette), Kris Casto.*

*Staff-Steve Engfer
Debra Willis*

2. (5) Action: A resolution of the Code Compliance Advisory Committee (CCAC) proclaiming a local emergency, ratifying the proclamation of a state of emergency by the Governor of the State of California on March 4, 2020 regarding an outbreak of respiratory illness due to a novel coronavirus (a disease now known as Covid-19), and authorizing remote teleconference meetings of the legislative bodies of the Code Compliance Advisory Committee for a 30-day period as specified pursuant to Brown Act provisions. (January 4, 2023 - February 3, 2023)

Motion by Nancy to approve minutes as presented.

Second by Lydia.

Motion passed. 5 ayes

3. (5) Approve Minutes of CCAC Meeting #20, 12/7/2022

Agenda packet includes: 12/7/2022 Minutes, including handouts

Minor edits, Page 4 second paragraph to edits to add "legal" limitations.

Motion by Rob, to approve minutes with minor edits

Second by Nancy.

Motion passed. 5 ayes

4. (60) Discussion/Possible Action re: Final Review/Edit of Board of Supervisors Memo, dated 12/6/2022.

Agenda packet includes:

12/6/2022 Final Draft of Memorandum to the Board of Supervisors, *CCAC Status Update;*

Review and Comment, to be scheduled for the January 23, 2023 Board of Supervisors Agenda

Chair introduced the item. Steve Engfer provided input regarding the memo to the Board and recommended the committee to consider including: updated compliance data staff could provide at a presentation for the CCAC meeting; incorporate the AD HOC committees establishment and a progress step; discussion occurred. Rob suggested the compliance list be “live”; Karen commented that it would be good to know what changed relative to increase in compliance. Additional discussion occurred regarding compliance case list updates and how communicating the data is key to communicating what has occurred to bring compliance. Steve notified the committee that the item would most likely go to the board in February, after the committee.

Chair read the memo draft in detail with the committee. Discussion occurred regarding the important of the history and background in the Document Colleen thanked the committee for including important background in the memo. Nancy suggested that it would be more helpful to provide more of a vision of the committee to the Board. Discussion occurred on that topic. There were suggested edits including potentially consolidating a couple key findings. Other edits reporting to correspondence were suggested. Discussion occurred regarding the county new permitting software that would also include code compliance workflows and public portal. Discussion occurred regarding the business process changes (with new software) that could address some of the CCAC findings. Further discussion occurred regarding housing, amnesty programs healthy Mariposa, and communication issues identified. Staff mentioned the upcoming tire amnesty program. Colleen mentioned CCAC work with Sam and Public Works regarding solid waste opportunities. The Marijuana topic was discussed. Option for review of future code changes was discussed for CCAC review. Staff mentioned that information would be brought forward regarding the Marijuana code changes to the CCAC. Chair would make discussed edits and agendaize/calendar for future meeting for consideration by the CCAC.

5. (20) Discussion/Possible Action re: Two Recently Established Ad-Hoc Committees. Topics include: Update on Revised County Policy/Committee Guidelines; History re: why CCAC couldn't pursue Ad-Hoc Committees in 2022; Schedules for Ad-hoc Meetings, including should the second CCAC meeting each month be replaced with Ad-hoc Committee meetings; Specific Purposes/Goals and Scope of Ad-hoc Committees; and Specific Timeframes for Ad-hoc Committees to complete their assignments.

Discussion occurred regarding the adhoc arrangements. Staff offered to coordinate and provide the necessary support for the ADHOC's to work with staff to set up for file review and other details such as background binders for codes and referencing that may be needed. Discussion occurred regarding the Brown Act applicability. Steve said he would need to get legal clarification on meeting location etc. and Colleen notified committee that the ADHOCs are not subject to the Brown Act. Steve clarified he is not contesting the Brown Act applicability, rather, staff would need to be involved in setting up the arrangements when file review moves forward and can provide codes and space for meeting arrangements etc. Additional discussion occurred regarding code availability on the county web site. Steve offered to provide email links or other packets needed for the adhoc, and suggested we want to help so you have the tools to get the work done. Colleen asked about the MUNI code access on the web page. Steve responded that yes, that is the County code. And we could send links to the adhoc members. We are happy to provide for the code. It was suggested to utilize the draft (2019-218) as a point to start for edit along with other codes in other counties etc.

Agenda packet includes:

March 8, 2022, Memo from Chair Woblesky to CCAC Members
BOS Resolution NO. 2022-637 Amendments to County Committee Policy
2023 Calendar of Scheduled CCAC Meetings

Discussion occurred regarding the adhoc arrangements. Suggestion to have the adhoc ery other Wednesday, instead of full committee meetings Staff offered to coordinate and provide the necessary support for the ADHOC's to work with staff to set up for file review and other details such as background binders for codes and referencing that may be needed. Discussion occurred regarding the Brown Act applicability. Steve said he would need to get legal clarification on meeting location etc. and Colleen notified committee that the ADHOCS are not subject to the Brown Act. Steve clarified he is not contesting the Brown Act applicability, rather, staff would need to be involved in setting up the arrangements when file review moves forward and can provide codes and space for meeting arrangements etc. Additional discussion occurred regarding code availability on the county web site. Stecv offeree to provide email links or other packets needed for he adhocs, and suggested we want to help so you have the tools to get the work done. Colleen asked about the MUNI code access on the web page. Steve responded that yes, that is the County code. And we could send links to the adhoc members. We are happy to provide for the code. It was suggested to utilize the draft (2019-218) as a point to start for edit along with other codes in other counties etc. Rob mentioned that the I most interested in being sure he has the most recent (current county code).

6. (10) Discussion/Possible Action re: CCAC Current and Upcoming Vacancies

(see item 7)

7. (20) Discussion/Possible Action re: Future CCAC Agenda Items. Next CCAC Meeting is scheduled for January 18, 2023. (Meeting #22)

Topics may include:

CCAC Member Assignment Updates

Ad Hoc Committees Updates

Discussion/Development of Specific Programs/Activities, Recommendations for Improved and Updated Processes/Procedures, and Associated Recommended Updates to County Codes/Ordinances

Other....

(Agenda Items 6 and 7 discussions occurred together at the meeting)

Chair suggested to have Res. 2019-218 on the next agenda. To see where we can improve and where can we strike etc. edit. Steve will bring the compliance statistics, and presentation at next meeting as well.

Ken Melton asked if the information that the Adhoc would review, would be available to the full committee? Rob mentioned that probably not. And further described that the purpose of the Adhoc would be to review and recommend to the full CCAC. Rob clarified that the recommendation would be at the full CCAC. Staff pointed out that packet to the full CCAC would include sufficient information in the full CCAC meeting packet as recommended by and from the adhocs.

Recruitments were briefly discussed. Upcoming vacancies, Rob pointed out the CCAC is short 3 persons and that there is one person that seems qualified and wonders why it hasn't advanced. Item would be moving forward. Mr. Melton asked if it is three for one position or application for all three together vacancies? Carol Suggs responded that there are three for the first and the second two vacancies. mentioned that the bylaws state public members can attend adhoc. Steve mentioned that any public member could attend and based on communicated CCAC transparency goals, then the CCAC would want to let the interested parties know of the adhoc meeting so they could attend..

8. Persons wishing to speak on a matter not on the agenda, but within the jurisdiction of the committee.
No action will be taken by the CCAC.

None

9. Adjourn 4:00 P.M.
Motion by Rob.
Second by Lydia..
Motion passed. 5 ayes