



Mariposa County

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Mariposa County Minutes of the Code Compliance Advisory Committee



FINAL MINUTES OF THE CODE COMPLIANCE ADVISORY COMMITTEE

November 8, 2024 (Approved 2/14/25)

Time: 2:00 P.M.

Location: Government Center Upper Floor
Board of Supervisors Chambers
5100 Bullion Street, Mariposa

A. Call to Order and Roll Call

Rob Fox, Chair, opened the meeting at 2:00 p.m. and announced there was a quorum.

Members Present: Robert Fox, Ken Melton, Floyd Davis, Kris Casto, Gabe Edwards

Public Present: Madison Kirkpatrick (Mariposa Gazette)

Members Excused: Colleen Rhodes

County Staff Present: Steve Engfer (Planning Director), Sophea Craighead (Planning), Elija Banda (Planning) Bart Conner (Code Compliance), District 5 Supervisor Miles Menetrey, Danielle Bondshu (Clerk of the Board)

B. 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.

Floyd Davis (New CCAC Member), shared a book written by Jim Wassner, who wrote about the code enforcement process and provided the committee with a handout.

Fox welcomed new committee member, Floyd Davis.

Because roll call was not completed, Planning Director, Steve Engfer, introduced County staff who were present.

District 5 Supervisor, Miles Menetrey informed the committee that at the Board of Supervisors November 12, 2024 meeting, Supervisor Smallcombe and Poe will be discussing the CCAC and encouraged the members to attend.

C. Approval of Minutes

1. Review and Approve Minutes from August 9, 2024 meeting

2. Review and Approve Minutes from September 13, 2024 Meeting.

In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board's Office.

A discussion occurred regarding the August 9, 2024 minutes that was tabled at the September 13, 2024, meeting. Edwards made a motion to table the minutes then withdrew his motion.

Edwards made a new motion to table the August 9, 2024 and September 13, 2024 minutes to the next meeting.

By motion of Gabe, seconded by Casto, the Code Compliance Advisory Committee approved to table the draft minutes of August 9, 2024 and September 13, 2024 to the next meeting. 5 Ayes, 0 nays, 1 excused (Colleen Rhodes), 1 abstained (Floyd Davis).

D. Staff Updates

1. County Online Permitting and Compliance Software System (Tyler project) Beta testing and “go live” date – December 9, 2024

Engfer provided an update regarding the County Online Permitting and Compliance Software System (Tyler Project) that will go live December 9, 2024 and provided a brief explanation as to why the go live date was extended.

Edwards asked if there was a fall back process? Engfer explained that Development Services will continue using the current hard copy submittal acceptance process system.

Edwards asked if there was a reduction to the over the counter permit fees due to utilizing the Tyler Software, and if there has been a reduction to fees and the permitting requirements for non-residential buildings not for human habitation?

Engfer explained that there has been conversations on reduction of fees, categorization of building types for permits issued over the counter, and noted that the Interim Building Director is looking into fee reductions. Then he explained that the fee schedule was approved by the Board of Supervisors and emphasized that if there were any changes to the fee schedule it would need to be approved by the Board.

Edwards requested that staff provide a copy of the Board approved fee schedule.

A discussion continued regarding the permit process and fees. Engfer explained the different type of permits that are issued over the counter, and briefly touched on the number of building inspections required based on permit type. He then reminded the committee that this item was to provide an update on the Tyler Software and that fees are included in the software.

2. Development Code Update – Staff Presentation (See Attachment)

Engfer provided the following updates from the Development Code Update:

- The overview of the Development Code Update process and explained the intent of the workshop was to receive the community's feedback.
- The workshop scheduled with an emphasis on the Mariposa Town Workshop on November 18, 2024 at 6 p.m. in the Chambers room.
- An overview of the proposed amendments to Title 16 & Title 17, Article 1 through 9.

Melton stated that the General Plan should be completed prior to the Development Code Update. Engfer explained that the county currently has an existing General Plan that will be updated in 2025 due in 2026, a requirement by State Law, and encouraged the committee to attend the Planning Commission meetings.

3. Code Case Update

Planning Staff, Bart Conner (Code Compliance Technician) provided the CCAC with the following code case updates:

- Out of 124 cases, they have closed 80, and sent out 200 letters with an 85% return rate and noted that the public is working with the Code Compliance Department to rectify their issues. Additionally, Conner will be addressing the unresponsive cases.
- Out of 37 marijuana cases, 12 are closed, and noted that 3 will be closed shortly.

Conner briefly explained what the closed cases consisted of and briefly spoke about the cooperation that he has received for the marijuana closed cases.

Conner provided the current status of the Lake Don Pedro 5th wheel case.

Conner expressed that he is familiar with the Abandoned Vehicle Abatement Program (AVA) from his previous law enforcement experience with Stanislaus County. He participated in two abatement programs, and noted that the county received a dollar for every vehicle registered with the county that provided funding for the AVA Program that was used for towing for private and public property.

Edwards directed staff to include the published minutes from previous CCAC meetings; where the AVA Program was discussed in the minute packet.

Also, Edwards requested to include previous reports on case numbers that were broken down by case type to the minute packet. He felt it was important to have the information to confirm how many cases have been completed since the formation of the CCAC.

Conner suggested that the county needed an administrative hearing process (civil board) consisted of citizens to address unresolved code compliance cases.

4. Abandoned Vehicle Abatement Program Recommendation update.

A discussion occurred on this item during Item D.3. Code Case Update.

5. Over the Counter Permit Process Update

A discussion occurred on this item during item D.1. County Online Permitting and Compliance Software System.

E. Discussion and Possible Action

1. Discussion and possible action regarding the Board of Supervisors Direction on the Code Compliance Program: Steps 2-4, Review and discussion for implementation, including relationship to the Development Code Update Project, Online Permitting and Compliance (Tyler Project), and Development Services – Consolidation. (See Attachment)

Due to time constraint, Engfer quickly provided the CCA with a recap of the timeline for the code compliance program since being directed by the Board of Supervisors in May 2024. Then Engfer introduced Step 2 – Revision to Code Compliance Policy, Procedures, and Correspondence. He highlighted that Item 1.a regarding Mariposa County Code Title 17.144 and Item 1.b. creating a policy manual for county staff on receipt confirmation, handling, reporting document and correspondence related to all code compliance functions in Mariposa County will be moving forward to the Planning Commission December 6, 2024 meeting for consideration to the Development Code Update.

Engfer proceeded to present step 3 and step 4 to the CCAC and noted that the 4 steps will be presented to the Board on November 12, 2024.

Also, Engfer shared that the Development Services consolidation is underway and any changes regarding authority will be reflected in the Code Compliance Program at the Planning Commission level.

Edwards expressed his understanding and provided a recap of Engfer's presentation, but questioned if Engfer felt confident in representing the CCAC with the formal changes that's been implemented from the CCAC's meetings. Engfer noted that the Board and the public deserved an update. Also, he viewed this as an opportunity to memorialize the efforts of the CCAC and that he felt confident representing the CCAC.

Engfer asked the CCAC for the recommendation to move forward with steps 2-4.

Casto would like to go over step 3 – regarding the term used in this section as “bad actors” that should be replaced with “blight”. She explained that the CCAC should be more specific. Edwards concurred with Casto.

Engfer reminded the committee that this is not a definite defining document but a document created from many conversations and information gathering that created a

set of program recommendations for the Code Compliance Program that will be set forth in the Development Code Update.

Melton requested that staff include step 2 – 4 on the next agenda.

F. Future Agenda Items

- Health, life, safety pertaining to building codes
- Include previous CCAC minutes regarding the AVA Program to the minute packet which was discussed in Item D.3
- Previous reports for case number that was broken down by case type to the minute packet which was discussed in Item D.3
- Code Compliance Program – Step 2 - 4

G. Adjournment

By motion of Edwards, seconded by Melton, the Code Compliance Advisory Committee meeting adjourned at 4:10 p.m. 5 ayes, 0 nays, 1 excused (Colleen Rhode), 0 abstained. Motion passed.

Minutes prepared and submitted by Sophea Craighead, acting secretary for the CCAC.