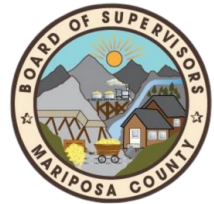


Mariposa County

CODE COMPLIANCE ADVISORY COMMITTEE

<http://www.mariposacounty.org/>



GABRIEL EDWARDS
ROB FOX
FLOYD DAVIS
CL RHODES
KRIS CASTO
KEN MELTON

CHAIR
VICE-CHAIR
MEMBER
MEMBER
MEMBER
MEMBER

CODE COMPLIANCE ADVISORY COMMITTEE AMENDED FINAL SUMMARY MINUTES

MAY 9, 2025 (APPROVED 6/13/25)

A. Call to Order and Roll Call

Chair, Gabe Edwards, called the meeting to order at 2:03 P.M.

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

Members Excused: Colleen Rhodes

County Staff Present: Planning Staff: Steve Engfer, Sophea Craighead, and Marcia Burton. Code Compliance: Bart Conner. Interim Building Director, Corrina Miranda.

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.

Public Comment received via telephone from Colleen Rhodes (CCAC member), informing the committee that she was attending as a public citizen and understood that she could not vote.

C. Approval of Minutes

1. Review and Approve Minutes of February 14, 2025 Meeting

By Motion of Casto, Seconded by Fox, The Code Compliance Advisory Committee approved February 14, 2025 minutes as presented. 4 ayes, 0 nays, 1 excused (Colleen Rhodes), 1 abstained (Floyd Davis). Motion Passed.

2. Review and Approve Minutes of April 11, 2025 Meeting

A discussion occurred regarding the accuracy of the draft minutes pertaining to Melton and Casto's agenda items that were expected to be included in the May 9, 2025 agenda packet. Melton noted that it was specifically called by the Chair to include the Recreational Vehicles (RVs) and Park Trailers issues requested by Melton and the Flow Chart by Casto.

Sophea Craighead, Planning Staff, noted that during the discussion the Chair asked for each member to provide Planning Secretary with their items for discussion by April 28, 2025 to be included in the

packet that was recorded under Item G, Future Agenda Items, second bullet point. Casto provided a document called “ Future CCAC Codes and Recommendations” prior to the publication of the agenda packet and her checklist was included in the agenda packet for discussion.

Steve Engfer, Planning Director, suggested amending April 11, 2025 minutes to memorialize Melton’s request for RVs and Park Trailers to Item G, Future Agenda Items, and add another bullet point to include a discrete discussion regarding RV’s/Park Trailers.

Edwards noted that the bullet point should specifically state that he asked the members to bring any of their concerns to the agenda for future discussion, but it wasn’t intended to bypass Melton’s specific request to discuss at the next meeting (this meeting).

In conclusion, the April 11, 2025 minutes will be amended to include Melton’s request for an agenda item to discuss RV’s and park trailers and Casto requested a flow chart of the process for violation and clean up to Item G, Future Agenda Items.

By Motion of Casto, Seconded by Davis, The Code Compliance Advisory Committee approved April 11, 2025 minutes as amended. 4 ayes, 0 nays, 1 excused (Colleen Rhodes), 1 abstained (Robert Fox). Motion Passed as Amended.

D. Discussion and Possible Action

1. Discussion and possible action regarding recommendations to the Board of Supervisors on the Code Compliance Program: Steps 1-4, as amended, correlated with the January 10, 2025 Joint PC/CCAC Code Compliance Program Recommendations in preparation for response to the Board of Supervisors. (Planning Staff Presentation).

Engfer provided an overview of the memorandum and noted an error in the memorandum for Item D.1., second paragraph, he explained that the date of May 9, 2011 should have been May 9, 2025, and explained that there was a typo in the CCAC meeting date that should have been December 20, 2024 for Item #2 that states “CCAC met on December 20, 2025, and recommended alternative Code Compliance Program in preparation for the Joint CCAC/PC meeting of January 10, 2025.”

Engfer noted that at the January 10, 2025 CCAC and Planning Commission Joint Meeting, the Planning Commission agreed to the alternative to the Code Compliance Program. Engfer noted that staff will provide an informational presentation on the draft code, including repeal and replace Chapter 17.144 into Title 1 for the Compliance/Enforcement Program on June 27, 2025 Joint CCAC and Planning Commission meeting.

Engfer noted that Step 1 has been finalized by the committee and recommended that the CCAC shift their evaluation from the original Steps 2 through 4 to the recommendation set for the Planning Commission Development Code Update Title 1, Enforcement. He then shared his opinion, based on his evaluation, that the work should be focused on the draft Title 1, which included California Government Code Section 25845 and 22720 through 27728, and the integration of

related provisions for health and safety, civil penal and vehicle codes. In addition, to build on the Planning Commission and CCAC discussions to maintain consistency within Title 1 for those codes in terms of the program.

Edwards agreed with Engfer, but held his comments as he wanted to hear from the committee first.

Melton asked for clarification from Staff pertaining to Title 1. He wanted to know if Title 1 will be replacing Steps 1-4 or will it have the same intent as Steps 1-4. He then asked if discussion will end regarding Steps 1-4. Melton noted that the CCAC has not made an official recommendation on Steps 2–4.

Engfer provided clarification noting that Title 1 was based on the recommendations that were made to create the code for the program and with regards to the Amnesty (as recorded in the minutes from the joint meeting) it was requested that the program gets established in parallel with Title 1 to include an ongoing Amnesty Program built into it. Engfer then noted that Steps 2-4 will be reviewed again after the program has been created for Title 1 as the changes to the recommendations by the CCAC will affect Steps 2-4. Also, it has been identified in the memorandum that the CCAC did not review Steps 2-4.

Edwards noted that the memorandum dated May 14, 2024 was missing information that the CCAC had previously discussed; specifically, suggestions made by Lydia Clary and Colleen Rhodes. He then stated that if the CCAC had completed Steps 1-4 they would have fulfilled their mission by improving conditions that would have changed the dynamics of the way that code enforcement happens in the Community. Edwards suggested that the CCAC view the memorandum as a checklist and put a check box next to each item and check the box off as they move through the process, and include the information and suggestions made by the committee from previous meetings.

Edwards highlighted that Steps 2-4 will not be forgotten but placed on hold until Staff has figured out the ramifications of incorporating Government Code Sections 25845 and 27720 through 27728. He then provided a recap from when the CCAC recommended the repeal of Chapter 17.144 in the Development Code Update; therefore, the committee will need to allow Staff time to complete the work to incorporate Step 2 into Title 1.

Davis asked for clarification regarding the draft for Title 1 regarding the CCAC's opportunity to make changes to the draft when it becomes available.

A discussion occurred regarding the CCAC being able to review the draft prior to the Joint Planning Commission and CCAC meeting on June 27, 2025 with Engfer confirming that the committee will be able to review the draft at the June 13, 2025 meeting.

Casto expressed concerns regarding the codes for Chapter 17.144 and stated that it needed to be discussed along with the possible denial of building permits. Then a discussion occurred regarding the recommendation from the CCAC to repeal and replace Chapter 17.144, and that the draft isn't ready to be presented as Staff is working on it. Staff provided clarification regarding the building permits that Casto was concerned about.

2. Discussion and possible action regarding existing Ad Hoc committee and existing members with the potential to appoint new members for the Code Review including the California Government Code 25845

A discussion occurred regarding the formation of an Ad-Hoc committee. Edwards noted that the CCAC has an Ad-Hoc committee, but the Ad-Hoc committee members have not met in a long time and that a few of the Ad-Hoc Committee members are no longer CCAC members and questioned whether the membership should be changed and if the item to be discuss should be the Government Code Section 25845.

Engfer shared that Davis requested that an item be considered for the agenda regarding the formation of an Ad-Hoc Committee and noted that there was already an existing Ad-Hoc Committee for Code Review that consisted of Gabe Edwards, Lydia Clary and Ken Melton, as of November 2023. Engfer noted that there wasn't a need to create a new Ad-Hoc Committee, but that there was a need to appoint or select members.

Edwards expressed that it was a fantastic idea to discuss Government Code Section 25845 and shared the importance of why this discussion will benefit the committee when the draft becomes available and will ensure that the members are prepared to address the procedures and policies presented by Government Code Section 25845. He then opened the floor for the members to provide their comments and feedback.

Davis was in favor of the Ad-Hoc formation and suggested that the Ad-Hoc committee should narrow the items down and prepare a draft to bring back to the full committee or the Planning Commission.

Melton shared his experiences as an Ad-Hoc Committee member as being a positive one; however, he noted that it wasn't appropriately used and didn't agree with having the Ad-Hoc Committee with 2 members as it was easier to discuss as a full committee based on the number of active members.

Fox noted that the CCAC should commit to reading Government Code Section 25845 to discuss and receive everyone's comments and feedback at the next meeting.

Casto suggested bringing in legal counsel to discuss due process issues. Edwards encouraged the members to review the minutes from previous meetings with County Counsel, Steve Dahlem; specifically discussing Government Code Section 25845 and the implementation of 25845.

After discussion, the committee decided to decline the formation of the Ad-Hoc Committee, and recommend adding Title 1 based on Government Code Sections 25845 and 27720 through 27728 to be considered by the full committee.

Per Edwards, no motion was needed to decline the formation of the Ad-Hoc Committee as they had their discussion.

Public comment was received by Colleen Rhodes (CCAC Member on the telephone) who spoke about policy issues for Title 1 and provided the following preliminary questions:

1. Will there be funds available to be placed in an abatement line item to fund the initial county abatement process? Or will it be at county expense, subsequently to be reimbursed by property owners?
2. Is there any potential for an abatement fund to be created?
3. If funds are not made available, how can this process be funded?
4. What is the amount?

Rhodes suggested that Staff should take on this task to provide the CCAC with an answer regarding budget/funding.

Rhodes highlighted that under Government Code Section 27728, there will be a cost to the County for a Hearing Officer or possibly a Hearing Board. She then noted that other jurisdictions handle this in many ways, so merely adopting code from another jurisdiction and attempting to fit it to Mariposa's needs would not necessarily be effective, but the Hearing Officer issue is paramount because that's where the due process either succeeds or fails.

Lastly, Rhodes referenced the Administrative Cost of the Appeals Hearing and stated it should be a simple hearing process that costs very little as it would not require an Attorney on the part of the property owner or the County. Rhodes then expressed that she was personally uncomfortable that this had not been presented to the Board of Supervisors to receive some kind of policy opinion or for the budget evaluation.

Engfer acknowledged that he received the three items and discussion points from Rhodes and noted that he will discuss with the County Administrative Officer.

E. Information Items

1. Online Permitting System Update (Tyler) Demonstration of software

The Interim Building Director, Corrina Miranda provided a demonstration of the online permitting system with a progress update since the software went live December 9, 2024. She then noted that she will be presenting the demonstration at the May 20, 2025 Board of Supervisors meeting.

Miranda shared the following updates:

- as of April 2, 2025, Staff created an Express Permit Policy for a faster turnaround time with exceptions for buildings in the historic areas
- Tyler Reporting – access data that wasn't previously readily available
- Code Compliance – Still customizing and will be based on the CCAC's recommendations

There was no public comment received.

2. Building Appeals Board Update

Due to the time constraint, this item was not discussed and will be added to the next meeting.

3. Case Log Update

Due to time constraint, Bart Conner, Code Compliance Technician, provided a quick update with a screen shot of the case log.

Conner shared the following information:

- Almost 200 new cases in 2025
- The case log has been split up between the Departments (Environmental Health, Planning and Building)
- They've closed 132 cases in the past year, one as old as 1997
- The old marijuana cases – he has been receiving good compliance from people

Edwards requested to have the case log included in the next agenda packet and for Conner to present as the first agenda item after Approval of Minutes.

F. Future Agenda Items

- Code Compliance Case log (first item on the agenda and include the case log in the agenda packet)
- Edwards asked for the CCAC members to bring items of specific questions, concerns, and any items for staff to address as a public comment item, then incorporate into the future agenda item for further discussion: Kris Casto- Flow Chart (provided document to staff)
- Discrete Discussion -Ken Melton - RV's and Park Trailers
- Title 1 Draft from staff
- Coleen Rhodes public comment regarding budget/funding for Title 1 for staff to address and bring back to the committee
- Building Appeals Board Update

H. Adjournment

By Motion of Casto, Seconded by Melton, the Code Compliance Advisory Committee meeting adjourned at 4:09 P.M. 5 ayes, 0 nays, 1 excused (Colleen Rhodes), 0 abstained. Motion Passed.

Respectfully Submitted by Sophea Craighead, Acting Secretary