



Mariposa County

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CODE COMPLIANCE ADVISORY COMMITTEE



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

CHAIR
VICE-CHAIR
MEMBER
MEMBER
MEMBER
MEMBER

FINAL MINUTES OF THE CODE COMPLIANCE ADVISORY COMMITTEE JULY 11, 2025 (APPROVED 9/12/25)

A. Call to Order and Roll Call

Chair, Gabe Edwards, opened the meeting at 2:01 P.M. and announced there was a quorum.

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, Code Compliance Technician - Bart Conner, Interim Building Director - Corrina Miranda, and County Administrative Officer - Joe Lynch, and Clerk of the Board – Danielle Bondshu.

Public Present: None

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 by Colleen Rhodes (CCAC member) shared that she was attending as a public member via telephone.

C. Approval of Minutes

1. Review and Approve Minutes from June 13, 2025 Meeting

Robert Fox noted that there were a few minor typos and that Ken Melton – "Discussion on Recreational Vehicles and Park Trailers" item was not included on the agenda.

Engfer clarified that after the June 13, 2025 meeting Melton advised that the "Discussion on Recreational Vehicles and park Trailers" item can wait as the other items took precedence; therefore, Melton's item was not included in the July 11, 2025 agenda.

By Motion of Fox, Seconded by Davis, the Code Compliance Advisory Committee approved June 13, 2025 minutes as presented. 5 ayes, 0 nays, 1 excused (Colleen Rhodes), 0 abstained. Motion Passed.

D. Discussion and Possible Action

1. Discussion and action on selection of CCAC members for an Ad Hoc Committee of Code Compliance Members to Write the Much-Needed Code Compliance Ordinances and Program Documents. County Administrative Officer- Joe Lynch

Lynch provided a summary from the previous CCAC meeting regarding the proposal to establish an Ad-Hoc Committee to draft the Code Compliance Ordinances and Program Documents. Lynch noted that he would lead the Ad-Hoc Committee, which would include County Counsel Walter Wall, County Staff, CCAC members and Planning Commissioners. He also provided an update from the July 1, 2025 Board of Supervisors meeting.

Lynch noted that the Board of Supervisors had approved and directed him to lead the Ad-Hoc Committee. He asked the committee for volunteers to assist in drafting the Code Compliance Ordinances and Program Documents for the Development Code Update, emphasizing that, due to quorum requirements, no more than three members could participate. He added that the committee would provide a progress update at each CCAC meeting.

Lynch then highlighted that the draft should be developed by October 1, 2025 and that the first meeting will be scheduled by staff after the July 25, 2025 Planning Commission meeting.

Edwards noted that he and Colleen Rhodes volunteered for the Ad-Hoc Committee.

Davis also volunteered for the Ad-Hoc Committee.

By motion of Casto, seconded by Fox, the CCAC approved that Edwards, Rhodes and Davis join the Ad-Hoc Committee to draft the Code Compliance Ordinances and Program Documents. 5 ayes, 0 nays, 1 excused (Colleen Rhodes), 0 abstained. Motion Passed.

Public comment received by Colleen Rhodes (CCAC member on the phone) spoke about the Brown Act requirements pertaining to the Ad-Hoc Committee.

2. Discussion regarding clarity of CCAC direction and purpose- Chair Edwards

Edwards noted that this was a list of items that the CCAC has brought forward for discussion then gave the floor to Engfer to present.

Engfer noted that the seven listed items, that were requested by the Chair have been memorialized would be included and provided to the Ad-Hoc Committee. Each item represents a component to be incorporated into the draft created by the Ad-Hoc Committee.

Edwards noted that the memorialized items were not merely components of the Code Compliance Ordinances but also served as a checklist for the committee to reference. He then asked the committee if they had any input.

There was no public comment received.

Melton commented that the committee had previously discussed each of the listed items at various times. He noted that he has recommendations regarding the appeal process, which he would like to refine before submitting them to the Ad-Hoc Committee.

Engfer noted that it was up to the committee whether they wanted to discuss Melton's recommendation but emphasized that the intent was to memorialize the items, as that was considered the most effective use of time.

There was no public comment received.

Melton raised concerns regarding appeal fees, noting that while applicants have the right to a free appeal, there should be a reasonable fee imposed for third-party appeals.

A brief discussion took place regarding the seven items. Edwards referenced CCAC meetings number 33 and 34, during which former CCAC member Lydia Clary provided detailed explanations about what can and cannot be included in the initial letter to alleged violators, the update to the abandoned vehicle abatement code, and the adoption of related measures, including funding from the Department of Motor Vehicles beginning in January 2026.

3. Discussion on Flow Chart of the Process for violation and clean up- CCAC Member Kris Casto

Casto provided the committee with a handout to include in the next meeting agenda for discussion and then presented the flow chart.

Casto emphasized the need for the committee to develop educational materials about the ordinance. she also stated that the committee must address the enforcement process for property owners who are out of compliance and refuse to cooperate with the county.

Lynch shared his initial thought process and outlined the steps that will follow the completion of the draft. This organic phase will include:

1. Establishing a clear anchor point for setting priorities.
2. Determining the necessary funding, staffing, and outlining the overall implementation process.
3. Communicating the process clearly to the public.
4. Compiling a list of resources and programs that empower individuals to help themselves.
5. Explaining how the process functions within the broader system and ensuring the public understands it.

Edwards shared that the priority was to finish and maintain responsibilities that influence code compliance outcomes. This includes continuously updating procedures and operating in line with state law. He then noted that historically, leadership has favored punishment over corrective measures, but the CCAC strived to use a process driven approach to encourage public compliance.

Edwards then expressed that the CCAC is at a critical point and doing things correctly matters; especially, realigning fees and fines that have become misaligned. The involvement of CCAC has helped raise public and county awareness and he believes that the Ad-Hoc Committee will be the guiding force that the CCAC needed to complete their task.

E. Future Agenda Items

- Case log update – Bart Conner, Code Compliance Technician (moving forward provide CCAC with an update at each meeting)
- Updates: Code Text and Ad-Hoc Committee
- Tyler Permitting System – demo (workflow and backend)
- Discussion on Recreational Vehicles and Park Trailers – Ken Melton
- Clearly Defined Goals – Kris Casto

F. Adjournment

By Motion of Melton, seconded by Davis, the Code Compliance Advisory Committee meeting adjourned at 3:19 p.m. 5 ayes, 0 nays, 1 excused (Colleen Rhodes), 0 abstained. Motion Passed.