



Code Compliance Program

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A Commitment to Service

Code Compliance

What we do:

- Building Compliance
 - Illegal Construction
 - Substandard Housing
 - Dangerous Buildings
- Zoning Compliance
 - Use Permits
 - Conservation Regulations
 - Farm Labor Dwellings
 - Short Term Rentals



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Code Compliance

What we do (cont-):

- Property Nuisance
- Grading and Floodplain Violations
- Environmental Health Violations

- Five Code Compliance Officers and one Office Assistant
- Currently recruiting for a Code Compliance Manager.



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Team Approach

- Problem Oriented Policing - Sheriff
- Environmental Health
- Engineering
- Conservation
- Fire
- County Counsel
- District Attorney
- Building and Planning



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Compliance Process



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- Encourages Voluntary Compliance
- Initial Letter - Informational
 - Identifies violation with a correction date
 - Outlines further action if voluntary compliance is not achieved
- Board Approved Policy and Procedures Manual
- Standardized Forms

Complaint Intake



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- Most cases are initiated by complaints made from the community.
- Complainant information is kept confidential.
- Community members or visitors may submit complaints by phone, email, in-person, or online.
- Pro-active Enforcement – Building and Life Safety

Complaint Priority

The cases and response times are divided by potential hazards to the community under Priority 1 and Priority 2:

- Priority 1 – Safety related complaints such as building without a permit, unsafe structures, and environmental hazards.
- Priority 2 - Non-Safety related complaints such as zoning violations and property nuisances.

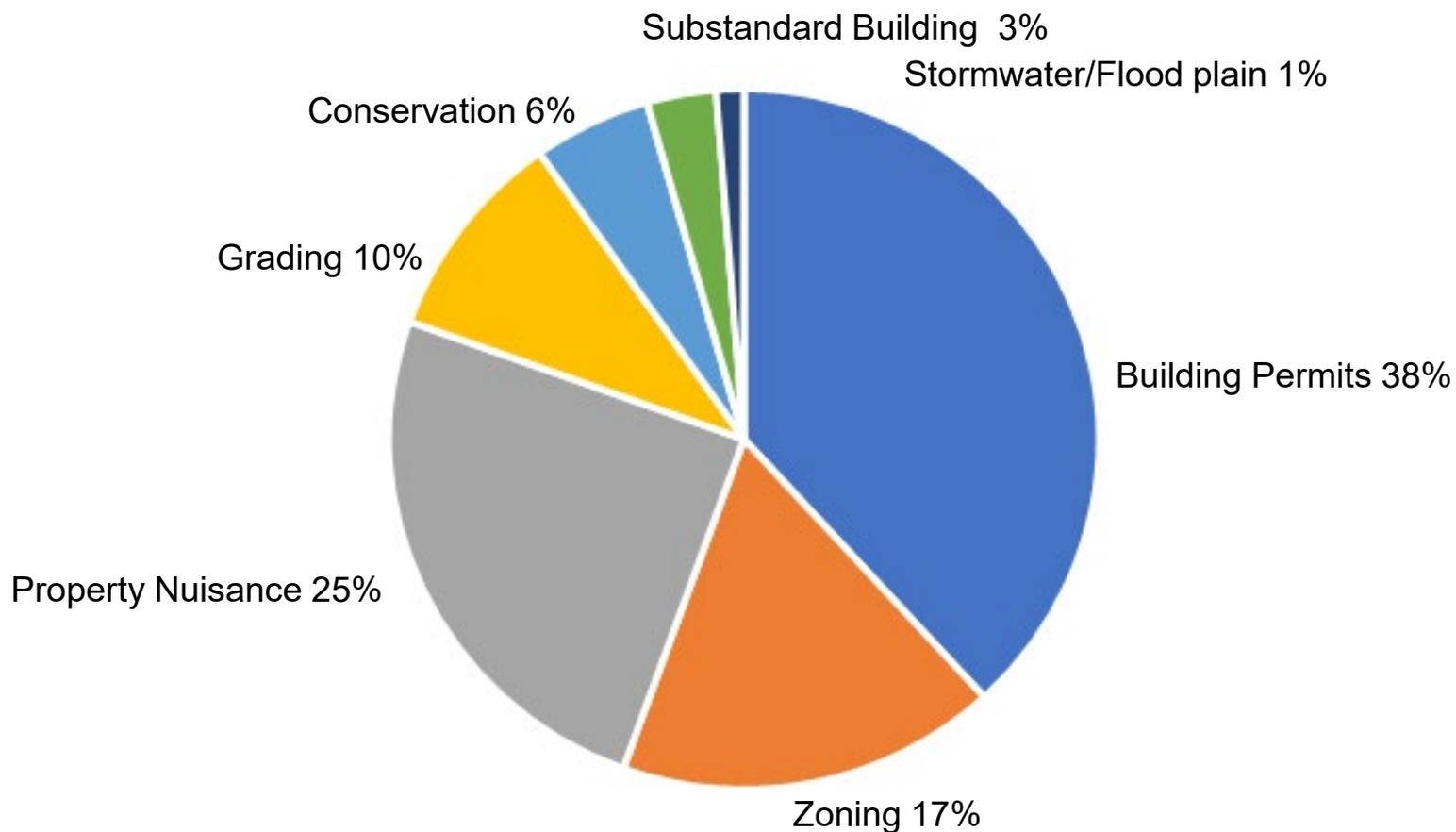


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Percentage of Cases 22/23





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Permit Enforcement Statistics FY 22/23

- Valuation of illegal construction: \$13.26 million.
 - Permit fees captured: \$599,762
 - Building investigation fees: \$581,822
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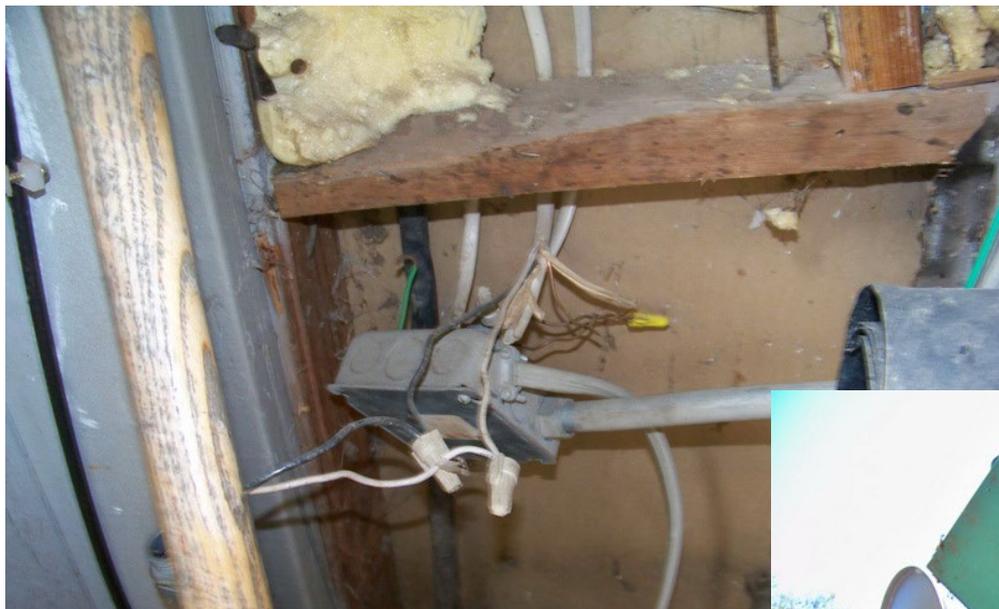
Unpermitted Construction



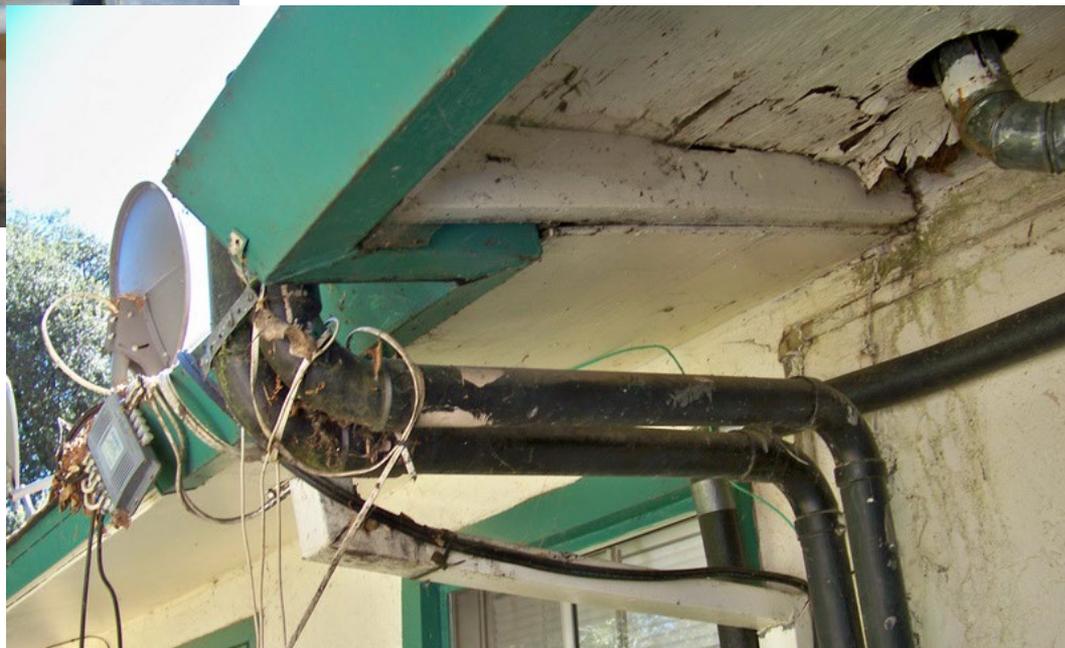


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Substandard Buildings



California State
Health & Safety Code





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Substandard Conditions





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Conservation/Creeks





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Achievements

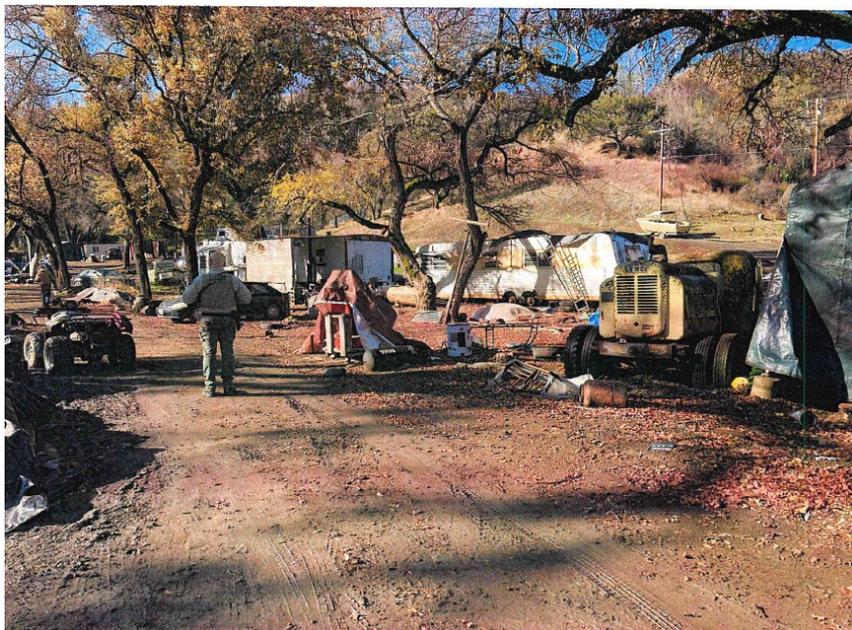
- Reduction of case backlog
 - Improved follow –up on cases – Continue to address long-term violations through the assistance of County Counsel.
 - Backlog has reached over 1000 cases, however staff has closed some notable long-term case that included unpermitted construction of multiple structures built within the floodplain and two property nuisance abatements.
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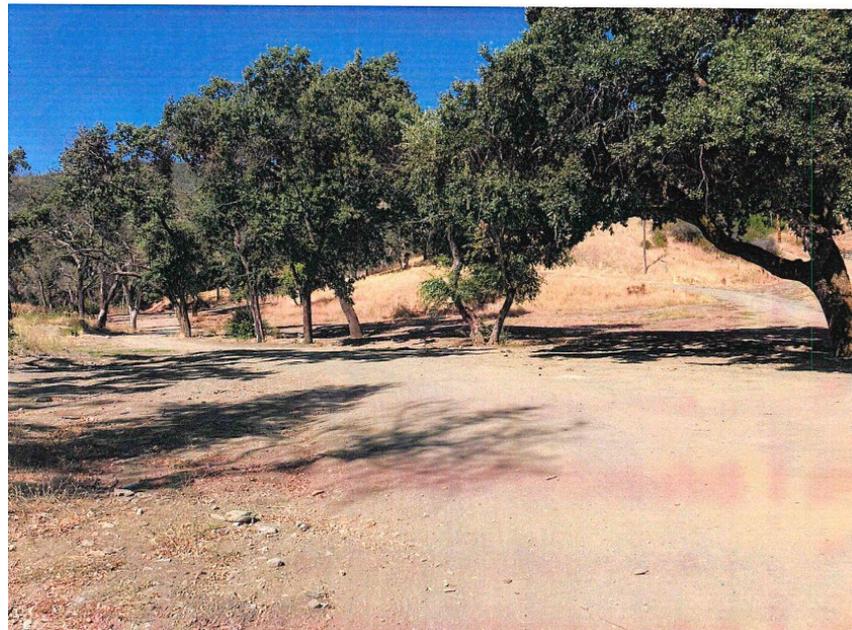
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Substandard Property

Before: trailers, generators, vehicle parts, debris on vacant parcel



After: Parcel cleared.





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Substandard Property





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Substandard Property





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Neighborhood Improvement Program

During the program, code staff take to the street, often by foot, and attempt to make contact with the residents regarding minor nuisance violations.

- Maintain healthy neighborhoods throughout the County.
- Proactive approach by educating residents
- Staff's goal is to provide education and discuss the relevant codes.

Some violations staff identify during the inspections are:

- Vehicles parked on an unimproved surface.
 - Excess trash and debris.
 - Household appliances in the front areas of the property.
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Staff Appreciation

The Compliance Team works hard to promote, protect, and maintain the health, safety, and general welfare of Napa County residents and visitors.

Code staff often goes above and beyond their daily duties and remains ready to lend support to the County during times of uncertainty and emergencies.

- Front line on health order enforcement - Monitored and responded 7 days a week;
 - Coordinated property clean-up and assisted State OES/FEMA contractors during the LNU Fire Complex;
 - Encouraging property owners who opted to do private cleanups to complete their clean-ups to ensure limited negative impacts on the environment and community.
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Role of County Counsel

County Counsel Role In Code Compliance Process

- General Advice and Case Management
 - Advising Staff on Appropriate and Legal Processes and Procedures
 - Inspection Warrants
 - Drafting Compliance Agreements
 - Referral of Cases for Litigation
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Process Improvement

Revisions to Code Compliance Program

- Code Enforcement Policies & Procedures Manual
 - Separate Policies from Procedures
 - Revisions to Forms
 - Code Compliance Ordinances
 - Cost Recovery and Cleanup
 - Update to Fines and Penalties
 - Administrative Abatement Procedures
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Compliance Program

Questions
