

**RESOLUTION NO. 2024-\_\_\_\_\_**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,  
STATE OF CALIFORNIA, ADOPTING PART I: SECTION 12D OF THE  
NAPA COUNTY POLICY MANUAL ESTABLISHING CODE  
COMPLIANCE POLICIES AND DIRECTING PBES STAFF TO  
MAINTAIN PROCEDURES**

**WHEREAS**, in 1986, the Board of Supervisors adopted a “Policies and Procedures Manual for the Zoning Enforcement Function,” which established practices for enforcement of zoning violations; and

**WHEREAS**, the Code Compliance Division was formed within the Department of Planning, Building and Environmental Services in 2017, consolidating enforcement of the Napa County Code into one Division; and

**WHEREAS**, on February 7, 2017, the Board of Supervisors adopted a comprehensive Policy and Procedures Manual providing direction to staff regarding procedures relating to case management, inspection warrants, summary abatement, referral to counsel, and common forms for use in enforcing the Napa County Code; and

**WHEREAS**, Code Compliance Staff has conformed its practices to this comprehensive manual, but has identified areas of the manual that require more control and flexibility over the management of cases; and

**WHEREAS**, staff seeks the Board’s approval of policy directives regarding the Code Compliance program, while allowing the Code Compliance Division to keep and maintain a procedures manual to carry out the policies of the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Board of Supervisors as follows:

1. To establish the general policies applicable to the Code Compliance Division and the enforcement of the codes, laws, and regulations within the County’s jurisdiction and authority, the Board of Supervisors adopts Policy Manual Part I: Section 12D, attached hereto and incorporated herein.
2. The Board of Supervisors directs Code Compliance staff to maintain a Procedures Manual to carry out the policies adopted herewith, with the 2017 Policy and Procedures Manual serving as the adopted policy until amended by the Division.
3. The Division shall provide an annual report to the Board of Supervisors to provide general information about the Division’s activities and to inform the Board and the public of significant changes or updates to the Procedures Manual made that calendar year.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED**  
 by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board  
 held on the 23rd day of July, 2024, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_  
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 NOES: SUPERVISORS \_\_\_\_\_  
 ABSTAIN: SUPERVISORS \_\_\_\_\_  
 ABSENT: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
 JOELLE GALLAGHER, Chair of the Board  
 of  
 Supervisors

<p>APPROVED AS TO FORM          Office of County Counsel</p> <p>By: <u>Jason M. Dooley</u>          Deputy County Counsel</p> <p>Date: <u>July 9, 2024</u></p>	<p>APPROVED BY THE NAPA          COUNTY          BOARD OF SUPERVISORS</p> <p>Date: _          Processed By:</p> <hr/> Deputy Clerk of the Board	<p>ATTEST: NEHA HOSKINS          Clerk of the Board of Supervisors</p> <p>By: __</p>
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