

Code Compliance Policy and Case Prioritization

Planning, Building, & Environmental Services Department

Brian D. Bordona
Director



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Working Together to Maintain the County's Quality of Life

The County of Napa's Planning, Building, & Environmental Services Department and its Division of Code Compliance enforces State and County ordinances that regulate property use in the unincorporated areas of the County. The purpose is to help maintain a safe environment to live, work and play.



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Recommendations:

- Adoption of the proposed Resolution, which would add a new chapter to the County's Policy Manual addressing the Code Compliance program, Chapter 12D of Part: III
- The Policy includes:
 - A clear statement of the purpose of the Code Compliance Division, the County's goals for the program, and the overall approach.
 - A specific delegation of authority and discretion to the PBES Director.
 - A clear statement of priorities.
 - A commitment to the health and safety of staff.



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A Concise History:

- In 1986 the Board adopted a manual for enforcement of zoning violations.
- Thirty-one years later, in 2017, the Division of Code Compliance was formed.
- On February 7, 2017 the Board adopted a more comprehensive Policy and Procedures Manual.
- At the February 2017 meeting, the Board implemented additional requirements.



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Purpose, Goals and Benefits

- The purpose of the Code Compliance Division is to assure compliance with State and local laws relating to building and zoning requirements, health and safety concerns, property maintenance standards, and other land use laws and regulations.
- The Code Compliance staff's goal is to serve the community, to safeguard lives and property, and to respect the Constitutional rights of all members of the community.
- The Director of the Department of Planning, Building and Environmental Services and the enforcement officer is charged and empowered to enforce the Napa County Code, or other applicable state or federal laws or regulations.



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Priorities

We always prioritize the health, safety, and welfare of our residents and visitors.

Code Compliance shall consider the following list of priorities:

Priority 1 – Violations with a high level of danger, instability, or risk to life, health or safety;

Priority 2 – Violations that have a high impact on the environment where swift action would reduce or eliminate the impact;

Priority 3 – Violations involving inhabited or habitable structures, including violations of the Building Code or other regulations, that are not imminent threats to health and safety;

Priority 4 – Violations impacting the environment that require long-term resolutions;

Priority 5 – Violations of the Zoning Code or land use entitlements that do not involve imminent threats to health and safety, or to the environment;

Priority 6 – Violations that do not involve habitation or environmental impacts.



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- The previous slide does not represent a strict rule or order for staff to pursue without regard to the circumstances of each case.
- Rather, the priority list identifies the types of cases that likely involve greater threats to health, safety and welfare, relative to other cases, and therefore should take priority.
- The Director and the Division of Code Compliance shall continue to exercise discretion granted through the delegation of authority and be guided by this policy in making decisions about the allocation of resources.



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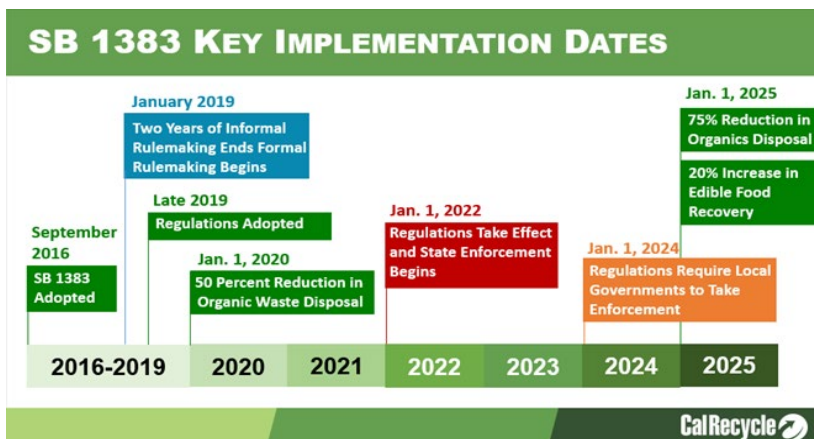
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AB 1383 – An Example of the Need for Flexibility

What is the purpose of SB 1383?

- In 2016, Senate Bill 1383 was signed into law to combat climate change and reduce landfill methane emissions. Methane is a climate super pollutant, 84 times more potent than carbon dioxide. Organics like food scraps, yard trimmings, paper and cardboard currently make up 50% of what Californians dump in landfills.
- December 23, 2021 Napa County entered a Memorandum of Understanding with The Upper Valley Waste Management Agency to be “...responsible for any enforcement of the SB 1383 Regulations within its boundaries.”



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Compliance Through Education

- Many code violations are generated when residents and business owners unknowingly violate ordinances. Education is pivotal to provide the public with the County and State rules to help provide a level playing field.
- The Code Compliance Division seeks opportunities to implement ideas and concepts that educate the public on common code violations, such as use of new flyers and brochures. Education is often considered the first step in prevention, and it will often garner more favorable results.
- Promote awareness and education for accessible parking rules.



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10 IMPORTANT TIPS
To Remember For
Backyard and Pool Safety

- 1 Make sure all pedestrian gates in the barrier fence for your pool are self-closing and self-latching. Other gates should be equipped with a locking device and should be locked. Gates should swing outwardly away from the pool.
- 2 Remove all chairs, tables, large toys, pool equipment or other objects within 45 inch radius of fence that would allow a child to climb up to reach the gate latch or enable the child to climb over the pool isolation fence. Chain link fences should have a mesh opening of 1 1/2 inches or smaller. Repair any opening in fencing that would allow the passage of a 4 inch diameter sphere.
- 3 Reaching and throwing side life preservers should be kept on both sides of the pool. These items should remain stationary and not be misplaced through play activities.
- 4 All pool and hot tub drains (suction outlets) must have a cover or grate that meets industry standards for suction fittings marked to indicate compliance with ANSI/APSP/ICC 11.2-13.8 2007 (Standard Fittings For Use in Swimming Pools, Wading Pools, Spas, and Hot Tubs) or the successor standard ANSI/APSP/ICC 16.2-017 (Standard Outlet Fitting Assemblies for Use in Pools, Spas and Hot Tubs). Check to see that these covers are not broken or in disrepair, and that they are anchored firmly over the drain openings. The pool should be closed immediately when broken, missing or noncompliant suction outlet drain covers are first noticed.
- 5 Install a pool alarm to detect accidental or unauthorized entrance into the water. While the alarm provides an immediate warning, it is not a substitute for the barrier fences, door alarms and safety covers required by the code.
- 6 Install either an automatic or manual, approved safety cover to completely block access to water in the pool, spa or hot tub. The covers should comply with ASTM F1346 (Standard Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs). Never allow anyone to stand or play on a pool cover.
- 7 Check for warning signs of an unsafe deck, including loose or wobbly railings or support beams; missing or loose screws that connect a deck to the house, concrete, rail and posts.
- 8 Where present, a barbecue grill shall be placed away from siding, deck, railings and out from under eaves and overhanging balconies. Do not use grills in an open area or enclosed area that could trap or burn materials. Never grill on top of anything that can easily burn.
- 9 Keep children away from grills when in use. Establish a safety zone around the grill and restrict the children to remain outside of the zone. A chain-link fence great for this purpose. Never leave the grill unattended.
- 10 When grilling, have a fire extinguisher, a garden hose or several gallons of water close by in case of a fire.

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10 IMPORTANT TIPS
To Remember For Fire
Safety And Awareness

- 1 Put a smoke alarm on every level of your home and outside each sleeping area. Put a smoke alarm inside every bedroom.
- 2 Make sure your smoke alarms work. Test your smoke alarms. When you push the test button, you should hear a loud noise. If you don't hear the noise, you need a new battery or a new alarm.
- 3 Make sure the smoke alarm always has a good battery. Put a new battery in the alarm every year.
- 4 Smoke alarms with long-life batteries will work for up to 10 years. You do not change the battery.
- 5 Smoke alarms do not last forever. Replace every 10 years. Never smoke alarms provide the 10 year date.
- 6 Tell your family what to do if they hear the smoke alarm. Make an escape plan so everyone knows how to get out fast. Pick a meeting place outside the home where everyone will meet. Some children and older adults cannot hear the smoke alarm when they are sleeping. Make a plan for how to wake them up. Practice your escape plan with everyone in your family two times each year.
- 7 Install home fire sprinklers in your home. Home fire sprinklers and working smoke alarms greatly increase your chance of surviving a fire. Sprinklers are affordable and they can increase your property value and lower your insurance rates.
- 8 Portable heaters should be avoided but where used they need their space. Keep anything that can burn at least three feet away.

If you live in an area where homes are located in or close to forests or vegetation areas, you should think about the following safety tips:

- 9 Install 1/8 inch or smaller, noncombustible corrosion resistant mesh screening that cannot burn on attic/soffit vents and around wood decks to keep out embers. Install spark arrestors on fire place chimneys or wood stove vents.
- 10 Keep all items that can burn away from your home. Clean leaves from your gutters. Clear dead leaves and branches from shrubs and trees.

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Thank You!



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