



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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DATE: 08/01/2022

TO: JULIANA CHERRY, PLANNER III/MHRB EXECUTIVE SECRETARY

FROM: GRETCHEN MCLAUGHLIN, SUPERVISING CODE ENFORCEMENT OFFICER

RE: TOWN OF MENDOCINO ACTIVITY REPORT

1. Since January 1, 2022, there have been a total of thirteen (13) complaints received by the Code Enforcement Division for properties identified to be within the Historic District of the Town of Mendocino. Five (5) complaints received pertained to the same property located in the 45000 block of Little Lake Street regarding concerns of possible grading, putting in a new driveway, and driveway encroaching the street. On 03/08/2022, a Stop Work Order was issued for the property. The assigned Code Enforcement Officer is attempting to work with the property owner to pursue the proper channels of obtaining an approved MHRB permit, and any additional permitting requirements as determined by the Planning Division. Four (4) of the subsequent complaints were closed out to the original complaint to maintain all case actions under one complaint.

2. Eight (8) additional complaints were received to include the following concerns:

- One (1) complaint regarding business signage exceeding more than 25% total window space located in the 45000 block of Little Lake Street. The complaint was closed as it was determined not to exceed the allowable space.
- One (1) complaint regarding business signage exceeding more than 25% total window space; Complaint under investigation pending updated inspection to confirm compliance in the 10000 block of Lansing Street.
- Two (2) complaints regarding camper/trailer style vehicles parked on roadway in front of residences located in the 10000 block of Kasten Street and 10000 block of Kelly Street; Both complaints were closed as the trailers were observed to be parked on the publicly maintained roadway/right-of-way and the Zoning Ordinance can not be applied. They fall within law enforcement purview for enforcement of the California Vehicle Code.
- One (1) complaint regarding a non-permitted removal of window without MHRB approval in the 45000 block of Albion Street. Property owner to either submit MHRB application to propose after-the-fact approval of alteration or change back like-for-like consistent to what was previously approved. Code Enforcement Officer to follow-up with property owner.
- One (1) complaint regarding installation of tinted windows on a new Single-Family Residence, exceeding allowed scope of the previous approved MHRB permit located in the 45000 block of Ukiah Street. Site Inspection completed on 06/09/2022 in which the installation of tinted windows was confirmed. The Planning Division determined the type of windows installed exceed the scope approved under the current MHRB permit approval. A new MHRB application has been submitted on 06/23/2022 and is currently under review with the Planning Division to address exterior changes.
- Two (2) complaints regarding proposed tree/vegetation removal within a wetland area in the 44000 block of Main Street. Site Inspection completed on 06/13/2022 and determined no work completed in or near the area of concern. The second complaint was received after the vegetation had been cut down and a follow-up site inspection was completed on 06/24/2022. Departmental review determined that no violation has occurred because of the yard work and the complaints were closed.

All Regulatory Code Violations in the TOM are either zoning or building violations (or both).

Pursuant to State Law and County Ordinance, violators of the zoning or building code must be given a minimum of 30 days from proper notice to correct the violation before penalties can be imposed. It is our policy to work with violators to gain compliance and only those that fail to be responsive are issued citations with penalties. After-the-fact permitting for zoning or building violations based on Code Investigations require double (for residential) and triple (for commercial) base permit fees as a consequence of doing work requiring a permit without first obtaining one.

The Code Enforcement Division will document all complaints in the Town of Mendocino and investigation and enforcement will occur as time permits based on the directed priorities and available personnel resources.

If making a complaint, please make sure that clear descriptive information about the conditions are provided and the exact address, business name and any other identifying information is provided as it is sometimes difficult to identify locations in the Town of Mendocino due to inconsistent street numbers. If at all possible, please provide the Assessor's Parcel Number so that we can clearly identify the location of the complaint.