



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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DATE: 02/03/2023

TO: JULIANA CHERRY, PLANNER III/MHRB EXECUTIVE SECRETARY  
FROM: GRETCHEN MCLAUGHLIN, SUPERVISING CODE ENFORCEMENT OFFICER

RE: TOWN OF MENDOCINO ACTIVITY REPORT

1. This Code Enforcement activity report is to provide the Mendocino Historic Review Board (MHRB) with an update from the last Code Enforcement activity report dated August 01, 2022, which was presented at the September 12, 2022, MHRB meeting. The Code Enforcement Division was unable to provide an updated report for the December 5, 2022, hearing due to the limitations of staff at that time. This report will include two separate sections; Section 1: A completed report to include the current dispositions on all 2022 complaints received within the Historic District, and Section 2: A completed report to include the current dispositions on all 2023 complaints received to date within the Historic District.
2. Since January 1, 2022, there have been a total of thirty-four (34) complaints received by the Code Enforcement Division for properties identified to be within the Historic District of the Town of Mendocino (TOM). Of the thirty-four (34) complaints, a total of twenty-two (22) complaints have been closed due to either: compliance being achieved; the complaint was determined to be unfounded or were duplicate complaints, or complaints at a location with existing complaints and were therefore consolidated under one complaint number. Of the thirty-four (34) complaints, a total of twelve (12) complaints are currently under investigation.
3. Section 1: Complete Report of Current Dispositions for all 2022 Complaints within the Historic District
  - a) **Driveway/Grading:** A total of six (6) complaints were received for the same property located in the 45000 block of Little Lake Street. They were related to concerns of possible grading, new driveway placement without an encroachment permit, landscaping, security cameras, and bright lights. Five (5) complaints were closed and were consolidated into the original complaint. The original complaint related to grading, driveway, encroachment, and landscaping concerns has been addressed with the approval of MHRB\_ 2022-0007. The complaint will remain open until further determination and confirmation of violations related to the security cameras and bright lights is made by planning staff.
  - b) **Signs:** A total of five (5) complaints were received related to sign violations within the town, including locations within the 10000 block of Lansing Street, the 45000 block of Little Lake Street, the 45000 block of Calpella Street, and the 45000 block of Ukiah Street. All signage violations have been removed at these locations, and the complaints were closed. One (1) additional complaint was received in the 44000 block of Main Street. This complaint was closed due to previous MHRB approval for current signage.
  - c) **Trailers/RVs:** A total of three (3) complaints were received related to parking of RVs or travel trailers. Two were closed due to being parked on public roads (regulated under the California Vehicle Code by law enforcement), and one was removed from private property upon request in the 45000 block of Calpella Street.
  - d) **Windows:** A total of four (4) complaints were received related to installation or alterations of windows without approval from MHRB, including locations within the 45000 block of Albion Street, the 45000 block of Ukiah Street, the 44000 block of Main Street, and the 10000 block of Lansing Street. All four complaints are currently under investigation.

- e) **Vegetation Removal:** A total of three (3) complaints received were related to vegetation removal. Two (2) of these complaints were closed as unfounded in the 44000 block of Main Street. One (1) new complaint is currently under review for investigation in the 45000 block of Covelo Street.
- f) **Vacation Rentals:** A total of three (3) complaints were received related to a non-permitted vacation rental and operating a business without a license located in the 45000 block of Ukiah Street. Two of these complaints were closed out as duplicates, and the remaining complaint remains open pending completion of the investigation.
- g) **Roadway Encroachments:** A total of two (2) complaints were received related to barrels being placed in the public right-of-way located in the 44000 block of Ukiah Street and the 45000 block of Calpella Street. Both complaints were referred to the Mendocino County Department of Transportation for enforcement.
- h) **Fences:** A total of two (2) complaints were received related to fence alterations or fences exceeding height limits located within the 10000 block of Heeser Street and the 44000 block of Cahto Street. Both complaints are currently under investigation.
- i) **Displays:** A total of one (1) complaint was received and was related to more than two items on display in the 45000 block of Little Lake Street and is currently under investigation.
- j) **Meters:** A total of two (2) complaints were received related to exposed meters located in the 45000 block of Cahto Street and 45000 block of Covelo Street. These are currently under investigation, and both appear to be reported for the incorrect locations. A planning determination will be required to confirm whether they are violations of the Mendocino County Code (MCC).
- k) **Residence:** A total of one (1) complaint was received related to a non-permitted residence located in the 44000 block of Crestwood Drive (located in the Historic District Zone B, not visible from Zone A). This complaint is in coordination with the permitting authority of California Coastal Commission (CCC) and is currently under investigation.
- l) **Vehicle Parking:** A total of one (1) complaint was received related to multiple non-operable vehicles parked partially on the public right-of-way within the 44000 block of Main Street. This complaint is currently under investigation.
- m) **Light Pollution:** A total of one (1) complaint was received related to light pollution located in the 45000 block of Main Street. It was determined there is no applicable MCC ordinance that can be enforced for interior lights and the complaint was subsequently closed.

4. Section 2: Complete Report of Current Dispositions for all 2023 Complaints with the Historic District

- a) **Vacation Rentals:** One (1) complaint was received related to a non-permitted vacation rental without a business license located at 45000 block of Ukiah Street. This complaint was closed out due to a previous open complaint at the same location and is currently under investigation.

5. At the September 12, 2022, meeting the MHRB requested the Code Enforcement Division provide specific addresses of complaints and/or violations. John Burkes, the Code Enforcement Division Manager had provided the following statement to be included with this report for the official record.

“The Code Enforcement Division follows a practice of disclosing the general area of complaints and/or violations for public transparency and tracking purposes. The primary purpose of the Code Enforcement Division is compliance. It is my belief that intentionally disclosing specific addresses could be construed as a punitive measure by the Division and could potentially divert the responsible party’s efforts from achieving compliance as quickly as possible. As resources allow, it is Code Enforcement’s intention to continue to provide the activity reports as a courtesy to the Historical Review Board.

As an alternative, the California Public Records Act legally allows for members of the public to request specific information from the County, which would include addresses. This public-initiated option for information would not be counter-productive toward Code Enforcement’s mission, although it does take considerable Division resources to process those requests and, as an unintended consequence, reduces the resources available to perform administrative, investigative, and/or enforcement work.”

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(s). It is the Code Enforcement Division's policy to work with violators to gain compliance and only those that fail to be responsive are subject to additional enforcement, including but not limited to citations with associated penalties, recordation of the Notice of Violation against the subject property, and/or civil litigation. 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. Code Enforcement investigations and enforcement will occur as time permits based on the directed priorities from the Board of Supervisors and available personnel resources.

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