



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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DATE: 08/16/2023

TO: JESSIE WALDMAN, MHRB EXECUTIVE SECRETARY
FROM: GRETCHEN MCLAUGHLIN, ACTING CODE ENFORCEMENT MANAGER

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 May 02, 2023, which was presented at the June 12, 2023, MHRB meeting. The previous report was provided in two (2) sections to include Section 1: Dispositions for all 2022 complaints with the Historic District; and Section 2: Dispositions for all 2023 complaints received to date within the Historic District.
2. For the year 2022, there were a total of thirty-four (34) complaints received by the Code Enforcement Division for properties identified within the Historic District of the Town of Mendocino (TOM). Since the previous report, an additional five (5) cases were closed to include the following:
 - a) **Fences:** Two (2) complaints were received for a new fence built without MHRB approval in the 10000 block of Heeser Street and a fence too tall located in the 45000 block of Cahto Street. The fence located on Heeser Street was determined to be replaced like-for-like with an existing fence at 42 inches in height. The fence on Cahto Street was determined to be previously authorized by MHRB in 2009. Therefore, no violations were confirmed, and the complaints were subsequently closed.
 - b) **Exposed Meters:** Two (2) complaints were received for exposed meter located at the same location in the 45000 block of Cahto Street (noted above) and in the 45000 block of Little Lake Street. It was determined by staff that the meters were since covered properly, and the complaints were subsequently closed.
 - c) **Tree Removal:** One (1) complaint was received of a single tree removed in the 45000 block of Covelo Street. Based on a determination by the Planning Division, no violation was confirmed, and the complaint was subsequently closed.
3. For the year 2023, there are a total of eighty-six (86) complaints received by the Code Enforcement Division for properties identified within the Historic District of the Town of Mendocino to date. Since the previous report, an additional thirteen (13) cases were closed, with eight (8) of these cases being closed as duplicate to an already open case pending investigation. Due to the volume of complaints, an alternative reporting method was created for this quarterly report. Sixty-three (63) complaints have been received since the previous activity report, including the following:

May-23	Complaint Type	# of Complaints Received	# of Complaints Closed	# of Closed Complaints as a Duplicate (Same Site)	Additional Notes:
	Sign Violations	40	1	0	Pending Investigation for all, mostly pertaining to non-MHRB approved "No Parking," "No trespassing" signs
	Parking/Grading	1	1	0	Located in Mendocino Co. Dept. of Transportation's right of way, with their approval
	Trailers	1	1	0	Trailer removed from location upon request
	Tents	1	1	1	Closed as duplicate to open complaint, pending permit status review after 08/08/2023
	Lights	4	0	0	Pending investigation for all regarding primary concerns of flood light type lights, without approval
	Vacation Rentals	1	1	0	Vacation rental has approved and valid BL and use, closed as unfounded.
	(Other/Non-MHRB) Building/Zoning	1	1	0	Complaint regarding setbacks of pumphouse and water tank, determined to meet exemptions.
	Totals:	49	6	1	

Jun-23	Complaint Type	# of Complaints Received	# of Complaints Closed	# of Closed Complaints as a Duplicate (Same Site)	Additional Notes:
	Sign Violations	2	0	0	Pending Investigation for all, mostly pertaining to non-MHRB approved "No Parking," "No trespassing" signs
	Lights	1	1	1	Consolidated to open complaint pending investigation.
	Tents	3	2	2	Consolidated to open complaints, pending permit status review after 08/08/2023
	(Other/Non-MHRB) Building/Zoning	1	1	1	Consolidated to open investigation regarding use of mixed use building
	Totals:	7	4	4	

Jul-23	Complaint Type	# of Complaints Received	# of Complaints Closed	# of Closed Complaints as a Duplicate (Same Site)	Additional Notes:
	Sign Violations	2	0	0	Pending Investigation for all, mostly pertaining to non-MHRB approved "No Parking," "No trespassing" signs
	Tents	1	1	1	Consolidated to open complaints, pending permit status review after 08/08/2023
	(Other/Non-MHRB) Building/Zoning	4	2	2	Complaints regarding non-permitted construction pending CDPs within Zone B (not visible from Zone A) in which both were closed as duplicates; and two relate to fire safety requirement concerns
	Totals:	7	3	3	
Totals for this Report:		63 Complaints Received	13 Complaints Closed	8 Complaints Closed as Duplicates	

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.