

*Item available for public inspection in the Clerk's office during regular business hours (Monday – Friday, 9 AM – 5 PM)*

**May 13, 2025**

## **Special- Adjourned Meeting**

**Power Point Presentation - Item #h. - Code Enforcement in  
North County Presentation**

# Compliance Division Workshop and Overview



# Our Mission

The mission of the Code Compliance Division is to preserve, protect and enhance the unique scenic, historic, geologic and recreational aspects of our county to create a safe and desirable environment to live, work and play through compliance with the Mono County Code.

This includes responding to complaints; helping to design conditions and provisions of permits, reclamation plans and environmental documents; and monitoring and enforcing those same codes, conditions, and provisions.



# Goals of the Department

- Increase public outreach and education to ensure compliance
- Investigate citizen complaints in a timely manner as resources permit
- Develop creative solutions for correction of violations
- Encourage voluntary compliance for correction of violations



## Goals Continued

- Utilize enforcement procedures when voluntary compliance fails
- Assist department staff in drafting permit conditions to ensure feasible compliance
- Assist department staff at the front counter in answering questions and reviewing application submittals
- Coordinate field inspections and field investigations with County staff across various departments



# Departmental Functions

- Investigates and processes code enforcement complaints;
- Collects and documents evidence concerning code enforcement cases;
- Issues Notices of Violation and Administrative Citations to gain compliance on various code violations;
- Serves as lead staff in the implementation of Surface Mining and Reclamation Act (SMARA) including financial review, inspections, reporting and enforcement;
- Attends Land Development Technical Advisory Committee (LDTAC) meetings to review project conditions for compliance with Mono County Code and General Plan standards;



# Functions Continued

- Reviews development permit language to ensure compliance with County land use regulations;
- Reviews all business license applications to ensure compliance with land use regulations;
- Participates in drafting County ordinances and General Plan amendments/updates, including specific plans;
- Enforces short term rentals;
- Performs well monitoring and reporting for the California Statewide Groundwater Elevation Monitoring (CASGEM) program relating to SGMA; and
- Conducts oversight of well monitoring for Cooperative Management Program with U.S. Geological Survey (USGS), including coordinating Joint Funding Agreement contracts; monitors permit conditions for approved geothermal projects; and serves as lead staff to the Long Valley Hydrologic Advisory Committee (LVHAC).





# Land Use Violations

Code Compliance primarily enforces land use violations. These include things such as:

- Storage of junk or abandoned or inoperative vehicles
- Transient Rentals
- Living in RVs
- Signage
- Animal Standards
- Fire Safe Regulations
- Cannabis

















# Business License Violations

- Help ensure a business has a current and valid license
- Investigate complaints and enforce against violations



# Public Works Violations



The Compliance Division works closely with and is the enforcement arm of Mono County Department of Public Works.

- Grading Permit Conditions
- Grading Violations
- Encroachment Violations

# Building & Health and Safety Code Violations

The Compliance Division also performs enforcement for the Building Division and the Assessor.

- Building staff issue warnings and correction notices first.





# Defensible Space Fire Regulations

The Department also assists in enforcing State of California defensible space fire safe regulations.



# Cannabis

The department is responsible for monitoring compliance with cannabis operations cultivation and retail operations ensuring that state and local regulations are being followed.



# How do we respond to alleged violations?

## **We follow Due Process:**

1. Receive a written complaint.
2. Investigate complaint to make sure it is valid and to document evidence.
3. Issue a Notice of Violation with typically 30 days to correct violation unless it poses an immediate health or safety concern.\*
4. A second Notice of Violation may be warranted giving a 30-day extension.
5. Enforcement proceedings begin; i.e., issue an administrative citation, call for a public nuisance or abatement hearing, etc.

*\*For health and safety concerns, abatement may be pursued.*



# Case Load

- Typically we receive approximately 40 complaints per year.
- Voluntary compliance is typically successful for about 70% to 80%.
- Therefore, at any given time, the Compliance Division is handling anywhere from 50 to 70 open complaint files. However, many of these consist of cases that require ongoing monitoring such as transient rentals.



# Mine Reclamation

In addition, the Compliance Division is also responsible for making sure all active mining operations within Mono County comply with the Surface Mining and Reclamation Act of 1975 (SMARA).



# Our Responsibilities Under SMARA

- Perform annual inspections to ensure that the mining operation complies with the conditions set forth in the approved reclamation plan.
- Make sure that the mine has an up-to-date financial assurance cost estimate and adequate mechanisms in place.
- Report annually the compliance status of each operation to the Department of Conservation Office of Mine Reclamation.





# Groundwater Monitoring

The Compliance Division performs biannual well monitoring for the California Statewide Groundwater Elevation Monitoring (CASGEM) program:

- Tracks seasonal and long-term groundwater elevation trends in groundwater basins.
- Establishes a permanent, locally managed program of regular and systematic monitoring in all of California's alluvial groundwater basins.
- Supports goals set out under the [Sustainable Groundwater Management Act \(SGMA\)](#).



# Business License Review

Review and approve all business license applications to ensure that the proposed business operation complies with land use regulations.



# Business Review Process

Approximately 100 to 160 business license applications are reviewed per year and includes the following:

- Receive a business license application from the Tax Collector's office.
- If the proposed business is within Mono County, make sure it is allowed within the applicable land use designation. Perform a site inspection on the property if necessary.
- If it is a home occupation, make sure it qualifies and meets those requirements. Perform a site inspection if necessary.
- For all contractor/construction type businesses we check to make sure that they have a valid CA Contractor's License.



# Complaint Case Load

2024 - 56 new cases, closed/resolved 21

- Building/illegal construction = 35%
- Business license violations = 10%
- Illegal RVs or camping = 8%
- The remaining consisted of violations such as land use, animals, abandoned vehicles, grading, dark sky etc.



# 2024 Stats

- ▶ 10 annual mine inspections
- ▶ Issued 51 NOVs
- ▶ Issued 4 Admin Citation
- ▶ 2 citations resolved/settled, one outstanding
- ▶ CASGEM groundwater measurements and recording
- ▶ Chair LVHAC meetings
- ▶ 130 Business license reviews/approvals
- ▶ Cannabis operation inspections for permit renewals.
- ▶ Short-term rental permit renewals.
- ▶ One abatement case.

