

Code Enforcement: Challenges and Opportunities

Summary

Siskiyou County has experienced a surge of code enforcement complaints, perhaps even an unprecedented surge, over the past seven years. When the 2021-2022 Civil Grand Jury began its term, several code enforcement complaints were received that pointed to failures within Siskiyou County departments. Not only has the County been confronted with the standard abandoned cars, barking dogs and noise complaints but numerous complaints encompassed activities that are harming our land, our water supply and endangering our citizens. There are dangerous and illegal chemicals being used, people living in unsafe and unsanitary conditions, excessive water use with damaging run off, and deaths from preventable causes, such as using camp stoves in enclosed spaces.

Code enforcement is accomplished in many ways. There is a Code Enforcement



Living in these conditions affect health and safety

Department as part of the Planning Department, which handles general complaints. There are also Code Enforcement officers and inspectors in most County departments for violations included in that department's authority. This means the enforcement of Siskiyou County Codes is scattered throughout many County departments such as agriculture, public works, health, building, and law enforcement.

There are several reasons for the problems in Code Enforcement. The County has not been consistent with planning or with coordinating its codes to match its planning goals. For example, Siskiyou County has no grading ordinance. Generally, this ordinance would require an updated General Plan.

In 2009 the County disbanded the Code Enforcement division of the Planning department, due to lack of funding. In 2013, in light of increasing and serious complaints, the Code Enforcement department was reestablished. New codes were enacted at this time. Unfortunately, even today there is no procedures manual, no plan for interagency and public communications, and no formal training for dangerous positions that require effective communication skills. These conditions can lead to a large turn-over of employees.

Instructions for filing a complaint are not included on the Code Enforcement website. Citizens often file complaints incorrectly and with the wrong department resulting in decreased resolution of submitted complaints. Code Enforcement can be improved by addressing these and other issues. This is a challenging time for those who work in Code Enforcement, but with the proper planning, supportive codes, training and communication, the situation could be improved. No one could have imagined the circumstances of today. The Grand Jury encourages pursuit of the blatant violations that threatens health and safety.

Glossary

- Grand Jury – Civil Grand Jury
- CC&R – Covenants, Conditions and Restrictions, a document detailing the requirements of a property owner in a Homeowners Association.
- CE – Code Enforcement
- HOA – Homeowners Association

- OPR – Governor’s Office of Planning & Research
- P. O. S. T. – Peace Officer Standard Training
- Siskiyou County General Plan – A State required future planning tool. Siskiyou County’s General Plan is posted on its website, under the Planning tab, under General Plan and is a series of elements, nineteen in all. (Appendix 1)

Background

The Grand Jury received and reviewed complaints about Code Enforcement violations. Most concerns were mentioned multiple times. In response the Grand Jury recommends potential solutions in this report. These problems are historical and began in earnest in 2009, when budget cuts eliminated the Code Enforcement division. By 2013, circumstances and lack of enforcement caused exponential growth of violations.

Methodology

The Grand Jury used several methods while investigating this topic. Fifteen interviews were held. Supporting documents were obtained from multiple sources including Community Development, Tax Collector, Assessor, and other departments. An assessment of the Siskiyou County General Plan, and Siskiyou County Codes was conducted, along with a comparison of websites from Siskiyou, Trinity and Butte Counties

Discussion

Why Did the Grand Jury Begin Investigating Code Enforcement Complaints?

After receiving several code enforcement complaints, the jury investigated code enforcement involving several departments within the County. When a citizen files a complaint with the Grand Jury, the complainant has most likely been unable to resolve the violation through normal channels. The Grand Jury made the decision to follow a complaint through a county investigation including code enforcement, follow-up, and resolution. Following the process of submitting a complaint exposed a flawed reporting system. The Grand Jury realized there are serious problems within the code enforcement process. While the Siskiyou County General Plan needs to be updated, many of the complaints filed are thoroughly addressed by existing County codes. Some violators have not received citations.

In 2021 there was a total of 901 citizen complaints submitted. The top three categories of complaints were illegal cannabis grows (324), public nuisances (190) and water misuse (189). These complaints were submitted electronically. 165 complaints were received in person over the counter. Lack of enforcement has resulted in properties with accumulated trash, encroachments, hazardous materials strewn about, unsafe, and unpermitted buildings, lack of septic systems, abandoned, barking, or vicious dogs, abandoned vehicles, illegal camping, blight, and non-compliant cannabis grows.

There were 192 citations issued by Code Enforcement in 2021; 58 were public nuisance citations and 134 were cannabis cultivation citations. Additionally, it has been conservatively estimated there were 5,000 illegal cannabis cultivation operations in Siskiyou County.



Picture of conditions that affect public health and safety

The Grand Jury learned that during the recession in 2009, to reduce the County's budget, massive cuts were made across all County departments, including the elimination of code

enforcement positions. Exacerbating this decision were legislative changes. In 2015, Medical Marijuana Use and Safety Act was passed. The passing of Proposition 64, Adult Use of Marijuana Act, took effect in 2018. The catastrophic wildfires in California created even more changing circumstances. There was an increase in illegal camping, people living in cars, tents, and trailers on their property or squatting on someone else's property. There was also an increase in complaints for assaults and theft. Further, Code Enforcement has had trouble with high turnover and low morale. The Grand Jury's investigation has centered on how Code Enforcement functions and what improvements could make a positive difference.

In 2015, Siskiyou County added to its county codes, under *General Provisions*, an entire chapter: **Chapter 5 Citation Procedures**, through **Ordinance 15-07**. This chapter defined the ways violations could be charged, the penalties for non-compliance, the ability to continuously cite a violator until the problem is abated, and procedures for civil and administrative enforcement. For example, Sec. 1-5.17 is titled: **Use of money collected under this chapter** and states, *"All money collected for penalties and administrative costs under this chapter shall be deposited in an account for the Department responsible for the enforcement action to defray the cost of said code enforcement actions and code enforcement training."* It appears this chapter was added in its entirety and was not revising earlier codes.

During interviews, the Grand Jury learned that the Siskiyou County General Plan is outdated. It is insufficient to meet the needs of the County as a planning tool. California Government Code section 65300 states *"...county must adopt a comprehensive, long-term general plan"*. The general plan is the precursor to many of the county ordinances, and the organizing principle which determines how the ordinances are written. The State recognizes that many plans remain outdated due to the exorbitant cost to revise them. A current plan allows the county to update its codes in a cohesive and integrated manner, using the general plan as a roadmap for future growth.

Siskiyou County Code Affects Enforcement

The Siskiyou County Code contains ten titles: General Provisions, Administration, Public Safety, Public Welfare, Morals and Conduct, Sanitation and Health, Businesses,

Professions and Trades, Public Works, Finance, Revenue and Taxation, Building Regulations, and Planning and Zoning. There are 136 total chapters each consisting of many sections, and subsections. These titles, chapters, sections, and subsections demonstrate the complexity of the Siskiyou County Code. During our interviews, the Grand Jury heard that the Siskiyou County Codes are difficult to enforce because they are confusing. Specific information is difficult to locate. There is conflicting information regarding fines if one has violated a code section. One could be cited under civil or administrative codes for a public nuisance or be charged with a crime. How does a Code Enforcement officer determine which code applies or what fine is appropriate?

The subject of Code Enforcement appears in many places within the County Codes. There are also extensive applicable enforcement codes within the title General Provisions of Siskiyou County Code. In fact, when searching the General Provisions for 'code enforcement' there are 61 separate entries containing the phrase '*code enforcement*' and 40 separate sections for the phrase '*fines*'. This search was conducted in one small title of the County Codes.

Code enforcement is usually complaint driven. Unarmed Code Enforcement officers are sent out to validate the complaint and contact the property owner. However, there are exceptions, such as, when the Sheriff and Code Enforcement work together. While working together Code Enforcement notes and gathers evidence of County code violations during that investigation. Enforcement reacts to a complaint, rather than initiating a complaint. (See Appendix 2, 3, & 4 for samples of Citation, Administrative Citation Letter, and Notice of Administrative Fines.)

Submitting A Complaint

Code Enforcement receives many types of complaints. The Grand Jury heard about complaints received for derelict or abandoned vehicles, barking dogs, late night parties with loud noise, commercial enterprises in residential zoned neighborhoods, illegal camping, people remodeling their garage into living space without a permit, properties covered with public nuisances and many other complaints.

How do citizens submit a complaint? There are multiple ways to submit a complaint.

Citizens can call or visit the Planning Department; the complaint is then forwarded to Code Enforcement, logged in and processed. A form is available which can be submitted online. A different form is available which can be printed, completed, and mailed or emailed to the Code Enforcement office. (See Appendix 5 for a copy of the printed Siskiyou County Code Enforcement Complaint Form.)

For each method, one needs to know how to complete the complaint form. The information provided on the County’s website and/or in printed form, which directs a person how to submit their complaint, could be improved.

PLANNING	<h2 style="margin: 0;">Code Enforcement Frequently Asked Questions</h2> <div style="margin-top: 10px;"> Show All Answers Hide All Answers </div> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ● Where and how do I submit a complaint? <ul style="list-style-type: none"> • Direct Complaint to appropriate department. All Community Development complaints are sent to the Code enforcement officers. • The Building Division investigates unpermitted structures and other building code violations • Environmental Health Division responds to matters of food safety, sanitation, and hazardous material spills • The Planning Division addresses zoning violations, such as unpermitted land uses, inadequate setbacks, junk vehicles, and the cultivation of medical marijuana. • Other complaints are handled by appropriate departments. • Community Development requires all complaints be submitted in writing. • Use this Complaint Form and deliver to the Community Development Department at 806 South Main Street, Yreka, CA 96097, or email to code-compliance@co.siskiyou.ca.us. <li style="margin-bottom: 10px;"> ● What if I don't want anyone to find out who complained? <li style="margin-bottom: 10px;"> ● What happens if someone complains about me? 	<h3 style="margin: 0;">Contact Information</h3> <p style="margin-top: 10px;">Hailey Lang, Deputy Director 8:00 a.m. - 5:00 p.m. Monday - Friday 806 South Main Street Yreka, CA 96097 Phone: 530-841-2100 Fax: 530-841-4076</p> <div style="background-color: #004a7c; color: white; text-align: center; padding: 5px; margin-top: 10px;"> View Full Contact Details </div>
Applications & Permits		
CEQA		
Code Enforcement		
Code Enforcement FAQ's		
Marijuana Cultivation		
General Plan		
Housing & Economic Development		
Public Documents		
Zoning		

Current instructions found under the link “Code Enforcement FAQs” under the button “Where and how do I submit a complaint”

Once a complaint is filed, people would like to know if their complaint was received. Currently no acknowledgement is sent unless a court case is filed. Few court cases are filed, as Code Enforcement officers seek abatement first. At this time there is no form letter or email sent acknowledging receipt of the complaint, and there is no additional notification of any action taken.

Improving The Complaint Process

During this investigation, the Grand Jury reviewed websites from other counties. Butte County has developed a user-friendly site (<https://www.buttecounty.net/dds/Code-Enforcement>). Although Butte County's population and budget is four times that of Siskiyou County, it would behoove our County to take notice of how user-friendly Butte

County's Code Enforcement's web page is.

Sharing information is illustrated on the Butte County website. Please view Visual 1. The user will find a clickable list of *Code Case Types*. For each of the titles seen in Visual 1, the user can click and get descriptive information about Code Case types. In some instances, the user will also find a complaint form specific to that case type. In other instances, the user will find the case type on the General Complaint Form. There is a simple check box arrangement on the complaint form. See the Butte County General Complaint Form Appendix 6.

General Information from Butte County website: Visual 1

General Information

View Code Case Types

AVA	Lighting
Building Division	Cannabis
Camping Violation	Nuisance Abatement
Generator Noise	Substandard Housing
	Unsafe Structure
Junk In Public View	Zoning Violation

Complaint Forms

- **File Complaint Online - Butte County Connect**
- **General Complaints (Form # DCE-6)**
- **Noise Complaints (Form # DCE-7)**
- **Cannabis Complaints (Form # DCE-2)**

Cannabis

- **Medical Cannabis - View Ordinance 34A (PDF)**
- **Nonmedical Cannabis - View Ordinance 34C (PDF)**

Abandoned Vehicle Abatement (AVA)

- **Abandoned Vehicles Photos**
- **AVA Service Authority Meetings**

Siskiyou County Code Enforcement departments could provide the user additional information about code violations, which would prevent people from submitting invalid complaints. The more information the user has, the more the County benefits. All contact information should be available on any page dealing with complaints.

How To Further Improve the Complaint Process

When reviewing the Siskiyou County Code Enforcement website, the Grand Jury found there was room for improvement in the arranged information provided to the user. This makes submitting a complaint difficult. Visual 2 provides an example.

Introduction to the Code Enforcement Webpage: Visual 2

The screenshot shows a webpage layout for Code Enforcement. On the left is a vertical navigation menu with the following items: PLANNING (highlighted), Applications & Permits, CEQA, Code Enforcement (highlighted), Code Enforcement FAQ's, Marijuana Cultivation, General Plan, Housing & Economic Development, Public Documents, and Zoning. The main content area is titled 'Code Enforcement' and contains the following text: 'The Code Enforcement unit is part of the Planning Department and they are responsible for checking out suspected code violations. The reporting of and investigation of Marijuana issues has been moved to the Sheriff's Office.' It then provides instructions on how to report a suspected marijuana code violation (via an Online Marijuana Crime Report) and how to request a hearing (via a form under Supporting Documents). A link for a Code Enforcement Complaint form is also provided. Below this is a 'Supporting Documents' section with four links to PDF forms: 'Request a Hearing on Notice/Citation Issued under Chapter 10.14 (58 KB)', 'Request a Non-Cannabis Administrative Hearing Form (81 KB)', 'Request a Hardship Waiver of the Advance Deposit (Non-Cannabis) (125 KB)', and 'Complaint Form (57 KB)'. A 'Web Links' section follows with three links: 'Siskiyou County Code, Title 10', 'Marijuana Cultivation Ordinance', and 'Code Enforcement Complaint Form - Online'. On the right side of the page is a 'Contact Information' section for Hailey Lang, Deputy Director, with office hours (8:00 a.m. - 5:00 p.m. Monday - Friday), address (806 South Main Street, Yreka, CA 96097), phone (530-841-2100), and fax (530-841-4076). A 'View Full Contact Details' button is located at the bottom right of the contact section.

In the above visual, there is some information about reporting a violation of cannabis cultivation, information on requesting a hearing if you have been accused of a violation, and a line telling you how to complete a form online. There is no information on how to track your complaint after you have submitted it.

Some complaints should be directed to other departments or even to other agencies. For those, the website should direct the user to a link to the other departments or agencies.

If a person complains that his neighbor has 47 junked vehicles on their property, what the complainant expects most from the County is follow up. Follow up provides notice that the investigation is proceeding when there is no visible progress. Perhaps the complainant would like notice that the investigation is ongoing. Butte County provides an option for follow up on their form. There is an internal process to keep the complainant updated. Other counties reviewed also provide a process for follow-up.

Communication Affects Code Enforcement

There is poor communication among Code Enforcement officers, complainants, and other departments. There are no written procedures for communicating with other County departments or with citizens about complaints.

Communication problems also exist between Code Enforcement officers and local homeowners' associations (HOA). HOAs address violations by sending abatement notices to property owners. The abatement notice establishes a timeline to correct the problem without penalty. Later, Code Enforcement officers visit the violating property owner and begin a new timeline for abatement. There is no notice from the County to the HOA. For example, in one case, after illegal campers received a permit and reached the end time allowed under the permit, they were issued an extension on the permit by Code Enforcement, despite the HOA's efforts to move that person off the property. As the extension expired, another County agency extended that timeline again before the camper had to leave the property, disregarding the HOA's CC&Rs about such activity. Again, no one notified the HOA. This example shows how communication could benefit both the HOA and all County departments involved and would have prevented multiple extensions by multiple departments.

Lack of communication among County, State and Federal departments involved in code enforcement results in duplication of work, multiple cases, and variable fees. Not all departments know where a complaint currently is in the process. For example, is there a hearing scheduled, is there a lien, has someone been arrested, or was it an invalid complaint? Violations can be cited multiple times by different departments. When multiple citations are issued, communication among relevant departments would be helpful.

Multiple County and State agencies engage in Siskiyou County Code Enforcement. The Sheriff's Department manages marijuana violations. The Building, Planning, Agriculture, and Zoning departments participate in various permitting violations and Public Health is responsible for health code and safety violations. Public Works engages in violations that occur on road rights-of-way, such as abandoned vehicles. Cal FIRE engages in safety code violations under the CA Public Resources Code, and Fish & Wildlife is involved in poaching and water way violations and the State Water Resource Control Board oversees and monitors storm water run-off. Depending on the nature of the citation, either the District Attorney prosecutes the crime or County Counsel proceeds with a civil matter. These are just a few examples of the multiple County or State offices involved with Code Enforcement.

Code Enforcement officers are using computer software called **SmartGov** to manage citations. The complaint is entered into a database and is then tracked through the process. Cited individuals receive notice to fix the problem. If the problem is resolved, the complaint is finalized. In other cases, the County must either charge the person with a crime or pursue abatement in a civil court case. The County can place a lien against the person's property. A lien is a method used by Siskiyou County to collect fines and accrued costs.

There is High Turnover in Code Enforcement

Historically Code Enforcement has had a very high staff turnover. Newly hired Code Enforcement personnel learn the new job, and then leave. In some cases, they leave for higher pay, but sometimes they leave the code enforcement field entirely. During interviews, the Grand Jury was informed that Code Enforcement staff suffer from a sense of lack of success and support. Employees often search out better paying, less dangerous, and more appreciated positions.

Untrained Code Enforcement officers are expected to enter into unsafe environments to confront potentially hostile individuals to explain violations and consequences. They are often unarmed and unsupported. (See appendix 7 Job Description for Code Enforcement)

Animal Control officers, unlike Code Enforcement officers, are armed due to the potential

dangers of performing their jobs. Code Enforcement officers face similar dangers as do other unarmed enforcement officers throughout County departments.

Training Code Enforcement

Code Enforcement officers are sent out to handle potentially volatile encounters with minimal training and support. There are no formal training policies regarding Code Enforcement officers. New employees only receive on-the-job training from other Code Enforcement officers who may or may not be formally trained. Someone goes along with the new officer, performing and explaining the job, until the new officer is sent out alone. The Grand Jury was unable to learn how long on-the-job training lasts. The officers do not receive any de-escalation training or training in basic enforcement for unarmed officers. The Code Enforcement officers do not receive Peace Officer Standard Training (P.O.S.T.) for such certifications as conflict resolution and officer safety training.

Conclusion

Code Enforcement officers are caught between their employers who want results and angry citizens who do not want interference in their activities. If a person is angry or violent, Code Enforcement officers must wait for Law Enforcement to accompany them, yet there may not be a Law Enforcement officer available.

Things are changing and there are successes. A few HOAs are on the road to being cleaned up. This has been achieved because HOAs, Code Enforcement officers and the Sheriff are highly motivated to ensure their efforts come to successful resolution.

Multiple agencies are working hard. Citations have been given and hearings are set to enforce or to collect fines. To date, a considerable number of fines have been levied. The collected fines have helped purchase equipment such as protective gear. A new account has been established in which fines are being held for the purchase of equipment and training for code enforcement officers, to pay for hearing officers, for the abatement of properties and for outside legal assistance to manage enforcement cases.

Findings

- F1 Violations outnumber the ability of Code Enforcement to do its job.
- F2 Those who are responsible to enforce Siskiyou County Codes find them confusing, inconsistent, and insufficient.
- F3 Communication between County departments responsible for code enforcement needs improvement.
- F4 The Code enforcement department suffers from high turnover reducing its effectiveness.
- F5 Code Enforcement staff are insufficiently trained for the work they are required to do.
- F6 Code Enforcement officers often work in unsafe situations causing delays in enforcement.
- F7 Access to code enforcement information through the Siskiyou County website is challenging as it is in multiple places and uses different formats.
- F8 While there are multiple ways to make a complaint there is little instructional information.
- F9 The Siskiyou County General Plan is outdated which impacts successful code enforcement results.

Recommendations

- R1 The Board of Supervisors should prioritize public health and safety complaints during the 2022/2023 fiscal year.
- R2 The Board of Supervisors should review and strengthen the County Codes necessary to support code enforcement goals. Each code section should outline the violation and its method of enforcement.
- R3 The Board of Supervisors will direct the development of a written process to communicate with all involved departments for any code enforcement case. These written processes should be developed into standard operating procedure manual beginning November 1, 2022.
- R4 The Board of Supervisors should focus on supporting Code Enforcement officers, ensuring adequate training and shall require ongoing communication among all departments starting immediately.
- R5 The Board of Supervisors should task Community Development department to establish written procedures for training new Code Enforcement officers before sending them to work in the field. Ongoing training should occur annually beginning September 1, 2022.
- R6 The Board of Supervisors should evaluate the need for policy change to allow Code Enforcement officers to be armed or to work in tandem with a Sheriff Deputy

dedicated to Code Enforcement beginning September 1, 2022.

- R7 The Board of Supervisors will direct the update and consolidation of the multiple web pages referencing code enforcement to be consistent by November 1, 2022.
- R8 The Board of Supervisors will direct the update of all code enforcement forms should contain contact information and instruction for completion by July 1, 2023.
- R9 The Board of Supervisors should create a plan to prioritize updating the General Plan focusing on the elements of highest concern to the citizens of Siskiyou, utilizing the free tools, and low-cost resources available through the Governor's Office.

Request For Responses

The following responses are required pursuant to Penal Code sections 933 and 933.05:

From the following governing bodies:

Siskiyou County Board of Supervisors, Recommendations 1 through 9

From the following individuals:

Siskiyou County Sheriff, Recommendation Recommendations R3, R6

Invited responses

From the following individuals:

Director of Community Development, Recommendations 1 through 9

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Appendix Table 1

Elements in Siskiyou County General Plan

Name of Element	Last Change Date
Circulation Element	1987
Conservation Element	1973
Energy Element	1993
Geothermal Element	1984
Housing Element	2014
Land Use & Circulation Unit	1980
Land Use Policies	1980
Noise Element	1976
Open Space Element	1972
Scenic Highways	1972
Seismic Safety & Safety Element	1980
SVAP Without Large Maps	1980
SVAP Comprehensive Composite Map	1980
SVAP Deer Wintering Map	1980
SVAP Excessive Slope Map	1980
SVAP Flood Plan Map	1980
SVAP Government Land Map	1980
SVAP Landslide Map	1980
SVAP Prime Agriculture Land Map	1980

*SVAP = Scott Valley Area Plan APPENDIX (if needed)

Appendix 2: Citation

NOV # [028]

Community Development Department - Siskiyou County

NOTICE OF VIOLATION, ORDER TO CORRECT, AND NOTICE OF ASSESSMENT OF CIVIL FINES AND PENALTIES

APN: [REDACTED] Citation Date: 9-29-21

Property Address: [REDACTED] KRCE

Owner [REDACTED]

Tenant/Lessor/Occupant: _____

VIOLATION(S)

The following violations of Siskiyou County Code ("SCC") exist on the above-referenced property:

§10-14.030(b and g)—Excessive Cultivation. Plants observed on the property in excess 6 allowed in a legally established residence and/or 12 allowed in a legal accessory structure.

§10-14.030(a)—Occupied Legally Established Residence. Activities are observed on property without an occupied and legally established residence with an approved sewer or wastewater disposal system.

§10-14.030(d)—Outdoors. Cultivation is observed outdoors.

§10-14.030(i)—Water. Cultivation is observed on property without a legal water source or where unlawful or unpermitted service drawing is occurring.

§10-14.030(i)—Discharge. Illegal discharge of water is occurring.

§9-1.031—Permits. Unpermitted structures or services are observed. Permits must be obtained from the Siskiyou Building Department for the construction or destruction of structures.

§ _____

TIME TO CURE

You have seven (7) calendar days from the date you receive this Notice of Violation ("Notice") to cure the violation(s) herein. Date of receipt shall be evidenced by either return receipt or a signed affidavit of personal service by the appropriate County representative. If the violation(s) continue beyond the seven (7) calendar day cure period, the person notified of the violation(s) shall be subject to administrative fines and penalties as described herein. Additional time may be granted, at the discretion of the Director or designated code enforcement officer.

CONSEQUENCES FOR FAILING TO CURE

You must immediately act to correct the violations and/or file an administrative appeal. **Please note, you must request reinspection of the property once the violations have been corrected to prevent accrual of administrative fines and/or commencement of enforcement proceedings by the County.** The County will not reinspect until you contact Code Enforcement at (530) 841-2100 to request a reinspection.

Additional consequences may occur if the violation(s) cited within this Notice continue after expiration of the seven (7) calendar day cure period, including, but not limited to: criminal prosecution, civil injunction, administrative abatement, judicial abatement, revocation

of permits, recordation of Notice, and withholding of future County permits.

RIGHT TO APPEAL

Time to Appeal: Any recipient of an Administrative Citation may contest that there was a violation of the Code or that he or she is the Responsible Party or the amount of any fine imposed by completing a Request for Hearing form and returning it to the Community Development Department within seven (7) days from the date of the citation, together with an advanced deposit of the fine imposed or a completed hardship waiver application. Any Administrative Citation fine which has been deposited with the County shall be refunded if it is determined upon appeal that the person charged in the Administrative Citation was not responsible for the violation or that there was no violation as charged in the Administrative Citation.

DETERMINATION OF FINES AND ADMINISTRATIVE FEES

SCC § 1-5.08. (b) In addition to any other remedies provided by this Code or State law, there is hereby imposed the following civil penalty for each violation of this chapter and/or each violation of building, plumbing, electrical, or other similar structural, health and safety, or zoning requirements as a result of, or to facilitate, the violation of this chapter, as imposed by the enforcing officer: (a) Up to five thousand dollars (\$5,000.00) per day per violation for each day that the violation continues (SCC § 10-14.100(a)). (b) The enforcing officer shall have the sole and exclusive discretion to impose the civil penalties set forth in this section. The enforcing officer shall not impose a penalty set forth in this section, unless the enforcing officer's department has established a written policy setting forth how civil penalties are determined. Such policy may take into account the facts and circumstances of the violation including, but not limited to, whether or not the violation poses a threat to human health, safety or to the environment; the seriousness or gravity of the violation; the length of time the violation has existed; the culpability of the person in violation or the willfulness of the violation; the sophistication of the persons creating or causing the violation; the extent of the violation and its effect on adjoining properties; attempts, if any, to comply with the applicable ordinances; and any other information which might be relevant to the determination of penalty to be imposed by this section. (SCC § 10-14.100(b)).

Base fine \$ 5000.00

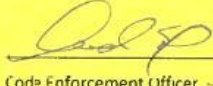
Based on the above, the fine is set at \$ 2100.00 per day per day starting on 9-30-21.

You are hereby prohibited from continuing the violations detailed herein.

I swear under penalty of perjury under the laws of the State of California the foregoing was:

Personally served Posted at the above property address

Dated: 9-29-21


Code Enforcement Officer Andrea Fox (print)

Appendix 3 Administrative Citation



ADMINISTRATIVE CITATION AND ORDER

TO COMPLY WITH THE
SISKIYOU COUNTY CODE

CITATION NUMBER:

CR- [REDACTED]

COMMUNITY DEVELOPMENT DEPARTMENT • 806 SOUTH MAIN STREET • YREKA, CALIFORNIA 96097 • (530) 841-2100

DATE OF CITATION: 12/27/2021	DATE(S)/APPROX. TIME(S) VIOLATION OBSERVED: 12/20/2021	CASE NO: CR- [REDACTED]
LOCATION OF VIOLATION: [REDACTED]	RESPONSIBLE PARTIES: [REDACTED]	
RESPONSIBLE PARTIES' MAILING ADDRESS (IF DIFFERENT THAN LOCATION OF VIOLATION): [REDACTED]		

YOU ARE HEREBY ORDERED TO IMMEDIATELY CEASE/ABATE THE ACTIVITY DESCRIBED BELOW AND PAY THE FINE.

Code section	Violation and corrective action	Fine	administrative costs
SCC 1-5.10 (b)(5)(9)	Public Nuisance (Waste, Trash, Pit Privies (x4)/ Remove waste, trash and properly remove pit privies. (directions attached)	\$100.00	
SCC 3-17.01	Unpermitted Camping/ Vacate property	\$100.00	
	General Administrative Costs:		
	TOTAL NOW DUE AND PAYABLE (fines and admin. costs):	\$200.00	

PAYMENT OF FINE: Each responsible party listed above is individually required to pay the assessed fine(s). The fine(s) shall be paid to the Community Development Department, 806 South Main Street, Yreka, CA 96097 within thirty (30) calendar days from the date of the citation by cash, check or money order.

APPEAL: You may contest that there was a violation of the Code, or that you are the responsible party by completing a Request for Hearing Form available at the Community Development Department (CDD), 806 South Main Street, Yreka and returning it to the CDD within seven (7) calendar days from the date of the citation, together with an advance deposit of the fine. If you are financially unable to make the advance deposit of the fine, you may file a request for an advance deposit hardship waiver. The request shall be filed with the CDD on an Advance Deposit Hardship Waiver application, available from the CDD, within five (5) calendar days after the date of the citation. Each responsible party listed above is individually required to request a hearing and to deposit the assessed fine(s) or obtain a hardship waiver to be granted a hearing.

Issued by (print name): Andrea Fox Signature 
Community Development Department

Signature of Responsible Party (optional): _____

Appendix 4 Notice of Administrative Fine



NOTICE OF ADMINISTRATIVE FINE(S) (pursuant to Siskiyou County Code Chapter 10.14)

CITATION NUMBER:
CR [REDACTED]

COMMUNITY DEVELOPMENT DEPARTMENT • 806 SOUTH MAIN STREET • YREKA, CALIFORNIA 96097 • (530) 841-2100

DATE POSTED 5/19/21	Date Mailed 5/25/21	DATE(S)/APPROX. TIME(S) VIOLATION OBSERVED: 5/19/21 0830 HRS.	CASE NO: CR [REDACTED]
LOCATION OF VIOLATIONS: [REDACTED]		RESPONSIBLE PARTIES: [REDACTED]	
RESPONSIBLE PARTIES' MAILING ADDRESS (IF DIFFERENT THAN LOCATION OF VIOLATION): [REDACTED]			

THE RESPONSIBLE PARTIES IDENTIFIED ABOVE ARE (1) HEREBY FINED THE FOLLOWING MONETARY PENALTIES AND (2) ORDERED TO CEASE MAINTAINING THE FOLLOWING VIOLATIONS:

SCC code section	Violation	Date(s)	# of days	# Of Violations	Fine/Day	Total Fine
10-14.030(b) [REDACTED]	Illegal cultivation of marijuana:	5/19/21	1	1	\$5,000	\$5,000
10-14.030(d) [REDACTED]	Outdoor Cultivation on any premises is prohibited:					
10-14.030(f)(2) [REDACTED]	The accessory structure shall be secure from unauthorized entry:	5/19/21	1	24	\$2500	\$60,000
10-14.030(f)(3) [REDACTED]	If the accessory structure is a greenhouse, for security and visual screening purposes, it shall additionally be surrounded by a secure solid minimum six (6') foot high fence located within 10 (10') feet of greenhouse, and equipped with a lockable gate.	5/19/21	1	25	\$1,000	\$25,000
9-1.031 [REDACTED]	Building Permits: SHEDS X 3	5/19/21	1	3	\$1,000	\$3,000

Page Two Notice of Administrative Fine

SCC Code Section	Violation	Date(s)	# of days	# of violations	Fine/Day	Total Fine
9-1.031 <input checked="" type="checkbox"/>	Plumbing Permits: PUMP & IRRIGATION X 18 SHEDS PLUMBED X 2	5/19/21	1	20	\$1,000	\$20,000
9-1.031 <input checked="" type="checkbox"/>	Electrical Permits: SHED x 1	5/19/21	1	1	\$1,000	\$1,000
9-1.031 <input checked="" type="checkbox"/>	Mechanical Permits: MECHANICAL TARP ROLLER X 8	5/19/21	1	8	\$1,000	\$8,000
5-1.062 <input type="checkbox"/>	All waste shall be dumped only in designated disposal areas:					
5-2.13 <input checked="" type="checkbox"/>	Sewage disposal System required: RAW SEWAGE DISCHARGED TO GROUND X 9	5/19/21	1	9	\$5,000	\$45,000
5-2.15(c) <input type="checkbox"/>	Unpermitted waste holding tanks:					
3-13.702(b) <input type="checkbox"/>	Wasting Groundwater Prohibited: No person or entity shall permit the existence of any public nuisances, as defined in this Article, to exist				\$5,000	

Appendix 5: Siskiyou County Complaint Form from Website



Revised: 12/2013

Community Development Department
806 South Main Street, Yreka, CA 96097
530-841-2100

County of Siskiyou - Complaint Form

Complainant Information

Complainant's Name: _____

Mailing Address: _____

City: _____ State _____ Zip: _____ Phone: _____

Interest in property involved: Renter Adjacent Property Owner Concerned Citizen
 Other _____

If necessary, would you testify in a Court of Law? Yes No

Signature of Complainant: _____ Date: _____

Site Information

Property Owner: _____

Address or Property Location Where the Alleged Violation Exists: _____

Briefly Explain Complaint: _____

For Office Use Only

Received by: _____ Date: _____

CMHC Number: _____ Complaint Number: _____ Log Number: _____

APN: _____ T _____ N, R _____, Section _____ File Number _____

Zoning: _____ District: _____

Appropriate Agency(ies) for Follow-up Investigation:

<input type="checkbox"/> Building Division	<input type="checkbox"/> Environmental Health Division
<input type="checkbox"/> Planning Division	<input type="checkbox"/> Public Health
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Other _____

Government Code Section 6254(f) Records of Complaint are not public record until or unless made a part of another record which is public record. At such time all records become public record. Until such time, no agent of the County will discuss the specifics of this case with the complainant or the public.

Butte County Complaint Form: page one from website



Butte County Department of Development Services
PERMIT CENTER
7 County Center Drive, Oroville, CA 95965
Main Phone (530) 538-7601 Fax (530) 538-7785
www.buttecounty.net/ds

FORM NO
DCE-6

Code Enforcement Complaint Form

Date:
Property Owner: Parcel:
Alleged Violation Address:
City:

Complaint Types: Check categories that apply AND include written remarks below.

- Building without permits
Sub-standard or unsafe structure
Camping limitations/living in a recreational vehicle, trailer coach, car, or tent
Junk in public
Abandoned vehicle(s)
Zoning violation
Animal regulations, setback, unauthorized business, home occupation, no use permit, lighting, generator noise, etc.
For Solid Waste/Household garbage complaints contact Environmental Health at (530) 538-7281 or 202 Mira Loma Dr, Oroville, CA

How long has the violation existed?

Please describe the violation in the space provided below:

Multiple horizontal lines for describing the violation.

Butte County Complaint form: page 2 from website



Butte County Department of Development Services
PERMIT CENTER
7 County Center Drive, Oroville, CA 95965
Main Phone (530) 538-7601 Fax (530) 538-7785
www.buttecounty.net/dds

FORM NO
DCE-6

Page 2 will remain confidential unless legal action is taken that may require the complainant to be identified.

Please complete the vicinity map.

Location of violation(s)

A large, empty rectangular box with a light blue background, intended for the complainant to draw or describe the location of the violation(s).

Your Name: _____ Phone: _____

Address: _____ City: _____

Email: _____

CHECK THIS BOX IF YOU WOULD LIKE TO KNOW UPDATES OF YOUR COMPLAINT

Complaints that are in reference to violations that constitute potential health and/or safety hazards will be given priority. All other complaints will be investigated as they are received.

To check the status of your complaint, please call any of the following code enforcement officers:
530.538.6000

Code Enforcement Job Description Page 1



Code Enforcement Officer

Class Code:
3404

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Aug 8, 2017
Revision Date: Aug 9, 2017

SALARY RANGE

\$21.73 - \$27.05 Hourly
\$1,738.40 - \$2,164.00 Biweekly
\$3,766.53 - \$4,688.67 Monthly
\$45,198.40 - \$56,264.00 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

DEFINITION

Under limited supervision, performs difficult and complex inspections, investigations and enforcement of County Codes, ordinances, and regulations relating to land use, zoning, signs, and abatement work. The Code Enforcement Officer will process violation complaints, work with property owners to obtain voluntary compliance consistent with County policies, and will assume and carry out all enforcement duties and responsibilities as necessary to ensure compliance with County codes. An incumbent will research and develop reports, conduct field investigations and provide responses to written complaints; explain planning ordinances, regulations, and policies related to code enforcement issues, prepare evidence for submittal before the court consistent with County code enforcement policy and procedures; and do related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the professional Planner-Code Enforcement class series. Incumbents are expected to perform a broad range of the complex code enforcement assignments with outstanding interpersonal, analytical, and organizational skills. Incumbents will possess a high level of technical expertise, strong interpersonal and communication skills, knowledge of public administration, planning, or a related field. This class is distinguished from the Planning class series in that the Code Enforcement Officer is expected to perform code enforcement work requiring in-depth knowledge of County planning policies, federal and state environmental law, and code enforcement disciplines.

REPORTS TO

Code Enforcement Job Description Page 2

Planning Director.

CLASSIFICATIONS SUPERVISED

None.

EXAMPLES OF DUTIES:

Performs a variety of the more difficult and complex code enforcement work; investigates complaints of violation of local ordinances or codes involving zoning and planning law; takes appropriate action including dispute resolution meetings, and if needed, legal action which results in resolution of code violations; conducts zoning investigations in the field; issues notices of violation and citations, and conducts follow up investigations to ensure compliance with appropriate codes and ordinances; provides information to violators and the general public regarding applicable codes, laws, and ordinances. Provides follow-through on the enforcement of conditions of approval and mitigation measures associated with discretionary permit issuance. Prepares and receives correspondence pertaining to a variety of code enforcement inquiries; seeks voluntary compliance with codes; prepares reports and completes office forms on violations and citations issued; Prepares case files in accordance with County code enforcement policies and procedures; prepares routine correspondence and reports, collects evidence and pertinent information for cases going before a court, Board of Supervisors, Planning Commission, and other jurisdictions as required; testifies in court as required. Maintains up-to-date knowledge of applicable codes, regulations, and ordinances. Interacts, both verbally and in writing, with a wide variety of community groups, demonstrating a common-sense approach to decision-making, exceptionally strong dispute resolution skills, and strong organizational skills.

TYPICAL QUALIFICATIONS:

Training and Experience:

Completion of two years of college level course work; supplemented by course work in code enforcement, considerable experience in code and zoning enforcement applicable to area of assignment; or any equivalent combination of training and experience.

Completion of a POST or STC Certified Penal Code 832 Training on Laws of Arrest or certification from California Code Enforcement Corporation is highly desirable.

Special Requirements:

Possession of a valid and appropriate California driver's license.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

Code Enforcement Job Description Page 3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment with field work outside in a variety of terrains and weather conditions; continuous contact with other County departments and staff, appointed or elected officials.

SPECIAL REQUIREMENTS:

Possession of a valid and appropriate California driver's license.

KNOWLEDGE OF::

- Principles and practices of code enforcement, pertinent federal, state and local laws, codes, and regulations including administrative and departmental policies; public relations and education methods and practices.
- Methods of conducting office and field investigations regarding violations of ordinances and codes including investigative, interview, problem solving, negotiation and enforcement techniques.
- Principles of effective verbal and written communication in dealing with the public, including English usage, spelling, vocabulary, grammar and punctuation.
- Methods and techniques used in researching ordinances and history of ordinances, property ownership, and zoning.

ABILITY TO::

- Interpret regulations, ordinances, codes, and administrative procedures and enforce same with impartiality.
- Respond to the more complex and difficult inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Gather, analyze, and process information while ensuring confidentiality, as appropriate.
- Read and interpret maps, plans, and legal descriptions.
- Perform code enforcement field inspections and investigations
- Establish and maintain effective working relationships with property owners, vehicle owners, and the public.
- Handle difficult contact situations with tact, expressing oneself clearly and concisely, both orally and in writing.
- Diffuse angry people.
- Effectively prioritize daily and weekly tasks.
- Work independently, exercising and acting on sound judgment.
- Prepare a variety of written reports and correspondence.
- Operate a personal computer and use related software in the performance of professional planning work.
- Make effective oral and written presentations.