



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 5/6/2025

To: Board of Supervisors

Department or Agency Name(s): Permit Sonoma

Staff Name and Phone Number: Tennis Wick, 707-565-1925

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Code Enforcement Ad Hoc Committee Charter

Recommended Action:

- A) Review and approve the Code Enforcement Ad Hoc Committee Charter.

Executive Summary:

The Board of Supervisors established the Code Enforcement Ad Hoc Committee on January 7, 2025, to review current best practices in effective, fair, and transparent code enforcement within Sonoma County with proposed outcomes: improve case resolution times and prioritization of high-risk violations; enhance public compliance and engagement with the enforcement process; strengthen coordination across departments and better resource management; increase transparency and public trust in the Code Enforcement Division; and a more efficient, fair, and equitable enforcement system.

Discussion:

The Code Enforcement Division of Permit Sonoma enforces all violations of codes under the Department's jurisdiction, abates public nuisances, and undertakes special projects such as enforcement of Public Health Orders. The Division responds to citizen complaints received through various ways, including Sonoma County's "GoGov" email complaint system, Code Enforcement's dedicated complaint phone line, code enforcement email, or by letter or telephone call. Code Enforcement also responds to referrals by other Sonoma County departments or City agencies.

Code Enforcement Charter & Areas of Focus

On January 7, 2025, the Board of Supervisors established the Code Enforcement Ad Hoc Committee, which is guided by the Code Enforcement Ad Hoc Charter (Attachment 1). The Code Enforcement Ad Hoc will review current best practices in effective, fair, and transparent code enforcement within Sonoma County within the following areas of focus:

- Improve case resolution times and prioritization of high-risk violations.
- Enhance public compliance and engagement with the enforcement process.
- Stronger coordination across departments and better resource management.
- Increase transparency and public trust in the Code Enforcement Division.
- A more efficient, fair, and equitable permitting and enforcement system.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

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FISCAL SUMMARY

Narrative Explanation of Fiscal Impacts:

The approval of the charter has no fiscal impact.

Narrative Explanation of Staffing Impacts (If Required):

Existing staff within the Permit Sonoma executive management team will lead this project with support from the County Administrator's Office and County Counsel.

Attachments:

Attachment 1: Draft Sonoma County Code Enforcement Ad Hoc Committee Charter

Related Items "On File" with the Clerk of the Board:

None