



City of
LOMPOC
CODE ENFORCEMENT

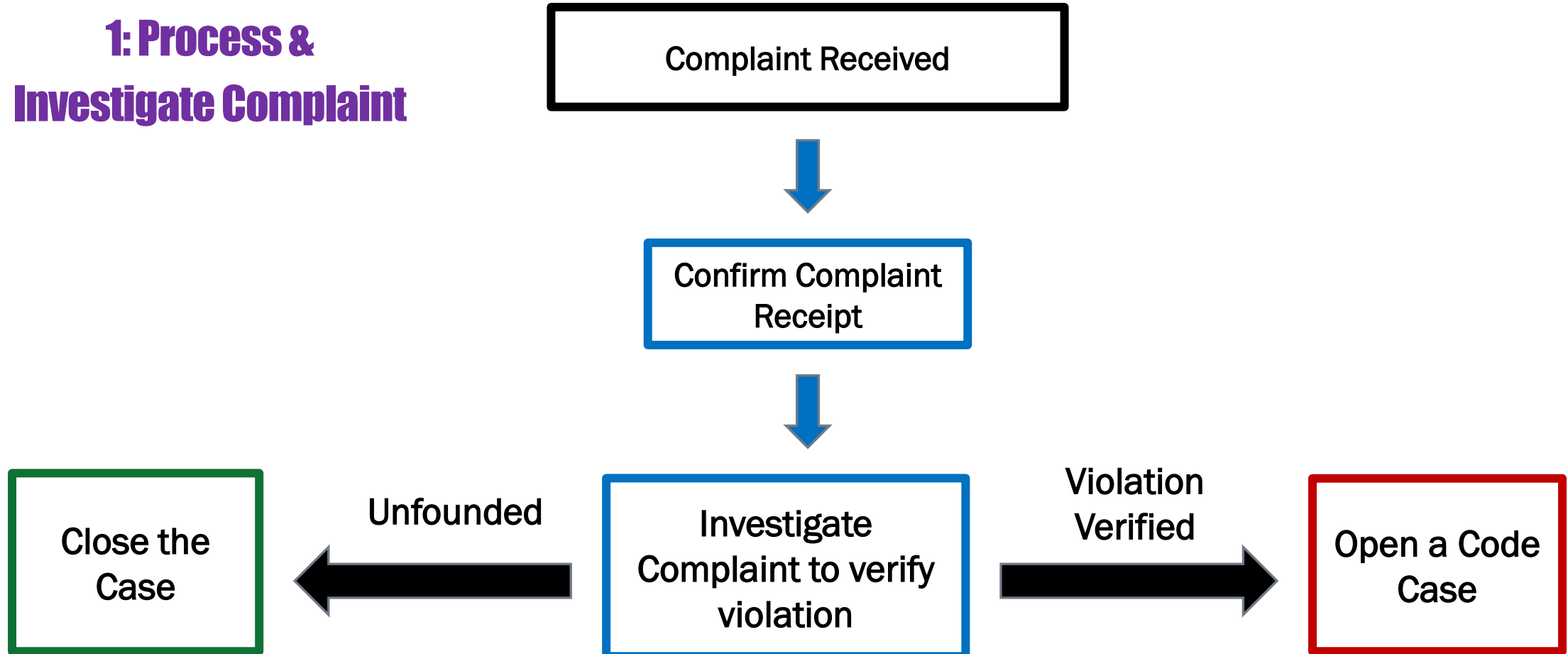
Objective



- 1: Inform the Council and the public on Procedures for achieving Compliance
- 2: Provide Guidance on How to respond to Notices of Violation

Compliance Procedures

1: Process & Investigate Complaint



Compliance Procedures



Open Code Case



Send First Notice

Voluntary Compliance is always the Goal!

Compliance Procedures

3 Types of First Notices depending on the Violation



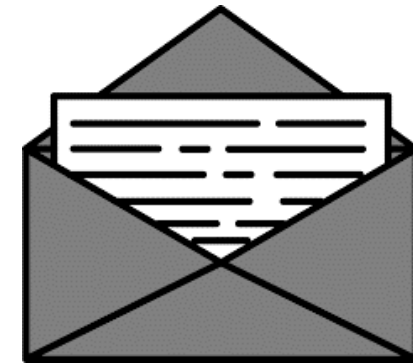
Courtesy Letter

Zoning Code
Violations



CBC 116 Letter

California Building Code
Unsafe Structures &
Equipment



CBC 105 Letter

California Building Code
Unpermitted
Construction

The Courtesy Letter

AKA – City Manager Letter or First Letter


It is used to address all Non-Building Related Violations
addressed by our Department.

Compliance Procedures

Courtesy Letter (City Manager Letter)

This letter has been set by the Council

- Letter is mailed to Owner, Agent, and copied to Tenants
- Location & Type of Violation
- Pertinent Ordinance
- Messaging communicating the City's empathy with the owner, its commitment to neighborhood preservation, and encouragement towards voluntary compliance.
- Offer to provide assistance and clarification through communication
- Supporting documents and Photos are attached
- Signed by the City Manager

 1st LETTER
MUNICIPAL CODE

Date

Name
Address
City, State, Zip

RE: Address – Lompoc, CA 93436 – APN# XXX-XXX-XXX
Nature of Violation

Dear Property Owner:

The City Council and I continually strive to make our community a better place to live, work and enjoy the Central Coast of California. Efforts to improve our neighborhoods include informing property owners in our community when their property has obvious violations of nuisance conditions under our City Code.

At times it becomes difficult to manage the responsibilities that property ownership can bring. Financial burdens, health issues and busy work schedules can make it difficult to maintain property. The reason you are receiving this letter is because of the following nuisance conditions reported on property you own in our community: LMC [Insert Municipal Code Section], [Enter Description of Violation], which is clearly visible and requires your attention.

The City Council and I believe in our community and in the commitment and resolve of our citizens as we work together to make our City an even better place to live, work and raise our families. Please take a moment to review the conditions observed on this property as outlined in the attached notice. This letter is intended to inform you of items that require your attention as we work together to maintain the unique quality of life that the City of Lompoc has to offer our citizens, property owners, and visitors to our community.

If you have questions or would like help in resolving this matter, please contact... [Insert Contact Name], [Insert Title] at [Insert Contact Phone Number] for assistance.

We look forward to hearing from you.

Sincerely,

Dean Albro, City Manager

C: [Insert Name, if applicable]

Enclosures: Copy of LMC [Insert LMC Section]
Photograph(s), if applicable
[Insert Other Enclosures if applicable]

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347

The 116 Letter

Used to Address Unsafe conditions and structures

What Constitutes an Unsafe Condition or Structure?



[A]116.1Unsafe conditions (2022 California Building Code, CBC)

Structures or existing equipment that are or hereafter become unsafe, insanitary, or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe.

Compliance Procedures

C.B.C. 116 Letter – Unsafe Structure

California Building Code 116.3 has requirements for noticing

NOTICE OF UNSAFE CONDITION

Date Via Certified & 1st Class Mail
XXXX-XXXX-XXXX-XXXX-XXXX

Name
Address
City, State, Zip

RE: Property Address – Lompoc, CA 93436 - APN#: XXX-XXX-XXX
Notice of Unsafe Condition – Type of Unsafe Condition

Dear Mr./Mrs./Ms./Sir or Madam:

On [Insert Date], a letter was mailed to you regarding the unsafe conditions that exist at [Insert Address/Location] due to [Insert Unsafe Condition]. You are listed as the owner of the property and are responsible for maintaining it in a legal manner.

Pursuant to California Building Code (CBC) Section 116, the following conditions must be met to make the area safe:

1. [Insert Description of Unsafe Condition]. [Insert Code Section]
2. [Insert Corrective Action Language] no later than [Insert Date]. [Insert Code Section]

A permit to demolish any portion of the structure must be obtained within [Insert # of days] and work must commence within [Insert # of days]. The demolition work must be completed within [Insert # of days].

You must declare acceptance or rejection of the terms stated above immediately to the Building Official at 805-875-8220.

Sincerely,

Matt Wyatt, CBO, CFM, CCEO
Building Official, Building & Safety Division

cc: [Insert Name]
File

Enc: [Insert Enclosure, if applicable]

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347

- Letter is structured and mailed pursuant to CBC 116
- Letter is mailed to Owner, Agent, and copied to Tenants
- **Location & Violation**
- **Description of Unsafe conditions and corrections for abatement**
- **Deadline for action**
- **Language requiring acceptance or rejection to the findings of the Building Official**
- **Warning that failure to comply may result in further legal action**
- Mailed via 1st Class Certified Mail
- Supporting Documents and Photos attached
- Signed by the Building Official

The 105 Letter

Used to Address Unpermitted work & Structures

Defining Unpermitted Work or Construction



105.1 Required (2022 California Building Code, CBC)

Where any owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the regulation of which is governed by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. The applicant shall obtain the required building permit(s) from the building department prior to any construction or placement of any building, structure, or equipment on the property. The applicant shall obtain an approved final building inspection and certificate of occupancy from the building department prior to any use or occupancy of the building, or structure.

Compliance Procedures

C.B.C. 105 Letter – Unpermitted Structure

An Unpermitted structure is a CBC Violation

Date Via Certified & 1st Class Mail
XXXX-XXXX-XXXX-XXXX-XXXX

Name
Address
City, State, Zip

RE: Property Location – Lompoc, CA 93436 – APN# XXX-XXX-XXX
[Insert Nature of Violation]

Dear Mr./Mrs./Ms./Sir or Madam:

This letter is being sent to you regarding the unpermitted [Insert Nature of Violation] at your property at [Insert Property Location]. You are listed as the owner/agent of the property and are responsible for maintaining it in a legal manner.

Pursuant to California Building Code (CBC) Section 105, the following conditions must be met to gain compliance:

1. During a recent site visit, it was determined that there is no approved building permit for the [Insert Nature of Violation] and a Stop Work order has been issued. (CBC 105)
2. Obtain any permits and approvals pursuant to the California Building Code. (CBC 105)

Please contact our office at 805-875-8220 to discuss a resolution to the violation that exists at your property. Failure to comply with the code may result in further legal action.

Sincerely,

Matt Wyatt, CBO, CFM, CCEO
Building Official
Building & Safety Division

cc: Christie Alarcon – Director of Community Development
Kenny Agbodike – Sr. Code Enforcement Officer
[Insert Name]
File

Enc: Photos

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347

- Letter is Created & Mail pursuant to CBC 105
- Letter is mailed to Owner, Agent, and copied to Tenants
- **Location & Violation**
- Corrective Instruction
- Cautionary advisement that failure to comply may result in further legal action
- Supporting documents & photographs attached
- Mailed via 1st Class Certified Mail
- Letter is signed by the Building Official

Response to the Letters

Communication

- **Call or Visit the Office**

Collaboration

- **Discuss & Determine Direction**

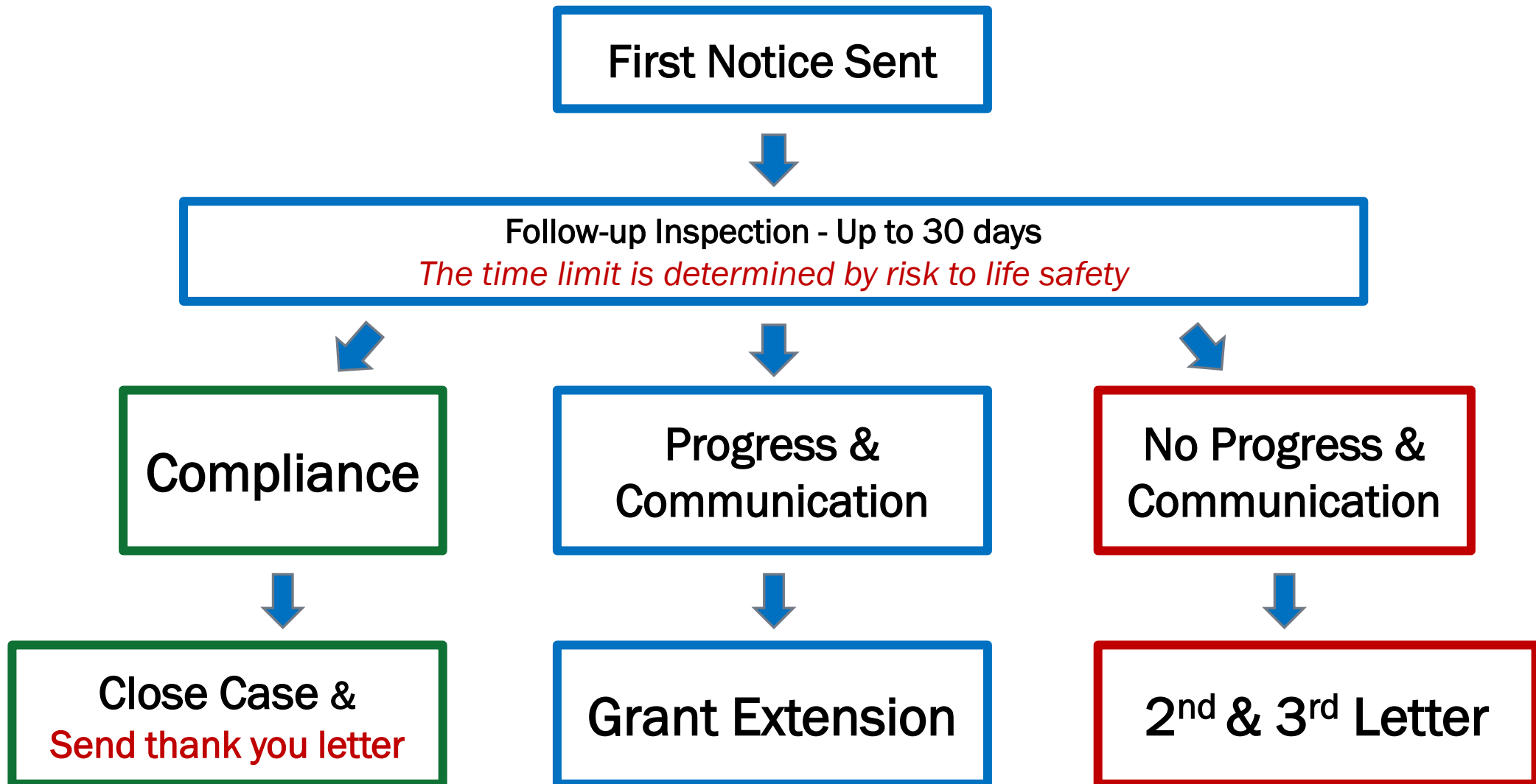
Compliance

- **Follow through w/ Direction**

Voluntary Compliance is always the Goal!




Compliance Procedures



Compliance Procedures

THE SECOND NOTICE


SECOND NOTICE

**2nd LETTER
MUNICIPAL CODE**

Date Via Certified & 1st Class Mail
XXXX-XXXX-XXXX-XXXX-XXXX

Name,
Address
City, State, Zip

RE: Zoning Violation – Property Address - Lompoc, CA
(APN#: XXX-XXX-XXX)

Dear [Insert Mr./Mrs./Ms./Sir or Madam]:

On [Insert Date], a letter was mailed to you regarding a violation of the City of Lompoc Municipal Code (LMC) for the [Insert Violation] on your property. Our records indicate that you are listed with the Santa Barbara County Assessor's Office as the owner/agent of record and are responsible for maintaining the property in a legal manner.

During a recent site visit, the [Insert Violation] has/have not been addressed which is a violation of LMC [Insert LMC Section].

Please contact our office at 805-875-8220 no later than **[Insert Date]**, to discuss a resolution to the violation and to answer any questions you may have. Failure to remediate the violation(s) may result in further legal action.

Sincerely,

[Insert Name]
[Insert Title]

cc: [Insert Name]
File

Enc: Copy of [LMC]
Photographs, if applicable
[Insert other enclosures, if applicable]

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347


Usually mailed after assigned response time has passed

- Letter is mailed to Owner, Agent, and copied to Tenants
- Location & Type of Violation
- Pertinent Ordinance
- Cautionary advisement that Failure to remediate the violation(s) may result in further legal action.
- Instructions to begin communication & and a deadline to do so.
- Supporting documents & Photos are attached from last inspection
- Mailed via 1st Class Certified Mail

if there is no progress, communication, or compliance after the second notice, the third notice will be sent.

Compliance Procedures

THE THIRD NOTICE

 **THIRD NOTICE**

3rd LETTER
(MUNICIPAL CODE)

Date Via Certified & 1st Class Mail
XXXX-XXXX-XXXX-XXXX-XXXX

Name
Address
City, State, Zip

RE: Zoning Violation – Property Address - Lompoc, CA
(APN#: XXX-XXX-XXX)

Dear [Insert Mr./Mrs./Ms./Sir or Madam]:

On [Insert Date] and [Insert Date], letters were mailed to you regarding a violation of the City of Lompoc Municipal Code (LMC) for the [Insert Violation] on your property. Our records indicate that you are listed with the Santa Barbara County Assessor's Office as the owner/agent of record and are responsible for maintaining the property in a legal manner.

To date, the [Insert Violation] has/have not been addressed which is a violation of LMC [Insert LMC Section].

Please contact our office at 805-875-8220 no later than Insert Date, to discuss a resolution to the violation and to answer any questions you may have. Failure to remediate the violation(s) may result in further legal action.

Sincerely,

[Insert Name]
[Insert Title]

cc: [Insert Name]
File

Enc: Copy of [LMC]
Photographs, if applicable
[Insert other enclosures, if applicable]

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347

Usually mailed after the assigned response time has passed

- Letter is mailed to Owner, Agent, and copied to Tenants
- Location & Type of Violation
- Pertinent Ordinance
- Cautionary advisement - Failure to remediate the violation(s) may result in the case being forwarded to the City Prosecutor for further legal action.
- Instructions to begin communication
- Deadline for communication or abatement
- Supporting documents & Photos are attached from last inspection
- Mailed via 1st Class Certified Mail


Compliance Procedures

Cases without progress or cooperation beyond the third letter and its deadline will be referred to the City Prosecutor's office for legal action.





Compliance Achieved

 **CLOSE/COMPLIANCE LETTER
(MUNICIPAL CODE, 105, 116)**

Date

Name
Address
City, State, Zip

RE: Property Location – LompoC, CA 93436 – APN# XXX-XXX-XXX
Type of Violation

Dear Mr./Mrs./Ms./Sir or Madam:

Thank you for [Insert language addressing abatement of violation] at [Insert Property Location]. During a recent site visit, it was noted that [Insert violation] has been [Insert compliance language] and is no longer a violation.

Thank you again for your compliance. We will consider the matter satisfied and will close the code enforcement case.

Sincerely,

[Insert Name]
[Insert Title]

cc: Christie Alarcon – Director – Community Development
[Insert Name]
File

100 CIVIC CENTER PLAZA, LOMPOC, CA 93436
PHONE: 805-736-1261 FAX: 805-736-5347

A letter is sent to confirm the abatement of violations and to express our gratitude for doing so.



Questions