



Planning Commission Agenda Report

Meeting Date: March 7, 2024

Department: Community Development

INITIATED BY: Winston Karuga, Senior Code Enforcement Officer

SUBMITTED BY: Gayle Ackerman, AICP, Director of Community Development

REVIEWED BY: Amy Stonich, AICP, Assistant Director of Community Development

SUBJECT: CODE ENFORCEMENT ACTIVITY REPORT FOR THE FOURTH QUARTER OF 2023 & YEAR-END REVIEW

RECOMMENDED ACTION(S):

Receive and file.

ACTIVITY SUMMARY:

The Code Enforcement Division is tasked with ensuring compliance with health and safety, property maintenance, and zoning standards in the City. The table below summarizes Code Enforcement activities for the fourth quarter activity of 2023, which commenced on October 1, 2023, and ended on December 31, 2023.

Fourth Quarter Code Enforcement Case Totals

Carried Over	New Cases	Closed Cases	Remaining Cases
100	140	131	109

Carried Over Cases (cases carried over from previous quarters)

New Cases (cases opened during the three months of the quarter in question)

Closed Cases (cases closed during the three months of the quarter in question)

Remaining Cases (cases carried over into the next quarter)

During the fourth quarter, Code Enforcement officers added 140 new cases to the existing 100 active cases carried over from the third quarter of 2023. Code Enforcement officers successfully acquired compliance and closed 131 cases

during the same period. A total of 109 cases remain open going into the first quarter of 2024.

2023 Code Enforcement Case Totals

New Cases	Closed Cases
609	596

During the 2023 calendar year, Code Enforcement officers added 609 new cases. Code Enforcement officers successfully acquired compliance and closed 596 cases during the same period.

Reference Materials

This report has three visual references (attachments 1, 2, and 3). The attachments include a pie chart, a graph that depicts various aspects of the Code Enforcement Division's activity during the fourth quarter, and a line graph depicting the number of opened and closed cases in 2023. The pie chart shows a breakdown of the type of cases by percentage including, but not limited to, public nuisance, property maintenance, and illegal construction. The map provides a visual reference, noted by the census tract, of the distribution of residential and non-residential Code Enforcement cases. The line graph depicts the total number of opened and closed cases, per quarter, during 2023.

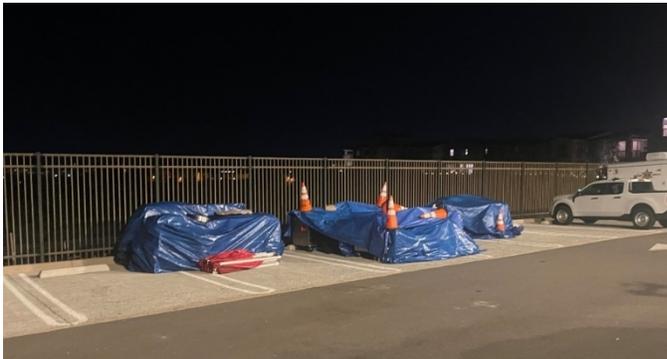
Notable Happenings in the 4th Quarter 2023

Code Enforcement officers provide balanced assistance and education resources to the residential and business communities while ensuring the steady improvement in the preservation of the City. The City saw a notable rise in unpermitted street food vendor activity in the fourth quarter of 2023. Since the state signed into law the Safe Street Vending Act in 2018, sidewalk vending is legal in California. The law decriminalized street vending and legalized the practice under certain conditions. However, the City of Lake Forest requires all street vendors to first obtain a mobile food facility permit from the Orange County Health Department (OCHD). This permit ensures the safe handling of food sold for consumption. If approved, a vendor would then apply for a City sidewalk vendors permit which requires them to follow certain City-specific conditions while vending, for example, vending can only take place a minimum of 500 feet from a public school and cannot obstruct the sidewalk.

Observations and complaints have been made that some unpermitted food vendors have disposed of oils and other liquids on the sidewalk, in landscaping, and in storm drains, which causes an environmental issue. It has also been

observed that unpermitted food vendors have blocked access to sidewalks and have caused traffic impacts to existing establishments. To help protect the health, safety and wellbeing of residents, visitors and the environment Code Enforcement, along with the Orange County Health Care Agency, shut down six unpermitted vendors and confiscated their equipment in the final quarter of 2023. This involved coordination and assistance with the City Public Works Department and the Orange County Sheriff's Department, as well as the City's trash hauler, CR&R.

Under the authority of the Orange County Health Care Agency, staff impounded unpermitted food carts and other items associated with the use. Staff also educated the vendors on how to obtain a permit and request the return of their equipment. The items confiscated during the shutdown are transported to a secure location at City Hall for 30 days. After this period, the items may be sent for disposal unless the vendor claims the possessions through the County Health Care Agency.



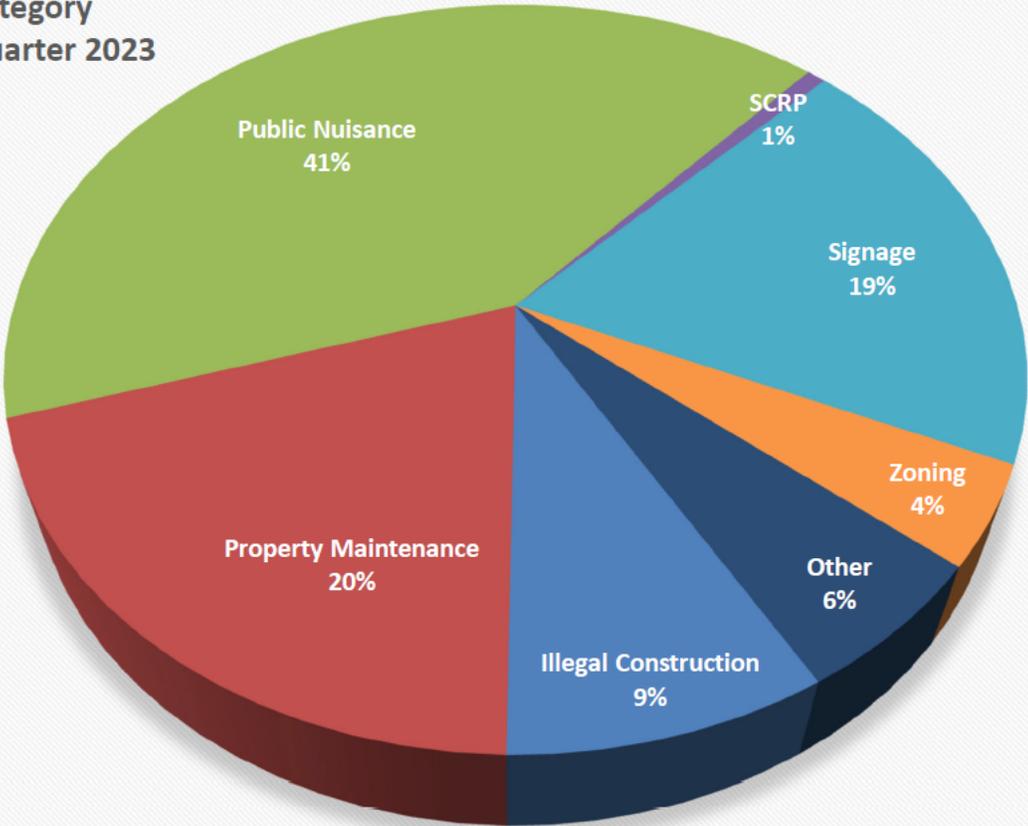
As the Code Enforcement Division enters a new year, the Division is looking forward to welcoming a new staff member in March. Code Enforcement officers will continue to engage and provide balanced assistance and educational resources to the residential and business communities while ensuring the steady improvement and preservation of the City.

ATTACHMENTS:

1. Cases by Category Pie Chart
2. Cases by Census Tract Map
3. 2023 Annual Report

ATTACHMENT 1

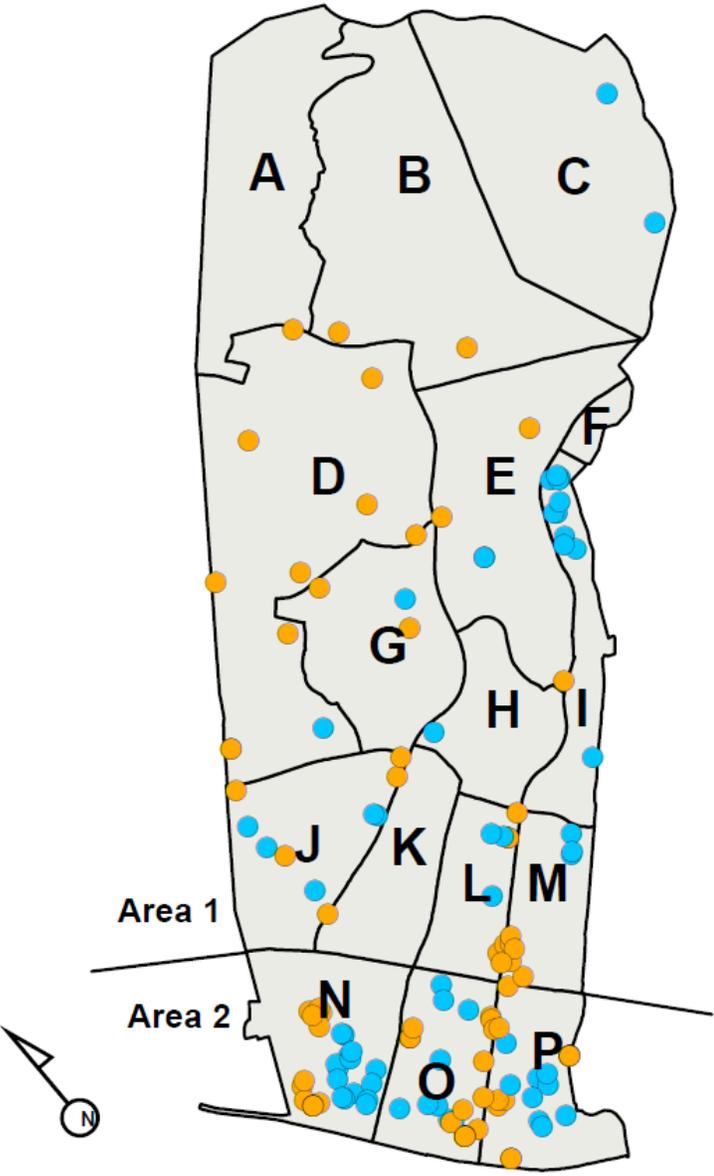
**New Code Enforcement Cases
By Category
Fourth Quarter 2023**



Code Enforcement Division

■ Illegal Construction ■ Property Maintenance ■ Public Nuisance ■ SCRP ■ Signage ■ Zoning ■ Other

ATTACHMENT 2



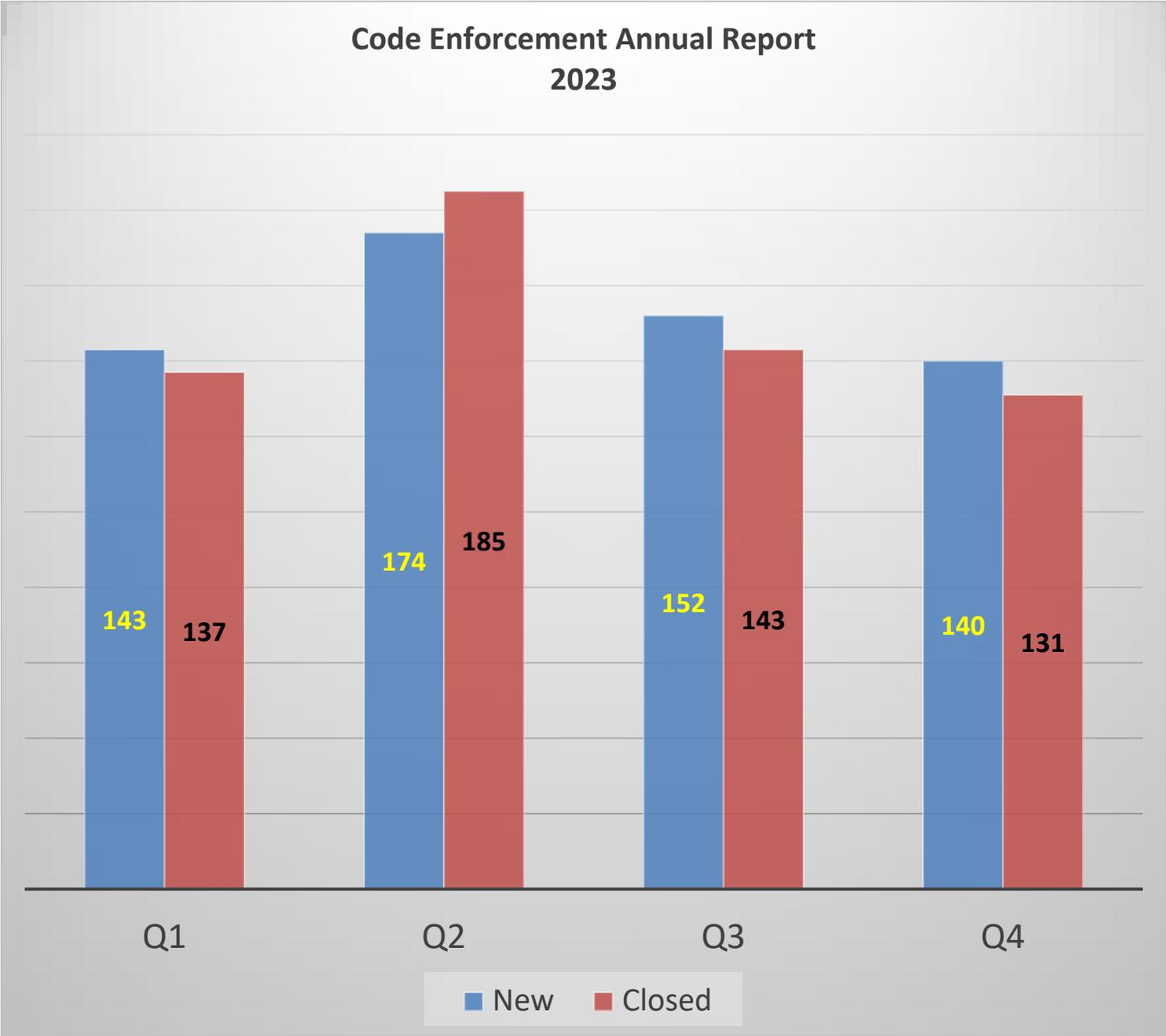
New Cases by Census Tract
in Fourth Quarter 2023
Distribution of Residential and
Non-Residential Cases

Letters	Total Cases	Residential	Non-Residential
A	0	0	0
B	2	0	2
C	2	2	0
D	11	1	10
E	5	2	3
F	0	0	0
G	3	1	2
H	1	1	0
I	11	11	0
J	9	5	4
K	1	0	1
L	9	3	6
M	8	3	5
Area 1 Sub-Total	62	29	33
N	30	15	15
O	26	9	17
P	22	9	13
Area 2 Sub-Total	78	33	45
TOTAL	140	62	78

Economic Development / Community Preservation Department
Code Enforcement Division

ATTACHMENT 3

Code Enforcement Annual Report 2023



New Cases

Closed Cases

609

596