



**BELL CANYON COMMUNITY SERVICES DISTRICT**  
**30 HACKAMORE LANE**  
**BELL CANYON, CALIFORNIA 91307**

**SPECIAL MEETING**  
OF THE BOARD OF DIRECTORS  
DATE/TIME:

November 7, 2024 at 8:00 p.m.

LOCATION: Bell Canyon Community Center

ALSO VIA ZOOM for the Public:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Special Meeting – Zoning Violation  
Time: Nov 7, 2024 08:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/96668092726?pwd=OVyOvYlBbaUgqgbKg8pRjMXPorQPUQ.1>

Meeting ID: 966 6809 2726  
Passcode: 756916

One tap mobile  
+16694449171,,96668092726#,,,,\*756916# US

Dial by your location  
• +1 669 444 9171 US

Meeting ID: 966 6809 2726  
Passcode: 756916

**AGENDA**

In accordance with Government Code Section 54954, notice is hereby given that the Board of Directors of the Bell Canyon Community Services District will hold a special meeting at 8:00 PM on Thursday, November 7, 2024, at 30 Hackamore Lane, Bell Canyon, California in the Community Center to consider those items set forth in the following agenda, except in accordance with Government Code Section 54954.2[b]. The Board reserves the right to modify the order in which items are heard.

The District welcomes any member of the public to attend the meeting. Any non-resident who wishes to attend in-person can, upon their arrival at the front gate, inform gate personnel of their attendance at the District's meeting. No pre-registration is required. *This special meeting is primarily dedicated as a public hearing on the Zoning Violation.*

**Agenda Materials**

The complete agenda for this meeting is available at <https://bellcanyoncsd.ca.gov> and at the District Office, 30 HACKAMORE LANE, SUITE #2B, BELL CANYON, CA 91307. Any materials submitted to the legislative body after distribution of this agenda will be available for public inspection at the District Office and available on the web site. Requests for agenda materials or meeting participation assistance can also be made by email to [gm@bellcanyoncsd.ca.gov](mailto:gm@bellcanyoncsd.ca.gov).



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Americans with Disabilities Act (ADA) Accommodations

In compliance with the ADA, any person with a disability who requires accommodation in order to participate in a meeting should contact the District Office at [gm@bellocanyoncsd.ca.gov](mailto:gm@bellocanyoncsd.ca.gov) to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.

Per Government Code Section 54954.3, every agenda for a special meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item listed on this agenda, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b]. Public forum will be conducted as the first item of business.

**1. Call to Order and Roll Call**

**2. Pledge of Allegiance**

**3. A moment of silence in memory of the victims of terror in Israel; Ukraine and elsewhere in the world.**

**4. Public comments on Agenda Items.** In accordance with Government Code Section 54954.3, every agenda for a special meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item listed on this agenda, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b].

- Review and discuss the Maintenance Yard Notice of Violation and Notice of Impending Civil Administrative Penalties. See agenda packet.

**5. BUSINESS ITEMS**

- 5A. Review and discuss the Maintenance Yard Notice of Violation and Notice of Impending Civil Administrative Penalties. Discuss Abatement of Violation. Discussion and motions as required. See agenda packet.

**6. CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – LITIGATION

(Gov. Code § 54956.9(d)(4): one matter)

**7. NEXT MEETING**

The next Regular meeting is on Monday, November 25, 2024, at 7 PM.

**8. ADJOURMENT**



## NOTICE OF VIOLATION AND NOTICE OF IMPENDING CIVIL ADMINISTRATIVE PENALTIES

October 16, 2024

Please Reply To: Victor Coronel  
(805) 654-2609  
Victor.Coronel@ventura.org

BELL CANYON COMMUNITY SERVICES DISTR  
30 HACKAMORE LN UNIT 2B  
BELL CANYON, CA 91307-1027

**Violation No.:** CV24-0535

**Property Address:** 8 Bell Canyon Road Oak Park, CA 91307

**Assessor's Parcel No.:** 685-0-060-235

Dear Property Owner,

The Code Compliance Division has confirmed that violation(s) of the Ventura County Building Code, International Property Maintenance Code, and/or Zoning Ordinance exist on the subject property. The violation(s) must be corrected or abated within 30 days. If not, additional enforcement will be taken.

### **VIOLATIONS:**

Following are the activities, uses, or structures which constitute violation(s) of the Ventura County Building Code, International Property Maintenance Code, and/or Zoning Ordinance identified by section number, the actions that must be taken to correct the violation(s), and the range of applicable daily civil administrative penalties.

### VIOLATIONS

1. PERMITS REQUIRED: Ventura County Building Code Section 105.1

VIOLATION: Non-permitted construction, alterations, improvements, or modifications, to the property. The non-permitted work including but not limited to the following:

A. Contractor's Service and Storage Yard – Open Area, located at 8 Bell Canyon Rd., Bell Canyon (also known as: BCA Maintenance Yard)

2. NON\_PERMITTED USE OR ACTIVITY: Ventura County Zoning Ordinance (VCZO) Non-Coastal Section 8101-3 or (VCZO) Coastal Section 8171-4

**VIOLATION:** A use or activity requiring a permit or entitlement as defined by the provisions of the VCZO has been identified on the property. The non-permitted use or activity includes the following:

- A. Required Permit (VCZO Section): Prior to construction of a maintenance yard, a Zoning Clearance is required.

**ABATEMENT CAN BE ACHIEVED BY**

1. Obtain the required approval and permit from Planning and/or Building & Safety divisions to legalize or remove the non-permitted construction, alteration, improvement, or modification made to the property.
2. Discontinue all non-permitted uses or obtain the required Planning entitlement to permit the identified use or activity.

**PENALTY RANGE:**

Daily Civil Penalties can range from \$50 to \$500, per violation/per day.

The above violations were confirmed on 08/02/2024. This Notice of Violation addresses the violations reported and confirmed and those observed in plain view - they are listed above. It is not intended to represent all violations that may exist on the subject property. There may be other violations that were unobserved/unidentified at the time of our inspection or that may be the responsibility of other agencies, departments, divisions. As such, other violations may be addressed at a later time as they are reported and confirmed, or observed.

**EACH DAY THAT A VIOLATION EXISTS CONSTITUTES A NEW VIOLATION**

Until the violation(s) are corrected, Code Compliance Division staff time spent in confirming the violations(s) and securing abatement of the violation(s) will be charged to you (ref. CZO § 8183-5.4; NCZO § 8114-3.4). These costs include all time spent for meetings, site visits, telephone calls, correspondence, etc. that relate to this violation case. You will be charged for staff time at the current hourly rate. Late charges and interest at 2% of the amount of the unpaid bills compounded monthly will also be assessed. Unpaid charges will become the responsibility of subsequent property owners if you do not pay the bills.

**ENFORCEMENT ACTIONS**

If the violation(s) are not corrected by 11/18/2024, the following enforcement actions may apply:

**A. NO NEW PERMITS**

No new Planning or Building permits will be issued on the subject site except to correct a violation.

**B. RECORDATION OF NOTICE OF NONCOMPLIANCE**

A Notice of Noncompliance will be recorded against the property that gives record notice to all, including lenders,

potential purchasers, and subsequent owners, that violation(s) of the Ventura County Building Code, International Property Maintenance Code, and/or Zoning Ordinance exist on the property. The Notice of Noncompliance will not be released until the violation(s) are corrected and all fees and charges are paid, including reimbursement for staff time.

**C. IMPOSITION OF CIVIL PENALTIES AND RECORDATION OF LIEN**

You will receive a Notice of Imposition of Civil Administrative Penalties advising you of the amount of the daily monetary penalties that have been imposed against your property (ref. CZO § 8183-5.7; NCZO § 8114-3.7; VCBC § 114.5). The penalties shall accrue **DAILY** until each respective violation is corrected and confirmed by a County Code Compliance staff inspection. The amount of the daily penalty shall constitute a Lien against the property.

**D. CRIMINAL PROSECUTION**

Each violation of the Ventura County Building Code, International Property Maintenance Code, and/or Zoning Ordinance is a misdemeanor or an infraction. You may be prosecuted by the District Attorney and subject to criminal punishment. As explained above, each day that a violation exists is a new violation.

**APPEAL OF DETERMINATION OF VIOLATION**

If you do not believe a violation exists and wish to appeal this determination and stay further enforcement actions while the appeal is pending, you must submit your appeal to the Director of the Planning Division for Zoning Ordinance violations by 10/29/2024. There is a deposit associated with submitting an appeal (ref. CZO § 8181-9; NCZO § 8111-7).

If you wish to appeal a building code violation, you must submit that appeal to the Building Official by 11/18/2024. There is a fee associated with filing an appeal (ref. VCBC § 113).

If you need additional time beyond the specified deadline to abate the violations, we can discuss the possibility of a Compliance Agreement. There will be a charge to prepare it plus costs to administer the Agreement through the abatement of the violation(s). This is an agreement between you and the County wherein you agree to abate the violations in a specific manner and time frame. The County is under no obligation to enter into such an agreement, even if you so request.

**PERMITS TO ABATE VIOLATIONS**

Abatement can be achieved by obtaining the required permits and clearances from the Planning Division and the Building & Safety Department in accordance with the adopted codes and ordinances, completing all work, requesting and performing inspections to verify compliance, and receiving final approvals. Approvals from other agencies such as Fire, Environmental Health, Integrated Waste Management, and Public Works may be required.

Depending upon the complexity of your violation case, you may find it necessary to retain the services of industry professionals, as County staff cannot act as your project manager or provide legal advice. Industry professionals may include, but are not limited to permit expeditors, designers and architects, engineers, contractors, consultants, and legal counsel.

Clearances, permits, and approvals must be obtained prior to commencing work. Permits to abate violations for land use and building violations will include additional late filing fees, penalty fees, and/or investigation fees in accordance with the applicable Zoning Ordinances and Building Codes.

**IMPORTANT: It is your responsibility to inform Code Compliance when your violation(s) have been corrected. Until we hear from you that the violation(s) are corrected and this can be confirmed to our satisfaction, the violation(s) are presumed to remain and enforcement actions against you will continue.**

The Code Compliance Division wants to work with you to avoid the consequences listed above. I urge you to contact me immediately at the above number so we can discuss how this issue can be resolved. If you wish to discuss this matter in person, please make an appointment using the contact information above. Reference the case number, CV24-0535, in all verbal and written inquiries or replies. You may request copies of the pertinent materials regarding this code enforcement matter or consult the Planning Division website, <http://www.vcrma.org/divisions/planning> or the Building and Safety Division website, <http://www.vcrma.org/divisions/building-and-safety>.

Si usted no lee o entiende ingles, favor de llamar al teléfono (805) 654-2463 tocante a este asunto. Dele el numero de su caso que se encuentra a la derecha en la parte de arriba de esta carta.

Sincerely,



Victor Coronel  
Code Compliance Officer III

Attachments: Civil Administrative Penalties Program Flyer

cc: File