

# COMMUNITY DEVELOPMENT DEPARTMENT

## *Planning & Transportation (250)*

### **DEPARTMENTAL (or Division) OVERVIEW**

The Planning Division provides the services specified in Government Code §65103 to maintain and implement the adopted General Plan and land use regulations through community-based planning, coordination with other agencies, and in compliance with state laws.

The Planning Division also staffs other legislative bodies with separate authority that often function independently in other jurisdictions, including the Local Transportation Commission (LTC), Airport Land Use Commission (ALUC), Local Agency Formation Commission (LAFCO), Housing Authority and Owens Valley Groundwater Authority (OVGA). In addition, we strive to provide excellent customer service by providing services for other County departments, including accepting property tax and other payments, and processing/issuing marriage licenses, business licenses, and doing business as (DBA) licenses.

### **CHALLENGES, ISSUES and OPPORTUNITIES**

Three Community Development Department staff will be taking successive and likely overlapping maternity/paternity leaves in the first half of FY 21-22, which will result in reduced service levels. Demand for development services has remained high during the pandemic, and remaining staff have no extra capacity to absorb additional workflow, even on a temporary basis. The department overall is already driven largely by standard and mandated service deadlines and discretionary work is limited.

### **CORE SERVICE AND PROGRAM DESCRIPTION**

The Planning Division's programs and services are built upon the principles of effective public service in the public interest, problem solving beyond regulation, long-range consequences of present actions, community-based planning and development, respect for our unique environment, and teamwork, partnerships, coordination and collaboration. Services are generally classified as follows:

#### **Current Planning**

- Process applications for development projects and permits.
- Environmental review.
- Assistance with project development.
- Inquiries, public assistance, and inter-departmental collaboration/coordination and problem solving.

#### **Long-Range Planning**

- General Plan updates, maintenance, and environmental review.
- Development of policy and regulations:
- Special studies and projects: Projects without a clear home in the County's structure often end up in the Planning Division, such as water management issues and Bi-State sage-grouse conservation.

#### **Public Engagement & Collaboration**

In support of the functions above, the Planning Division staffs the following commissions and committees for regulatory approvals, public engagement, and collaboration with other departments and agencies: Planning Commission, Regional Planning Advisory Committees (RPACs, 5-7 committees), Collaborative Planning Team, LDTAC, Airport Land Use Commission (ALUC), Project Review Committee, Local Agency Formation Commission (LAFCO), Long Valley Hydrologic Advisory Committee (LVHAC), Housing Authority, Owens Valley Groundwater Authority, and a variety of coordinating committees, information gathering task/work groups, public meetings, and meetings/working groups hosted by other agencies.

### **Local Transportation Commission (LTC)**

The LTC is governed by a joint board of both Mono County and the Town of Mammoth Lakes and provides for transportation system planning including roadways, trails, paths, sidewalks, etc. for multi-modal use, transit service and air travel, as well as private cars and commercial trucking. The LTC acts autonomously in fulfilling the mandates of the Transportation Development Act, including efforts related to the Regional Transportation Plan (RTP), the State and Regional Transportation Improvement Programs (STIP & RTIP), administration of Transportation Development Act (TDA) funds, and the Overall Work Program, and collaborates with Caltrans, local communities, the Town, and other agencies in order to provide for a complete transportation system.

### **DEPARTMENTAL (or Division) ACTION PLAN FOR 2021-2022**

- Implement grant awards on a timely basis, including National Fish and Wildlife Foundation, SB2, Local Early Action Planning, Regional Early Action Planning, Community Development Block Grant for Technical Assistance, Sustainable Transportation Planning, and BLM Cooperative grant.
- Process development applications and environmental review in a timely manner, which is dependent upon the completeness of the application, applicant responsiveness, and type of CEQA review.
- Maintain and update the General Plan and other planning documents as needed.
- Administer and staff the numerous commissions and committees supported by the department.
- Continue to support housing initiatives until the Housing Coordinator is hired.

### ***Planning Commission (253)***

### **DEPARTMENT MISSION STATEMENT**

The Planning Commission's authority is defined in the California Government Code (§65100).

### **DEPARTMENTAL (or Division) OVERVIEW**

The Planning Commission serves as a decision-making body subject to the Brown Act on certain discretionary land use applications and appeals, and as the principal advisory body to the Board of Supervisors and Planning Division on planning matters. The Planning Commission generally meets once a month with additional or special meetings called on an as-needed basis to ensure timely processing. Commission membership reflects Mono County's geographic diversity, with commissioners residing in Walker, Lee Vining, June Lake, Sunny Slopes and Chalfant.

### **CHALLENGES, ISSUES and OPPORTUNITIES**

Planning is a complex and interdisciplinary topic subject to politically charged situations. The main challenges are for Planning Commissioners to have sufficient technical knowledge to act on quasi-adjudicatory and policy matters, as well as public forum skills to convey that public comments and testimony are being heard even if the decision does not favor some commenters.

### **CORE SERVICE AND PROGRAM DESCRIPTION**

- Consider policy and regulatory amendments, including amendments to the General Plan and Land Development Standards (e.g., the "zoning code" in most other jurisdictions), and provide a recommendation to the Board of Supervisors.
- Provide interpretations on the application of the Mono County General Plan and supporting policies, guidelines and regulations.
- Conduct public hearings and workshops on a variety of policies, plans and enforcement matters.

- Consider discretionary land use applications such as use permits, parcel/tract maps, variances, and specific plans; environmental assessments and impact reports; and appeals from staff decisions involving plan or ordinance interpretation.
- Hold appeal hearings to provide an administrative remedy process when staff determinations or notices of violations are challenged.
- Consider the policy implications of changes at the local, state and federal levels and consider regional planning with state and federal land managers and agencies.

## **DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021**

- Meet at least six times to provide for public engagement and timely consideration of permit applications.
- Provide one training each on the Brown Act and Planning Commission authorities.
- Make Planning Commissioner training accessible and register at least two Commissioners.

### ***Building Division (255)***

## **DEPARTMENTAL (or Division) OVERVIEW**

The Building Division is responsible for the enforcement of the current California Building Codes Standards and relevant state law governing building standards. Department functions include building inspection, building plan review, coordination of review by other departments and agencies of building permit applications, building permit issuance, public assistance with building code matters, and assisting in code compliance operations. These functions include an ongoing commitment to continually improve and increase our ability to serve the citizens of Mono County.

## **CHALLENGES, ISSUES and OPPORTUNITIES**

Fully staffed, the Building Division typically has a Building Official, two inspectors, a permit technician in Mammoth, and a cross-trained, part-time permit technician in Bridgeport. The Division is currently operating with a 20% FTE for the Building Official and no permit technician in Bridgeport. A staff member is expected to be out on paternity leave this FY which will shift duties to cross-trained (and fully burdened) Planning staff, which will reduce service delivery.

## **CORE SERVICE AND PROGRAM DESCRIPTION**

- Coordinate building permit plan check services between departments to provide a “one-stop shop” for the public. Reviews included coordination with Public Works, Environmental Health, Planning, Building, and agencies/special districts, such as CalFire, Forest Service, public utility districts, fire districts, community services districts, etc.
- Assist in code enforcement duties.
- Provide consultation, plan reviews, and inspections for County projects. Opportunities and efficient project delivery are maximized through coordination at the Land Development and Technical Advisory Committee, Project Review Committee, ADA task force, and direct staff coordination.
- Provide next-day inspection services countywide, and work with contractors and homeowners to trouble-shoot problems and find solutions to construction and building code issues.
- Develop prescriptive designs for Accessory Dwelling Units and re-establish expired designs for utility buildings (garages) and ground mounted solar PV arrays. (Exterior decks/porches completed in 20-21).
- Maintain and administer the Construction Board of Appeals.
- Conduct ‘in-house’ plan reviews for minor projects.
- Provide high-quality counter and phone service, with coordination among the various staff that may work at the front counter to ensure smooth service.

- Have staff attend continuing education as mandated by the California Health and Safety Code, and obtain professional certifications through the International Code Council.
- Provide timely responses to the public on building code and other building-related matters. Mono County staff can respond to technical issues but does not engage in designing projects.

## DEPARTMENTAL (or Division) ACTION PLAN FOR 2021-2022

- Process building permit plan checks within standard timeframes: 30 days for initial plan review correction letter, 10 days for back check.
- Timely public responses: Two days for permit inquiries, and one week for technical code issues.
- Timely inspections: Next day for inspection requests made by 5:00 pm the previous day. Work must be complete at the time the inspector arrives or the inspection will be rescheduled, and a fee assessed.

### *Code Enforcement Division (252)*

## DEPARTMENTAL (or Division) OVERVIEW

The Compliance Division monitors and enforces compliance with County ordinances, policies, regulations and permit conditions, including environmental mitigation measures.

## CHALLENGES, ISSUES and OPPORTUNITIES

The main challenge is the capacity to process workload. An enforcement case, if not resolved through initial contact and voluntary compliance, is very time consuming for staff and due process takes time. COVID has introduced challenges with enforcing rather vague state requirements that frequently change. No solutions are proposed other than internal prioritization and reasonable internal and external expectations.

## CORE SERVICE AND PROGRAM DESCRIPTION

- **Enforcement:** Investigate and process code enforcement complaints, enforce permit conditions, attempt education and voluntary compliance first, then issue Notices of Violation and Administrative Citations to gain compliance. Collect and document evidence concerning code enforcement cases.
- **Surface Mining and Reclamation Act (SMARA):** Serve as lead staff including financial review, inspections, reporting and enforcement.
- **Collaborate:** Land Development Technical Advisory Committee (LDTAC) meetings to review project conditions for compliance with Mono County Code and General Plan standards, assist all County departments with land use compliance issues, review permit language to ensure consistency with County land use regulations.
- **Business licenses:** Review license applications to ensure compliance with land use regulations.
- Participate in drafting County ordinances and General Plan work, including specific plans.
- **Short-term rentals:** Monitor for illegal rentals and take enforcement action as necessary; renew Short-Term Rental Activity Permits; review, process and enforce Vacation Home Rental Permits in coordination with Finance.
- **Cannabis:** Monitor for illegal cannabis activity and take enforcement action as necessary, and renew Cannabis Operations Permits
- **California Statewide Groundwater Elevation Monitoring (CASGEM):** Perform well monitoring and reporting to maintain Mono County's well data in the California Department of Water Resources' (DWR's) statewide database per the County's approved Water Level Monitoring Plan and for the purposes of the Sustainable Groundwater Management Act (SGMA).
- **Long Valley Hydrologic Advisory Committee (LVHAC):** Conduct oversight of well monitoring for Cooperative Management Program with U.S. Geological Survey (USGS), including coordinating

Joint Funding Agreement contracts; monitors permit conditions for approved geothermal projects; and serve as lead staff to the Long Valley Hydrologic Advisory Committee (LVHAC).

### **DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021**

- Review 100% of business license applications.
- Hold at least one LVHAC meeting and resolve monitoring needs with Ormat.
- Perform 100% of CASGEM and SMARA administration, monitoring, and reporting.
- Process Short-Term Rental Activity Permit and Cannabis Operation Permit renewals by October 31.

### ***Housing Authority (251)***

### **DEPARTMENTAL (or Division) OVERVIEW**

The Housing Authority was established by resolution of the Mono County Board of Supervisors on November 8, 2005, in accordance with the provisions of the Housing Authorities Law set forth in Sections 34240 et seq. of the California Health and Safety Code. The Housing Authority is comprised of the Mono County Board of Supervisors, with staff services provided by the Public Works, Community Development and Finance departments, and legal assistance by the County Counsel office.

### **CHALLENGES, ISSUES and OPPORTUNITIES**

The Housing Authority lacks a consistent funding source and dedicated staff, and typical activities that deliver or manage physical units are often outside the scope and expertise of the Planning Division staff. The recruiting for a dedicated Housing Coordinator position under the CAO's office has been unsuccessful to date, but programming will largely be shifted when that position is eventually hired.

### **CORE SERVICE AND PROGRAM DESCRIPTION**

- Oversight of Mono County housing programs, including Community Development Block Grants (CDBG) and other housing loan programs.
- Rental of the County's two affordable housing units and transference to tribal ownership.
- Implementation of the Housing Mitigation Ordinance.
- Policy and implementation oversight of the County's Housing Element.
- Participate in regional housing initiatives and efforts.
- Grant administration and implementation, including SB2, Local Early Action Planning, Regional Early Action Planning, and CDBG Technical Assistance.

### **DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021**

- Hire the Housing Coordinator position to develop the County's housing structure and programming, and an implementation arm.
- Administer and implement grant funds and programs.
- Submit timely the annual progress report on the Housing Element.

# COMMUNITY DEVELOPMENT DEPARTMENT

## Core Services

		Mandated?	
<b>1</b>	<b>Maintain an up-to-date General Plan</b>	Maintain current General Plan Elements, develop and add an Environmental Justice Element	Y
		Studies/plans required by law and to update the General Plan in response to legislation	Y
		Studies/plans to update the General Plan in response to community/ political issues and best practices	N
		Maintain/support required commissions: Planning Commission, ALUC, LVHAC, OVGA, etc.	Y

		Mandated?	
<b>2</b>	<b>Implement General Plan</b>	Process/maintain/monitor Specific Plans, subdivisions, planning permits and approvals, CIP	Y
		Respond to land use issues with a legal nexus	Y
		Respond to community/political land use issues within authority and consistent with GP policies	N
		Respond to natural resource issues within authority and consistent with GP policies	N

<b>3</b>	<b>Local Transportation Commission (LTC)</b>	Implement Overall Work Plan	Y
		Maintain & Implement Regional Transportation Plan	Y
		Implement Regional Transportation Improvement Program and MOU projects	Y
		Respond to transportation requirements, laws, and issues	Y/N

<b>4</b>	<b>Local Agency Formation Commission (LAFCO)</b>	Process annexations/changes in district boundaries	Y
		Respond to issues within LAFCO law and authority	Y
		Maintain up-to-date boundaries and spheres of influence	Y
		Maintain up-to-date municipal service reviews	Y

<b>5</b>	<b>Comply with the California Environmental Quality Act</b>	Ensure private development proposals comply with CEQA	Y
		When requested, assist with CEQA compliance for County projects	Y
		Monitor and review CEQA on other projects outside of County's purview	N
		Conduct studies and assessments that streamline CEQA analysis	N

<b>6</b>	<b>Customer Service</b>	Provide one-stop shop for clerk, tax and other N. County services	N
		Provide one-stop shop for permit review (Land Development Technical Advisory Committee)	N
		Provide one-stop shop for building permit processing	N
		Respond in a timely, helpful and courteous manner to public inquiries	N

<b>7</b>	<b>Public Engagement &amp; Community-Based Planning</b>	Convene RPACs to foster community-based planning	N
		Follow best practices for community engagement and empowerment	N
		Facilitate complex processes with communities to foster consensus around difficult planning policy issues	N
		Accurately represent community feedback to decision makers	N

<b>8</b>	<b>Collaboration &amp; Regional Initiatives</b>	Convene & participate in committees and engage with state and federal partners	N
		Work collaboratively across departments to deliver customer service and County services	N
		Engage in projects and programs with other agencies, departments, and entities	N

<b>9</b>	<b>Code Compliance</b>	Respond to violations threatening public health & safety	Y
		Respond to citizen complaints about violations	Y
		Assist other departments with compliance issues (e.g., TOT)	N
		Monitoring of permit and/or project conditions, including LVHAC	Y

<b>10</b>	<b>Building Division</b>	Manage building permit process to ensure compliance with CA Building Code	Y
		Perform field inspections to ensure compliance with CBC	Y
		Stop unauthorized and/or unpermitted construction work	Y
		Collaborate with other entities to ensure Mono County and Special District regulations are met	Y

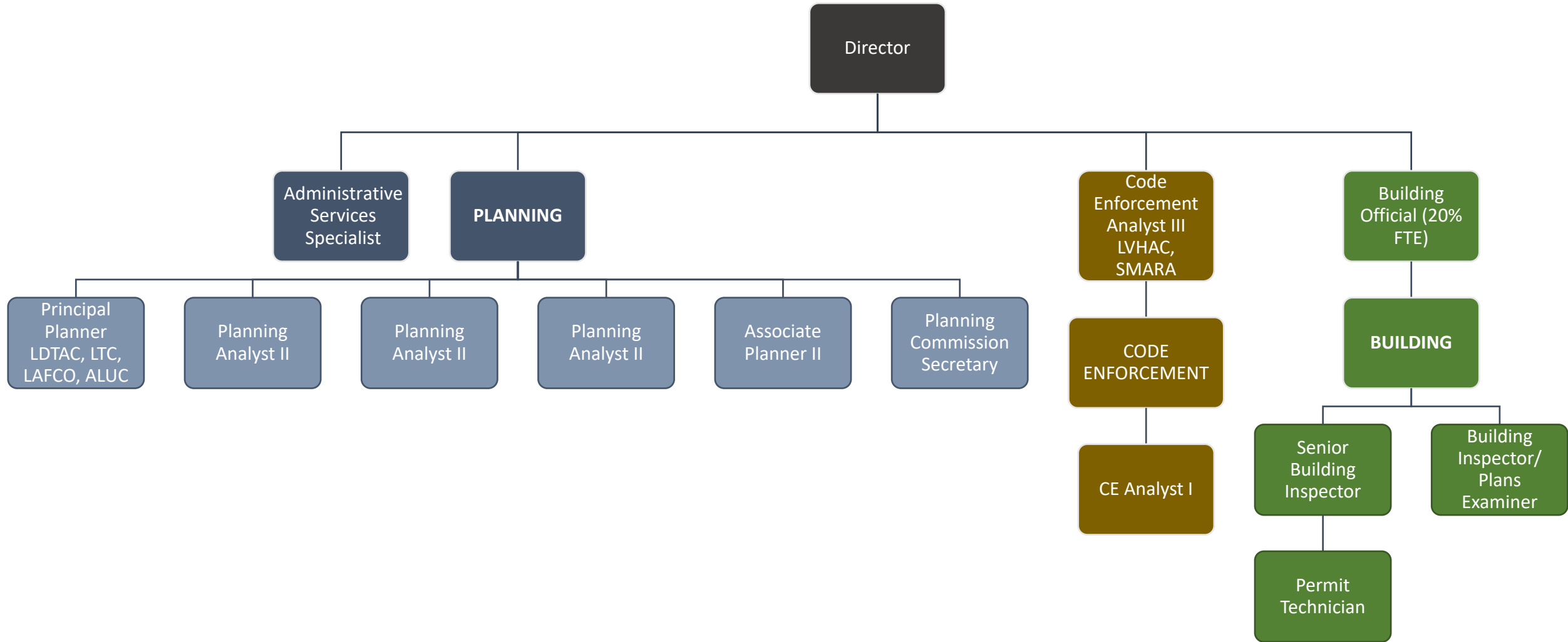
<b>11</b>	<b>Staff Development and Training</b>	Participate in technical training to ensure we are up to date with current legislation and best practices	N
		Participate in training on "soft skills" and leadership to support collaboration and building relationships	N
		Foster a team environment	N
		Participate in writing and communication training	N

<b>12</b>	<b>Housing</b>	Until Housing Coordinator is hired, apply for and manage implementation grants	N
		Until Housing Coordinator is hired, assist Finance with financial grants for housing	N
		Until Housing Coordinator is hired, administer Housing Authority	Y
		Maintain and report on Housing Element, apply for and manage housing grants related to planning policy	Y



# Community Development

## Departmental Organizational Chart



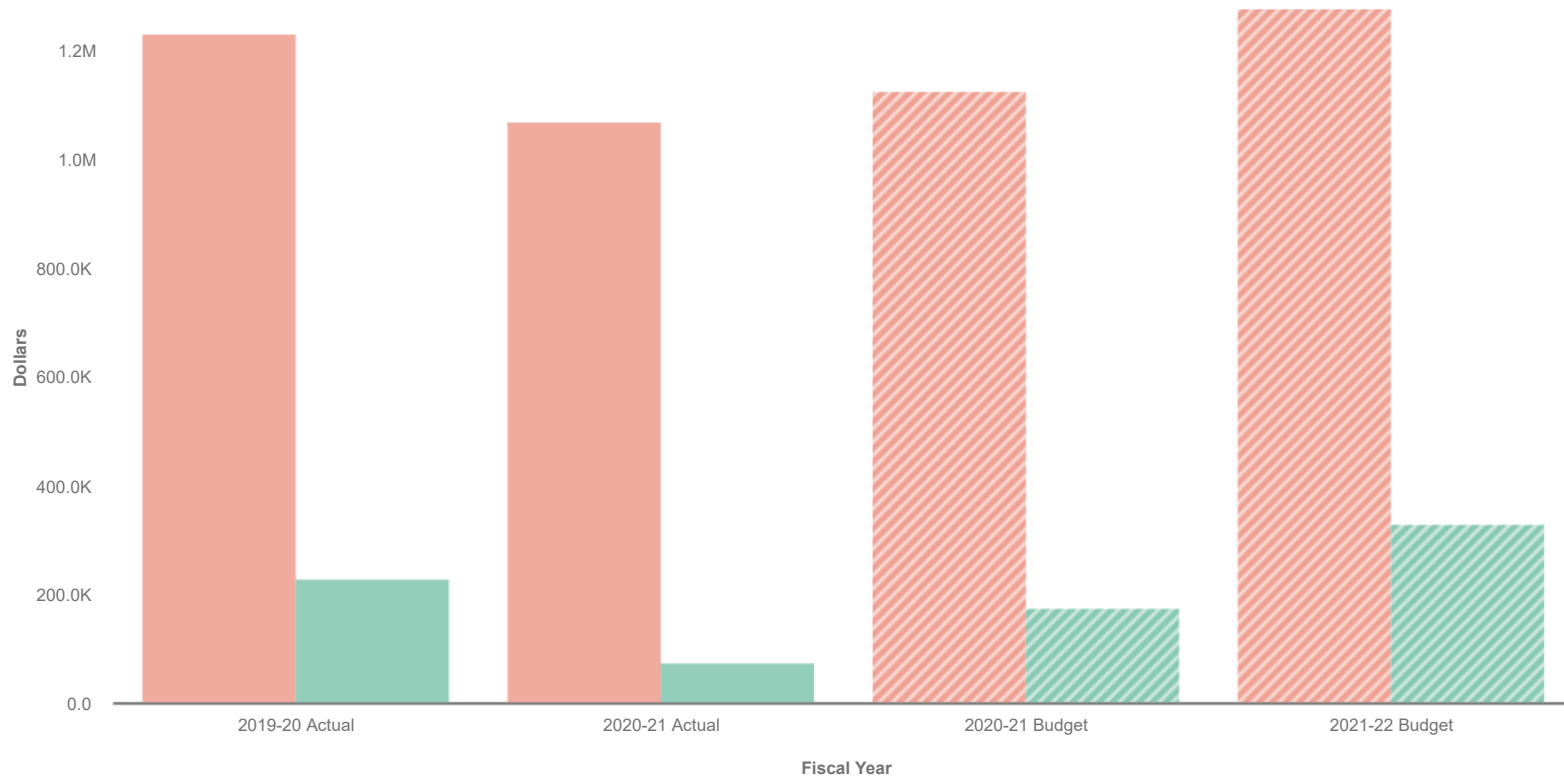


# 0. 2021-22 Recommended Budget

PLANNING and Transportation 100-27-250



## Visualization



Sort Large to Small

- Expenses
- Revenues

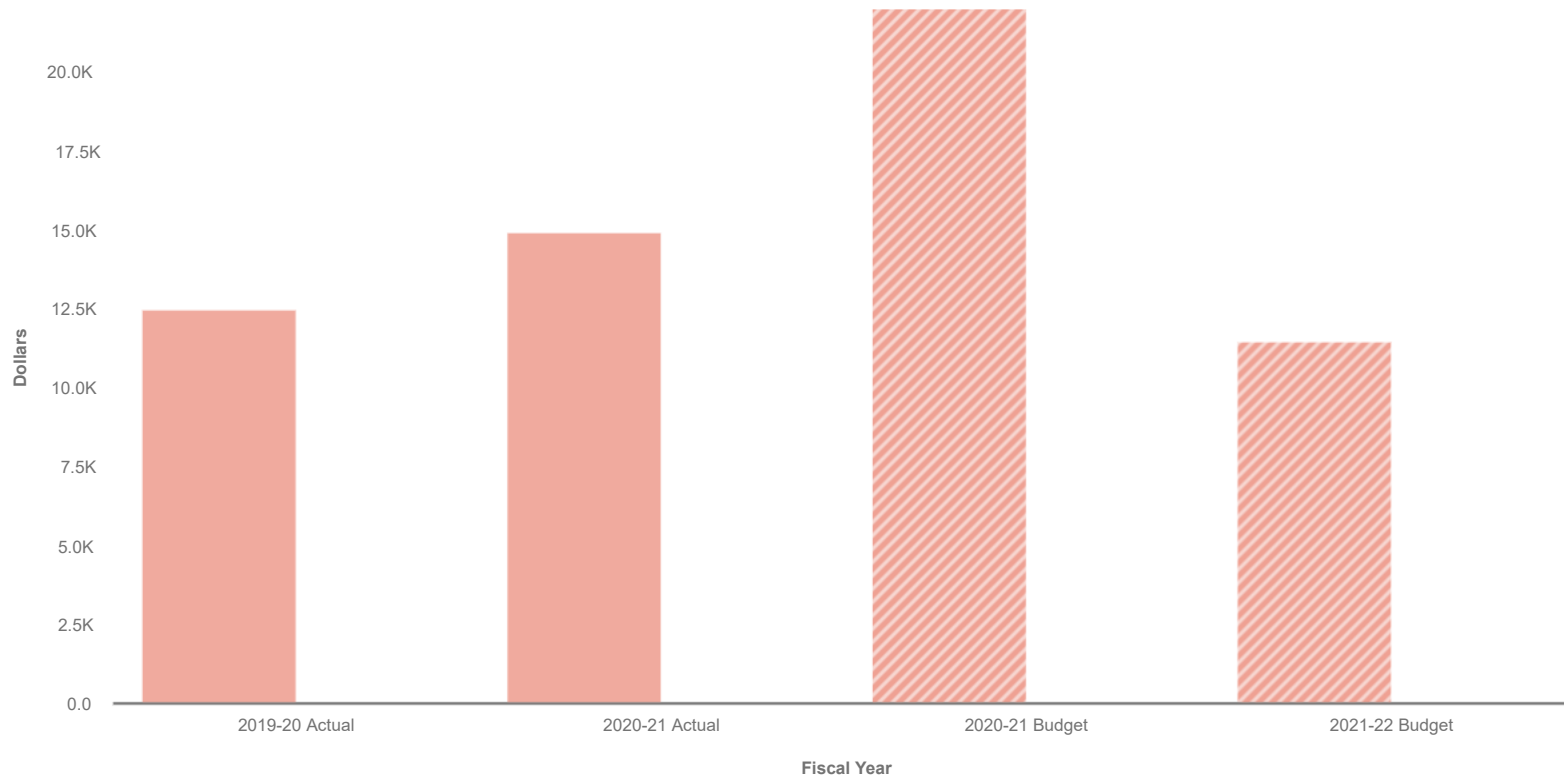
Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 229,773	\$ 75,292	\$ 176,000	\$ 331,000
▶ Charges for Services	216,111	66,256	166,000	316,000
▶ Intergovernmental	13,662	8,996	10,000	15,000
▶ Miscellaneous Revenues	0	40	0	0
▼ Expenses	1,231,814	1,072,077	1,128,229	1,276,807
▶ Salaries & Benefits	1,001,190	838,913	848,475	935,739
▶ Services and Supplies	230,623	233,164	279,754	341,068
<b>Revenues Less Expenses</b>	<b>\$ -1,002,041</b>	<b>\$ -996,785</b>	<b>\$ -952,229</b>	<b>\$ -945,807</b>

# 0. 2021-22 Recommended Budget

2. Planning Commission 100-27-253



## Visualization



Sort Large to Small

- Expenses
- Revenues

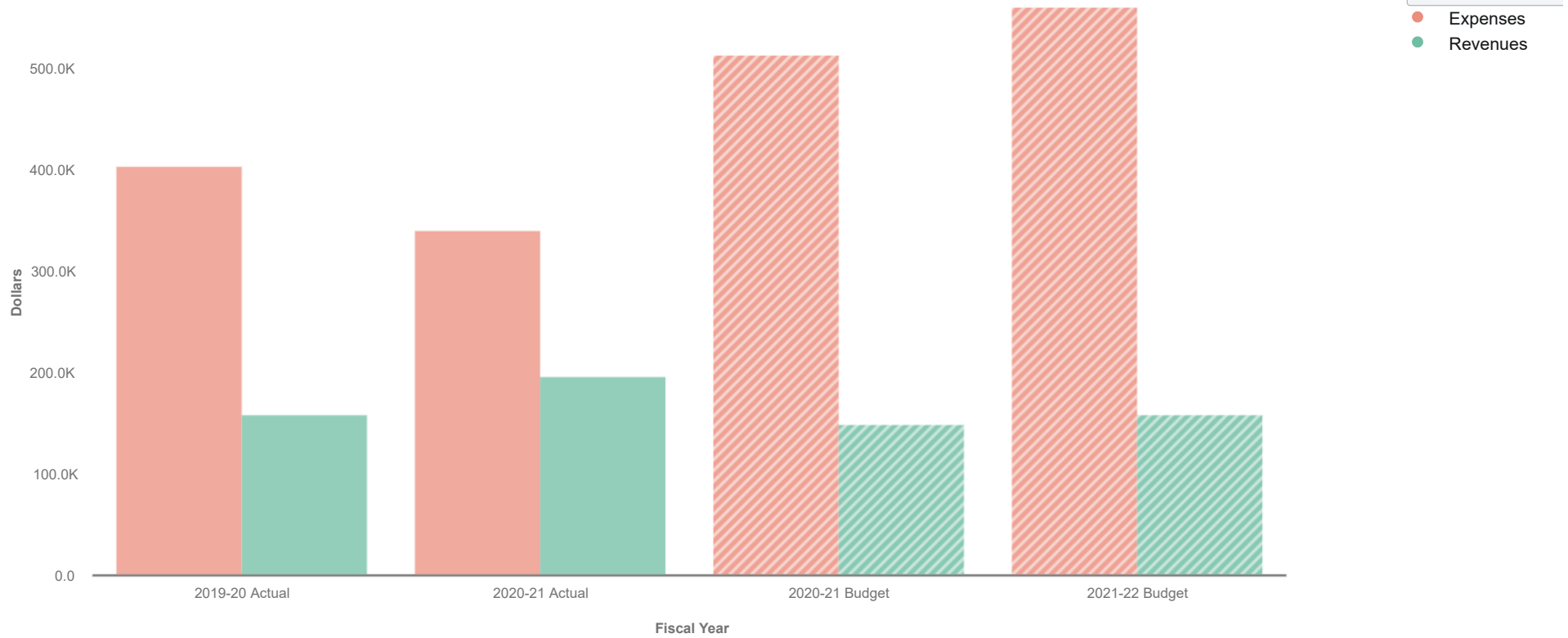
Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
<b>Revenues</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>▼ Expenses</b>	12,497	14,951	22,006	11,471
<b>► Services and Supplies</b>	9,435	10,776	13,573	3,255
<b>► Salaries &amp; Benefits</b>	3,062	4,175	8,433	8,216
<b>Revenues Less Expenses</b>	\$ -12,497	\$ -14,951	\$ -22,006	\$ -11,471

# 0. 2021-22 Recommended Budget

3. Building Inspector 100-27-252



## Visualization



Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 159,059	\$ 196,404	\$ 150,000	\$ 159,000
▶ Licenses, Permits & Franchises	79,383	99,303	80,000	82,000
▶ Charges for Services	79,676	97,102	70,000	77,000
▼ Expenses	405,088	341,316	514,735	560,691
▶ Salaries & Benefits	312,156	264,828	399,859	421,334
▶ Services and Supplies	92,932	70,078	114,876	139,357
▶ Capital Outlay	0	6,410	0	0
<b>Revenues Less Expenses</b>	<b>\$ -246,029</b>	<b>\$ -144,912</b>	<b>\$ -364,735</b>	<b>\$ -401,691</b>

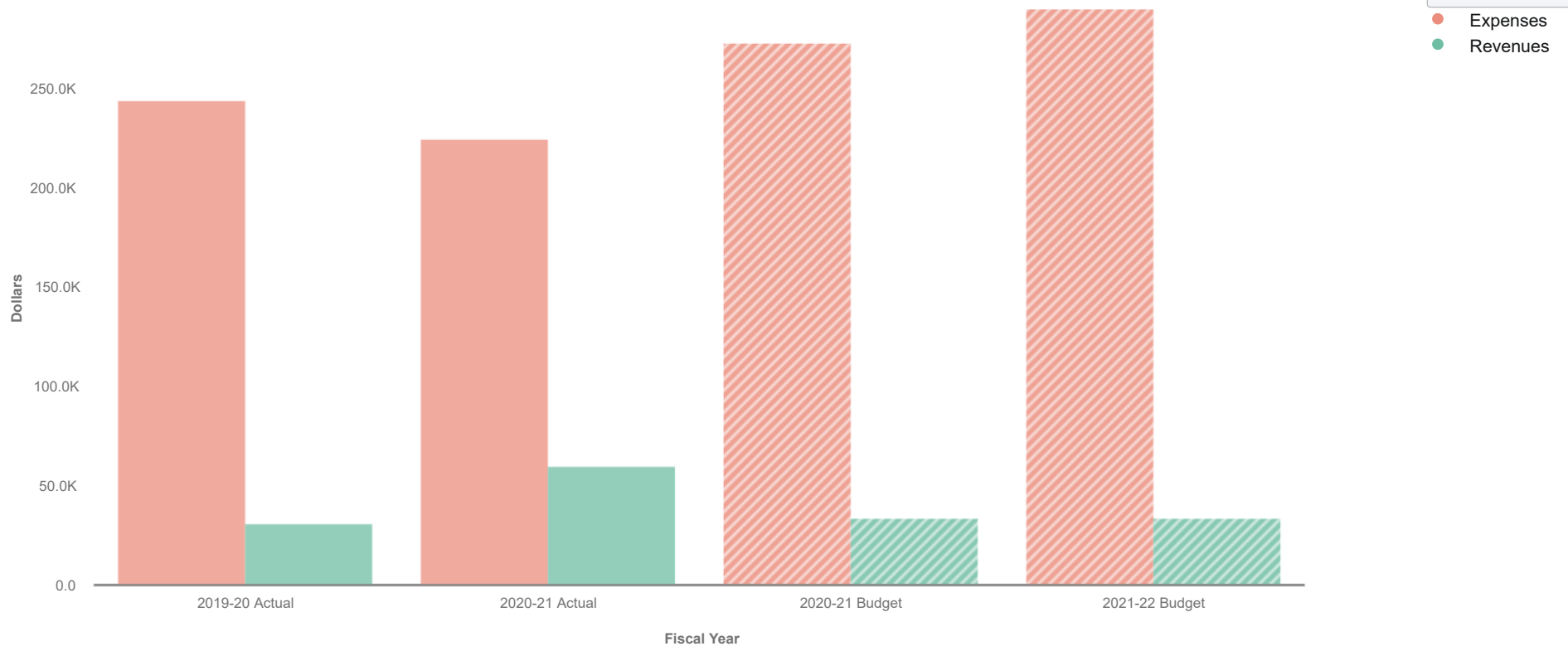
# 0. 2021-22 Recommended Budget

4. Code Enforcement 100-27-252



## Visualization

Sort **Large to Small**



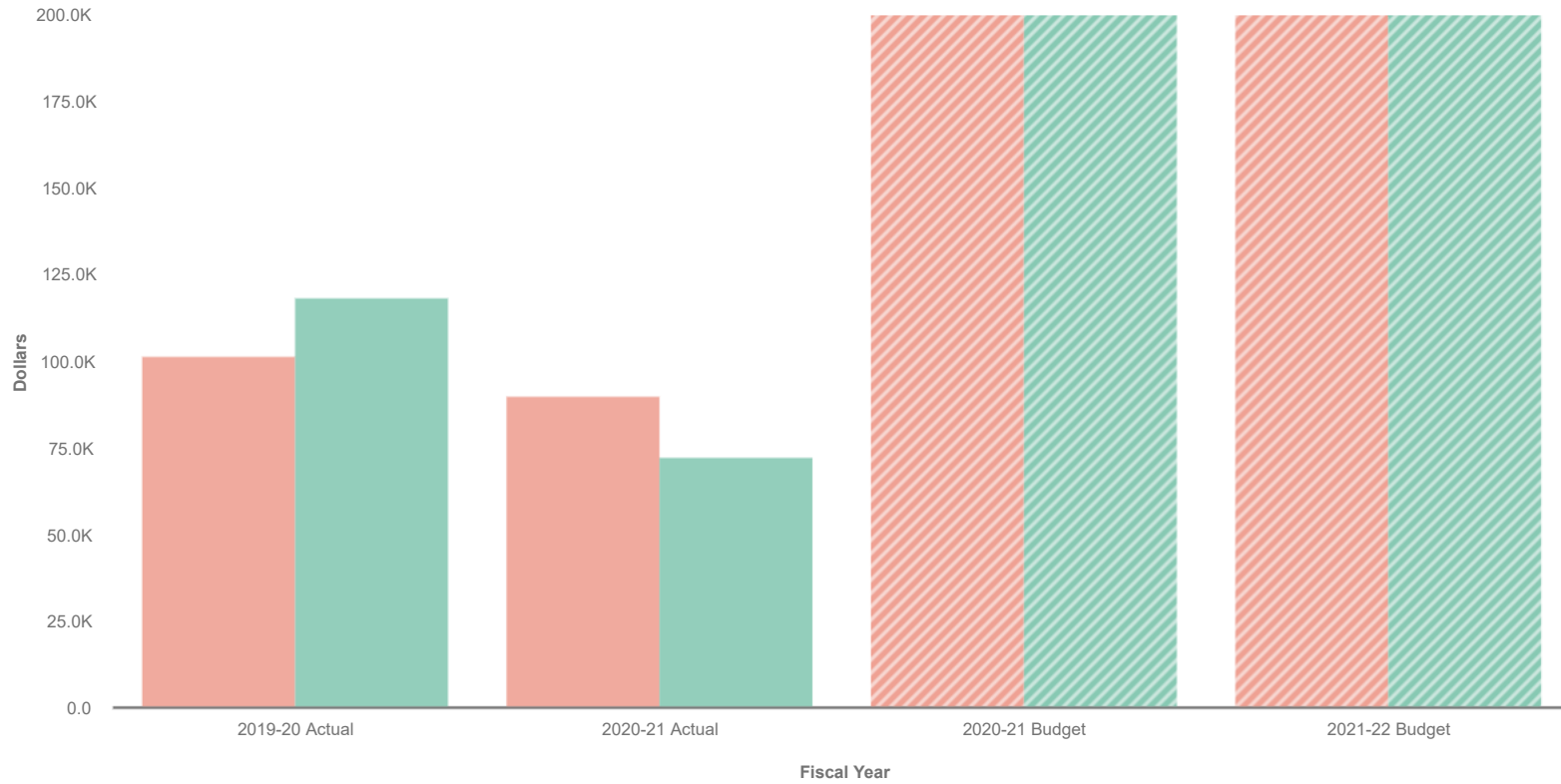
Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
<b>▼ Revenues</b>	\$ 30,945	\$ 60,130	\$ 33,800	\$ 33,800
▶ Intergovernmental	25,000	50,000	25,000	25,000
▶ Licenses, Permits & Franchises	4,708	4,463	4,000	4,000
▶ Charges for Services	1,238	5,666	4,800	4,800
<b>▼ Expenses</b>	244,306	224,841	272,988	289,889
▶ Salaries & Benefits	222,461	202,270	249,882	258,785
▶ Services and Supplies	21,845	22,571	23,106	31,104
<b>Revenues Less Expenses</b>	\$ -213,361	\$ -164,711	\$ -239,188	\$ -256,089

# 0. 2021-22 Recommended Budget

5. Geothermal Monitoring 107-27-194



## Visualization



Sort **Large to Small**

- Expenses
- Revenues

Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
<b>▼ Revenues</b>	\$ 118,786	\$ 72,495	\$ 200,000	\$ 200,000
▶ <b>Miscellaneous Revenues</b>	118,786	72,495	200,000	200,000
<b>▼ Expenses</b>	101,570	90,063	200,000	200,000
▶ <b>Capital Outlay</b>	101,570	90,063	200,000	200,000
<b>Revenues Less Expenses</b>	\$ 17,216	\$ -17,568	\$ 0	\$ 0

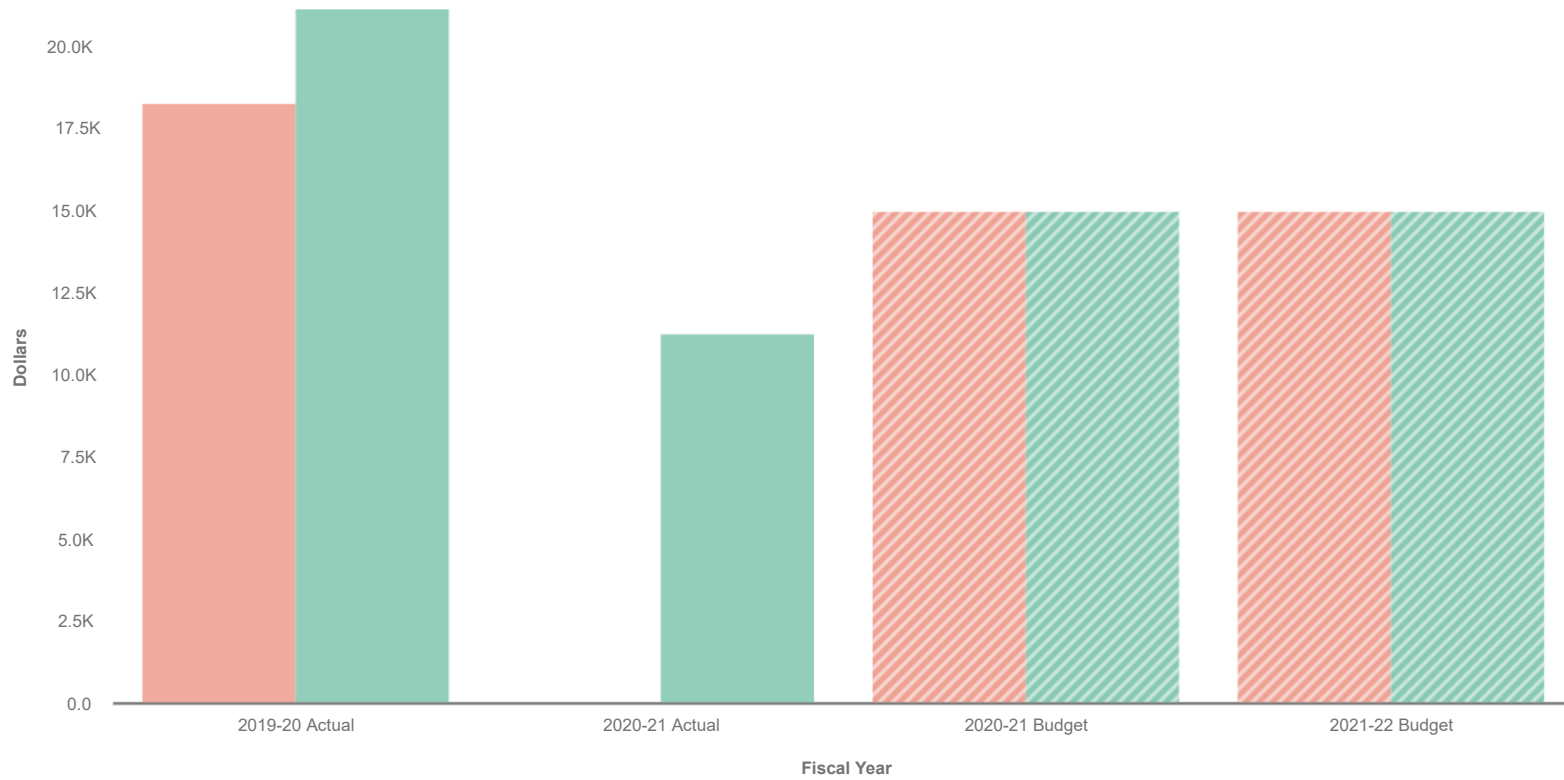
Data filtered by Types, GEOTHERMAL, PUBLIC PROTECTION-OTHER, GEOTHERMAL, No Project and exported on June 2, 2021. Created with OpenGov

# 0. 2021-22 Recommended Budget

6. Housing Development 100-27/17-251



## Visualization



Sort Large to Small

- Revenues
- Expenses

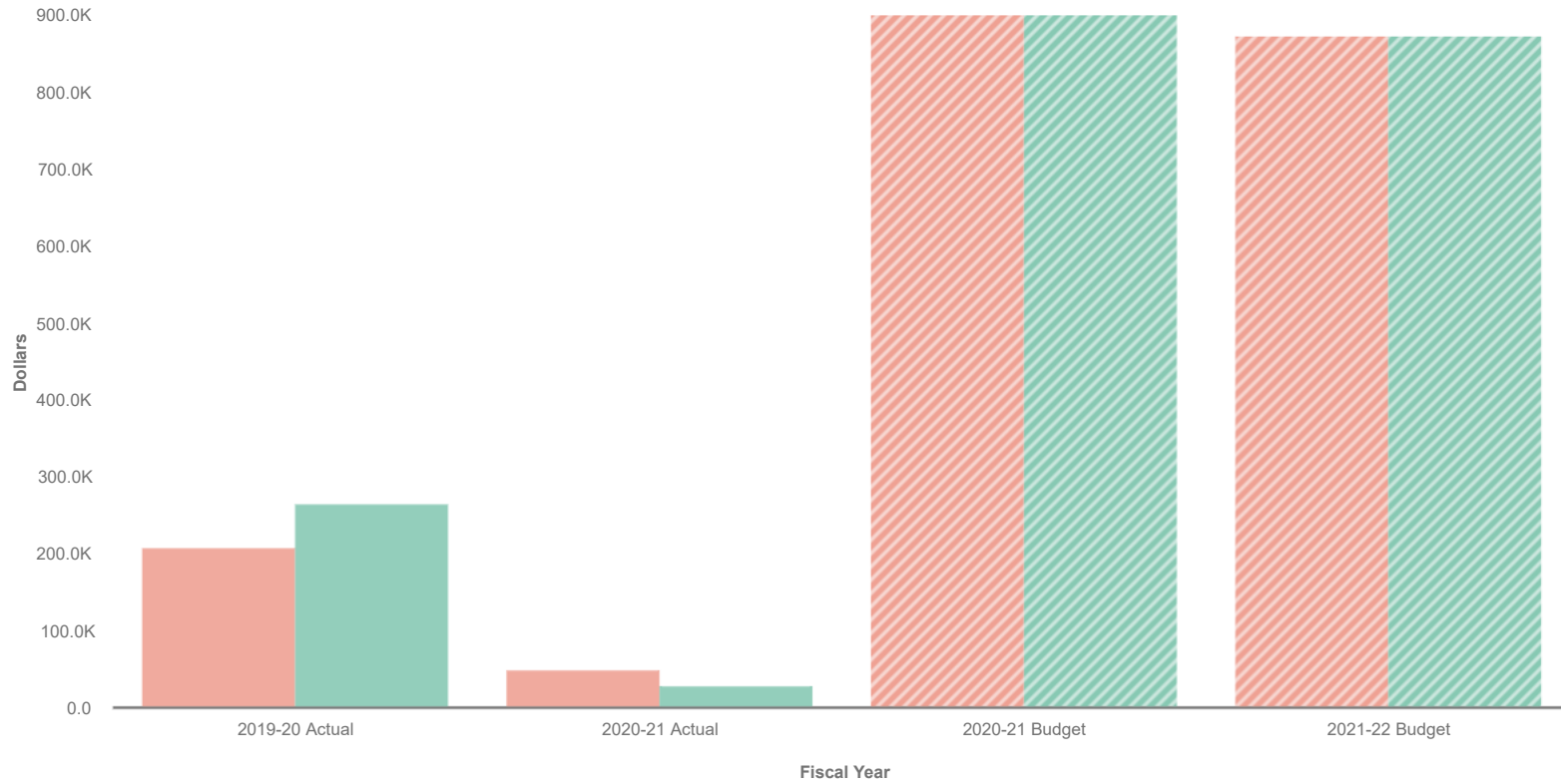
Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 21,115	\$ 11,250	\$ 15,000	\$ 15,000
▶ Interest & Rents	15,000	11,250	15,000	15,000
▶ Transfers In	6,115	0	0	0
▼ Expenses	18,291	0	15,000	15,000
▶ Services and Supplies	6,349	0	15,000	15,000
▶ Salaries & Benefits	11,942	0	0	0
<b>Revenues Less Expenses</b>	<b>\$ 2,824</b>	<b>\$ 11,250</b>	<b>\$ 0</b>	<b>\$ 0</b>

# 0. 2021-22 Recommended Budget

7. CDBG and HOME Grants 185-00-000



## Visualization



Sort **Large to Small**

- Revenues
- Expenses

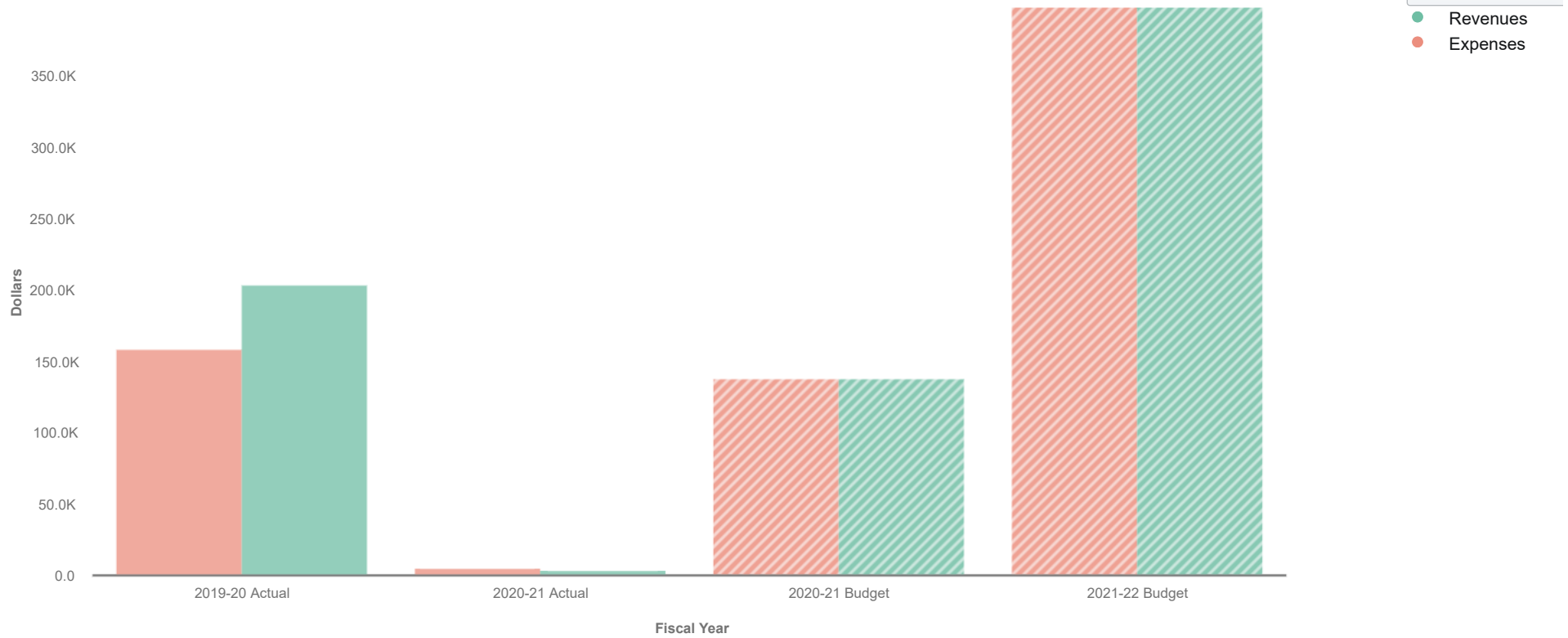
Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 265,674	\$ 29,393	\$ 900,000	\$ 874,484
▶ Intergovernmental	266,858	29,921	900,000	874,484
▶ Interest & Rents	-1,184	-528	0	0
▼ Expenses	209,493	50,511	900,000	874,484
▶ Services and Supplies	203,377	47,793	891,278	865,762
▶ Salaries & Benefits	0	2,718	8,722	8,722
▶ Transfers Out	6,115	0	0	0
<b>Revenues Less Expenses</b>	<b>\$ 56,181</b>	<b>\$ -21,118</b>	<b>\$ 0</b>	<b>\$ 0</b>

# 0. 2021-22 Recommended Budget

8. CDD Grants 187-27-250



## Visualization



Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
<b>▼ Revenues</b>	\$ 203,913	\$ 3,534	\$ 138,414	\$ 398,414
▶ Intergovernmental	204,461	2,891	138,414	398,414
▶ Interest & Rents	-547	643	0	0
<b>▼ Expenses</b>	158,953	5,230	138,414	398,414
▶ Services and Supplies	139,899	4,164	108,414	348,414
▶ Salaries & Benefits	19,054	1,066	30,000	50,000
<b>Revenues Less Expenses</b>	\$ 44,960	\$ -1,696	\$ 0	\$ 0

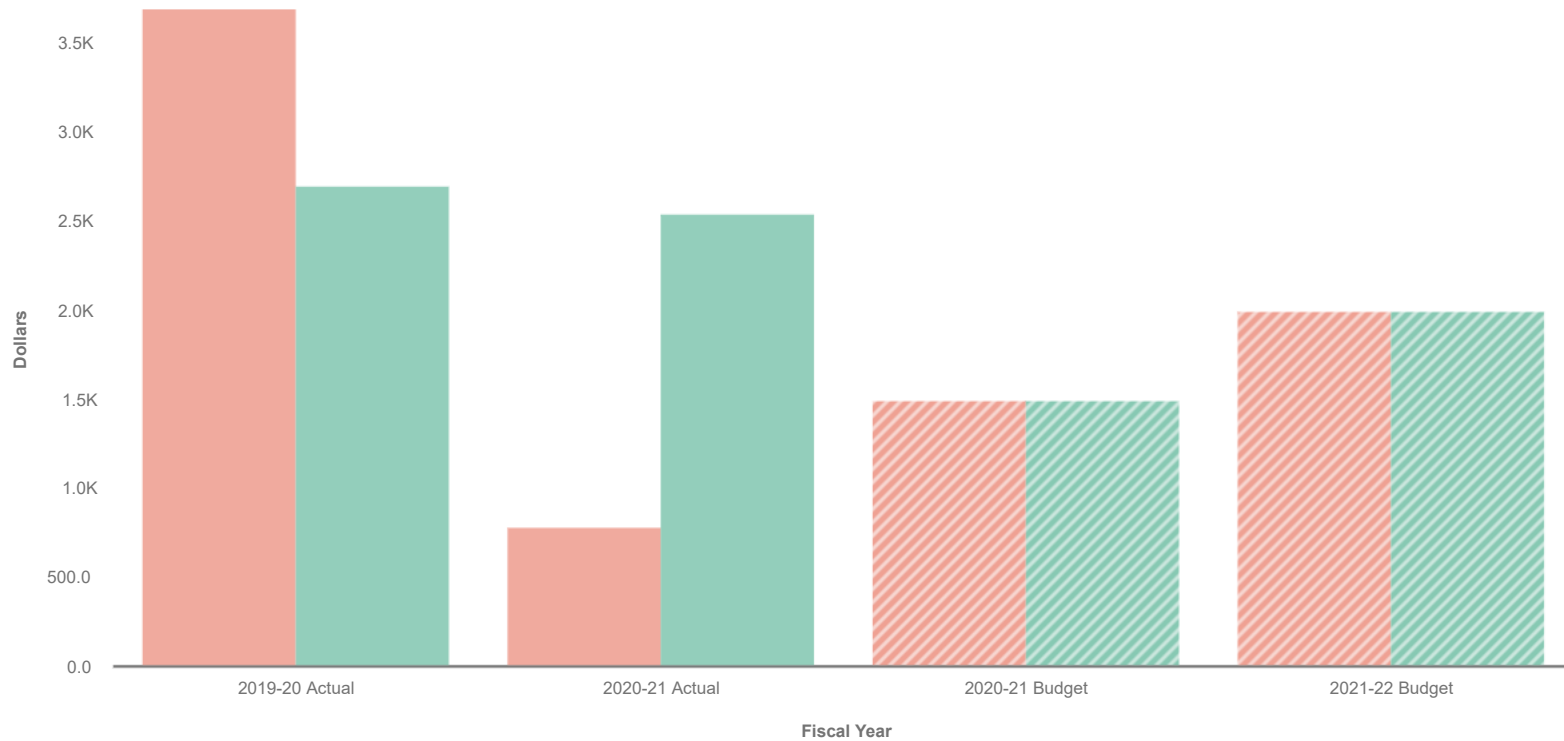


# 0. 2021-22 Recommended Budget

9. CASP 148-27-255



## Visualization



Sort Large to Small

- Revenues
- Expenses

Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 2,705	\$ 2,548	\$ 1,500	\$ 2,000
▶ Charges for Services	2,640	2,521	1,500	2,000
▶ Interest & Rents	64	27	0	0
▶ Expenses	3,691	789	1,500	2,000
<b>Revenues Less Expenses</b>	<b>\$ -986</b>	<b>\$ 1,759</b>	<b>\$ 0</b>	<b>\$ 0</b>

Data filtered by Types, CASp (Certified Access Specialist Program), PUBLIC PROTECTION-OTHER, BUILDING INSPECTOR, No Project and exported on June 2, 2021. Created with OpenGov