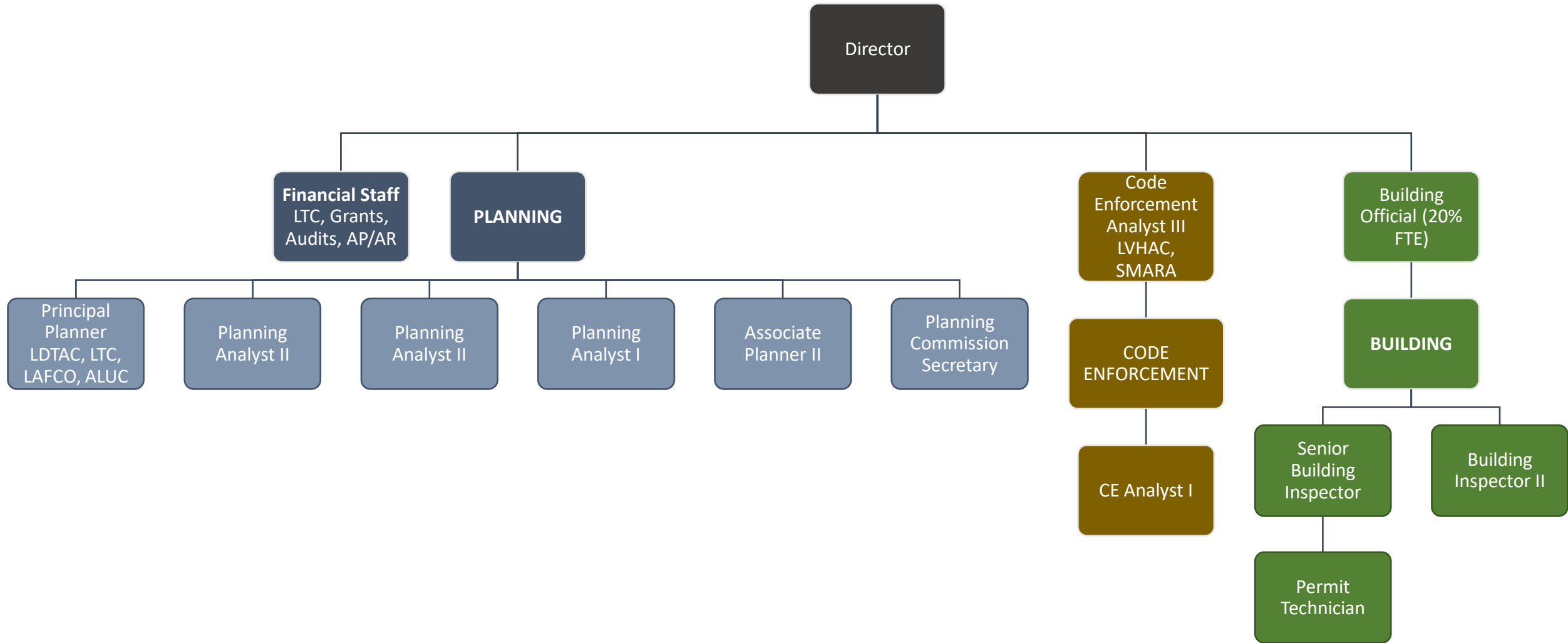




# Community Development

## Departmental Organizational Chart



# COMMUNITY DEVELOPMENT DEPARTMENT

## Core Services

		Mandated?				Mandated?	
<b>1</b>	<b>Maintain an up-to-date General Plan</b>	Maintain current General Plan Elements (7 mandated)	Y	<b>2</b>	<b>Implement General Plan</b>	Process/maintain/monitor Specific Plans, subdivisions, planning permits and approvals. CIP	Y
		Studies/plans required by law and to update the General Plan in response to legislation	Y			Respond to land use issues with a legal nexus	Y
		Studies/plans to update the General Plan in response to community/ political issues and best practices	N			Respond to community/political land use issues within authority and consistent with GP policies	N
		Maintain/support required commissions: Planning Commission, ALUC, LVHAC, OVGA, etc.	Y			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	<b>4</b>	<b>Local Agency Formation Commission (LAFCO)</b>	Process annexations/changes in district boundaries	Y
		Maintain & Implement Regional Transportation Plan	Y			Respond to issues within LAFCO law and authority	Y
		Implement Regional Transportation Improvement Program and MOU projects	Y			Maintain up-to-date boundaries and spheres of influence	Y
		Respond to transportation requirements, laws, and issues	Y/N			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	<b>6</b>	<b>Customer Service</b>	Provide one-stop shop for clerk, tax and other N. County services	N
		When requested, assist with CEQA compliance for County projects	Y			Provide one-stop shop for permit review (Land Development Technical Advisory Committee)	N
		Monitor and review CEQA on other projects outside of County's purview	N			Provide one-stop shop for building permit processing	N
			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	<b>8</b>	<b>Collaboration &amp; Regional Initiatives</b>	Convene & participate in committees and engage with state and federal partners	N
		Follow best practices for community engagement and empowerment	N			Work collaboratively across departments to deliver customer service and County services	N
		Facilitate complex processes with communities to foster consensus around difficult planning issues	N			Engage in projects and programs with other agencies, departments, and entities	N
		Accurately represent community feedback to decision makers	N				
<b>9</b>	<b>Code Compliance</b>	Respond to violations threatening public health & safety	Y	<b>10</b>	<b>Building Division</b>	Manage building permit process to ensure compliance with CA Building Code	Y
		Respond to citizen complaints about violations	Y			Perform field inspections to ensure compliance with CBC	Y
		Assist other departments with compliance issues (e.g., TOT)	Y			Stop unauthorized and/or unpermitted construction work	Y
		Monitoring of permit and/or project conditions, including LVHAC	Y			Collaborate with other entities to ensure Mono County and Special District regulations are met	Y

<b>1</b> <b>1</b>	<b>Staff Development and Training</b>	Participate in technical training opportunities 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

# COMMUNITY DEVELOPMENT

## *Planning & Transportation*

### DEPARTMENT 250

#### DEPARTMENT MISSION STATEMENT

Provide efficient, responsive, and innovative public service through teamwork.

#### DEPARTMENTAL (or Division) OVERVIEW

The Planning Division provides the services specified in Government Code §65103, including processing land use development applications pursuant to the General Plan and other adopted regulations and engaging in long-range community-based planning to develop policies and regulations that support development compatible with local communities and environmental values. The Planning Division serves as lead agency under the California Environmental Quality Act (CEQA) for applications, conducts studies on and prepares plans for specialized topics as needed, and 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), Collaborative Planning Team (CPT), Bi-State Sage-Grouse committees, Housing Authority and Owens Valley Groundwater Authority (OVGA). The Division also staffs commissions and committees under Mono County's authority, including the Planning Commission, Regional Planning Advisory Committee (RPAC), Land Development and Technical Advisory Committee (LDTAC), and provides South County services for the Clerk Recorder office and Tax Collector.

#### CHALLENGES, ISSUES and OPPORTUNITIES

The main challenge to the department is the capacity to process workload and a steep learning curve for a relatively young staff. State requirements related to mandated General Plan elements and changes, CEQA evaluation, and planning procedures have been increasing significantly over the past few years, resulting in outdated planning documents. In addition, the development cycle is currently very hot and both the number and controversial nature of applications, which consume a tremendous amount of staff time, typically mean work must be prioritized and some projects will be delayed. The complexity of projects, especially those that are controversial, requires significant previous experience to manage and results in supervisory oversight limitations. Other than increasing staffing, the only available solution is to prioritize, set reasonable expectations, and then work hard to meet those expectations. The opportunity is that the current young staff is sharp, motivated and doing a fantastic job, and provide a strong and bright future for the department.

#### 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; assist with project development; respond to inquiries, public assistance request, and inter-departmental and interagency collaboration/coordination.
- **Long-Range Planning:** General Plan updates, maintenance, and environmental review; development of policies and regulations; special studies and projects.
- **Public Engagement & Collaboration:** Support and manage the previously mentioned commissions and committees.

- **Transportation Planning:** Manage the Local Transportation Commission and transportation projects and funding jointly with the Town of Mammoth Lakes and the Mono County Public Works Department.

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

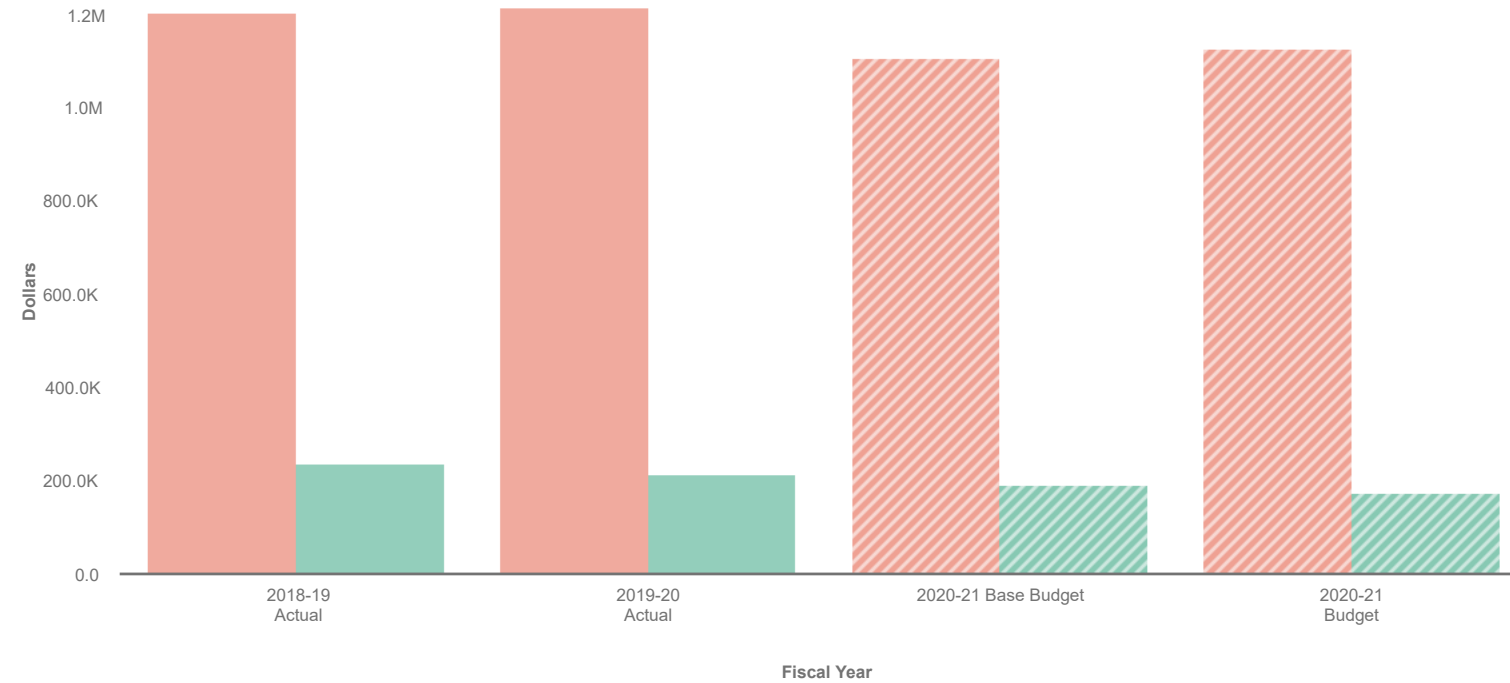
The Planning Division Goal for FY 20-21 is to continue delivering our mission statement and core services and programs with professionalism, enthusiasm, and high-quality work. Performance measurements include the following:

- Remain within scope, on time, and within budget for grant projects, including the Walker Lake Water Transfer project, SB2 housing programs, and the June Lake Loop Active Transportation Plan.
- Within 30 days of receiving a development application, review for completeness and either accept the application at an LDTAC meeting or send an incomplete application notice detailing deficiencies.
- Within 30 days of accepting a development application, determine the appropriate type of environmental analysis that applies to the project.
- Meet 100% of applicable noticing requirements for every project.
- Hold the following minimum number of meetings to provide for collaboration and community engagement:
  - Six RPAC meetings in the Antelope Valley, Bridgeport Valley, Mono Basin and June Lake, and two in Long Valley and Tri-Valley.
  - Six Planning Commission meetings
  - Three Collaborative Planning Team meetings
  - 18 LDTAC meetings
  - Eight Local Transportation Commission meetings
- Complete an Annual General Plan Update, update the Safety Element and Accessory Dwelling Unit policies as mandated by state law, and complete a new Environmental Justice Element as mandated by state law.
- Initiate and complete at least 50%:
  - Update the County's greenhouse gas emissions inventory
  - Complete a vehicle miles traveled analysis to streamline CEQA analysis for future projects

# 1. Planning & Transportation 100-27-250



## Visualization



Sort **Large to Small**

- Expenses
- Revenues

Expand All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▼ Revenues	\$ 238,803	\$ 216,189	\$ 191,000	\$ 176,000
▶ Charges for Services	211,182	202,528	166,000	166,000
▶ Intergovernmental	17,289	13,662	25,000	10,000
▶ Transfers In	10,332	0	0	0
▼ Expenses	1,206,647	1,214,617	1,108,032	1,128,230
▶ Salaries & Benefits	951,571	988,942	891,982	848,476
▶ Services and Supplies	255,076	225,674	216,050	279,754
<b>Revenues Less Expenses</b>	<b>\$ -967,844</b>	<b>\$ -998,428</b>	<b>\$ -917,032</b>	<b>\$ -952,230</b>

Data filtered by Types, GENERAL FUND, PUBLIC PROTECTION-OTHER, PLANNING & TRANSPORTATION, No Project and exported on July 29, 2020. Created with OpenGov

**COMMUNITY DEVELOPMENT**  
*Planning Commission*  
**DEPARTMENT 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 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 the third Thursday of each month at 10 a.m. in the Supervisors Chambers at the County Courthouse, Bridgeport, with meetings video-conferenced to Town/County Conference Room in Mammoth Lakes, with additional or special meetings called on an as-needed basis to ensure timely processing. The Commission can also travel to and conduct hearings/meetings in communities to encourage public involvement in locally relevant planning decisions. 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 is not in the favor of the majority of 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, such as cannabis legalization, sustainable groundwater management plans, and planning efforts by the US Forest Service and Bureau of Land Management.

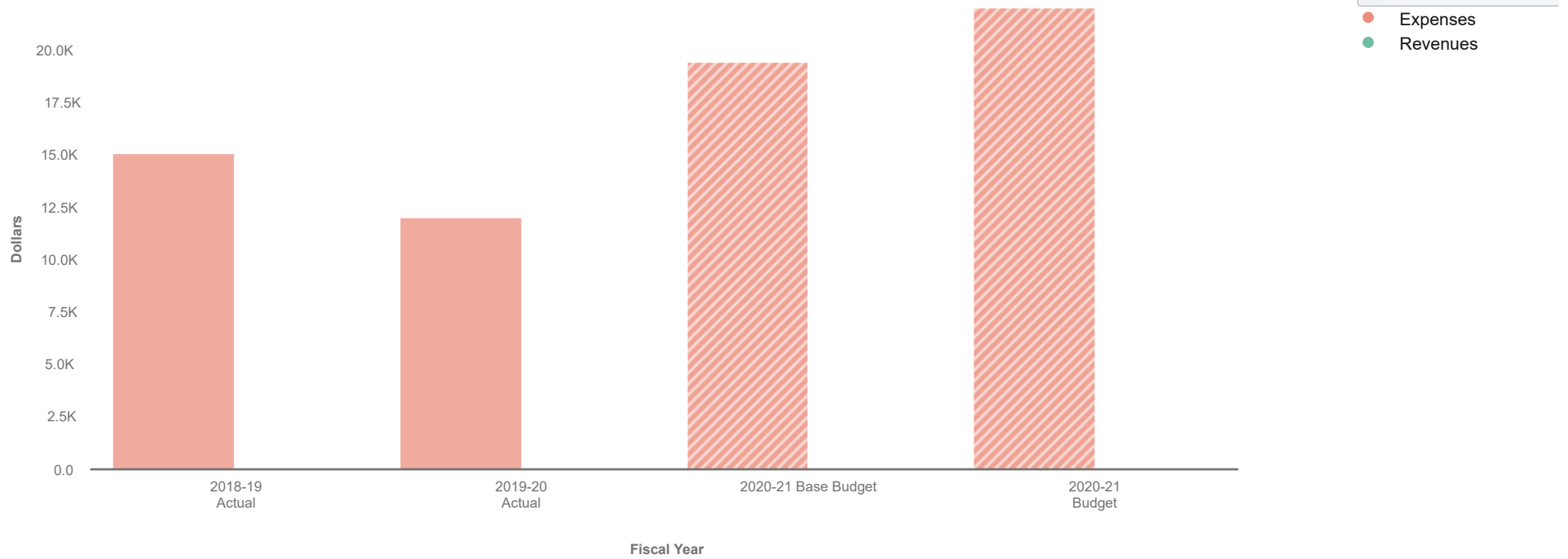
**DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021**

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

## 2. Planning Commission 100-27-253



### Visualization



Collapse All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
<b>Revenues</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>▼ Expenses</b>	15,096	12,017	19,440	22,006
<b>► Services and Supplies</b>	11,205	8,955	14,273	13,573
<b>► Salaries &amp; Benefits</b>	3,892	3,062	5,167	8,433
<b>Revenues Less Expenses</b>	\$ -15,096	\$ -12,017	\$ -19,440	\$ -22,006

Data filtered by Types, GENERAL FUND, PUBLIC PROTECTION-OTHER, PLANNING COMMISSION, No Project and exported on July 28, 2020. Created with OpenGov



**COMMUNITY DEVELOPMENT**  
*Building Division*  
**DEPARTMENT 255**

**DEPARTMENT MISSION STATEMENT**

1. To serve as a partner to citizens who undertake construction projects within Mono County. These citizens include first and foremost the individual, but also the development and business communities.
2. To use our knowledge and expertise to guide, instruct, and direct our citizens through the development process as smoothly and expeditiously as possible.
3. To protect the current and future residents of Mono County through consistent and judicious application of the governing codes.

**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**

The main challenges include permitting infrastructure and resources, staffing levels, and the general politics that accompany a regulatory mandate. To reduce permitting infrastructure costs, an effort was made a few years ago to convert to different software but the impact of processing inefficiencies on staff time outweighed the cost savings. The plan set scanner is also obsolete, and the current budget includes funding for a replacement. The division has covered the lack of a full-time Building Official with solid teamwork, internal expertise, and minimal contracting, and the current budget continues to propose the same. Finally, the mandates and perceived burden of the building code can result in public negativity toward the department, and the staff has done remarkably well addressing concerns and issues with professionalism and empathy, typically generating more compliments than complaints.

**CORE SERVICE AND PROGRAM DESCRIPTION**

- **Building plan check services:** Coordinate 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.
- **Building inspection services:** Provide for next-day inspections countywide.
- **High-quality customer service:** Includes timely responses, technical assistance, coordination with staff from different departments, in-house plan reviews, etc. Mono County staff can respond to technical issues, but does not engage in designing projects.
- **Staff the Building Appeals Board.**
- **Collaborate:** Participate in Land Development Technical Advisory Committee (LDTAC) meetings, review permit language to ensure consistency with building codes, and participate in policy development as applicable.

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

The Building Division Goal for FY 20-21 is to continue delivering our mission statement and core services and programs with professionalism, enthusiasm, and high-quality work. Performance measurements include the following:

- Initial building permit plan check completed within 30 days of complete submittal.
- Back-checks on building permit plan checks completed within 10 working days.
- 100% of timely inspection requests scheduled for the next business day.
- Routing of plan check assignments within five business days of receipt of application.
- Complete to 50%: Development of prescriptive designs for Accessory Dwelling Units by participating in SB2 grant implementation

### 3. Building Inspector - 100-27-255



Visualization



Sort Large to Small

- Expenses
- Revenues

Collapse All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
<b>▼ Expenses</b>	\$ 363,820	\$ 392,591	\$ 504,125	\$ 514,736
▶ Salaries & Benefits	270,852	302,617	381,194	399,860
▶ Services and Supplies	92,968	89,974	122,931	114,876
<b>▼ Revenues</b>	177,036	159,059	150,000	150,000
▶ Licenses, Permits & Franchises	100,506	79,383	80,000	80,000
▶ Charges for Services	76,530	79,676	70,000	70,000
<b>Revenues Less Expenses</b>	\$ -186,784	\$ -233,532	\$ -354,125	\$ -364,736

Data filtered by Types, GENERAL FUND, Function/Activity, BUILDING INSPECTOR, No Project and exported on July 28, 2020. Created with OpenGov

**COMMUNITY DEVELOPMENT**  
*Code Enforcement Division*  
**DEPARTMENT 252**

**DEPARTMENT MISSION STATEMENT**

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

**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 voluntary compliance, can become time consuming for staff. The number of cases, especially with the addition of COVID-19, and the attempt to educate and problem-solve prior to issuing violation notices are also time consuming. Other than increasing staffing, the only available solution is to prioritize, set reasonable expectations, and then work hard to meet those 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).

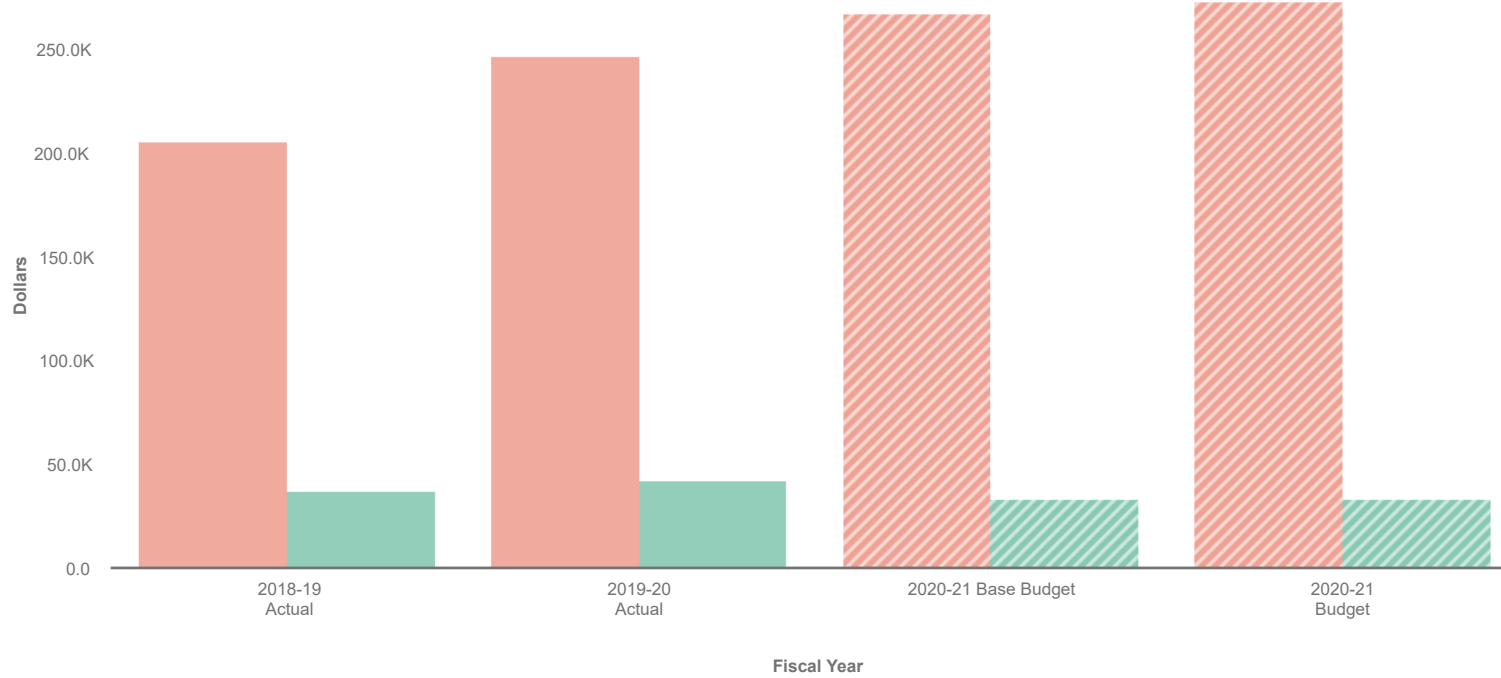
### **DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021**

- Review 100% of business license applications.
- Hold at least one LVHAC meeting
- Perform 100% of CASGEM monitoring and report to DWR.
- Process and make a determination on all Short-Term Rental Activity Permit renewals by October 31.
- Process and make a determination on all Cannabis Operation Permit renewals by October 31.

# 4. Code Enforcement 100-27-252



## Visualization



Sort **Large to Small**

- Expenses
- Revenues

Collapse All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
<b>▼ Revenues</b>	\$ 37,432	\$ 42,554	\$ 33,800	\$ 33,800
▶ Intergovernmental	25,000	25,000	25,000	25,000
▶ Licenses, Permits & Franchises	5,309	4,708	4,000	4,000
▶ Charges for Services	3,713	1,238	4,800	4,800
▶ Miscellaneous Revenues	2,000	10,250	0	0
▶ Interest & Rents	1,411	1,359	0	0
<b>▼ Expenses</b>	206,298	247,111	268,008	272,988
▶ Salaries & Benefits	190,083	225,903	248,342	249,882
▶ Services and Supplies	16,215	21,208	19,666	23,106
<b>Revenues Less Expenses</b>	\$ -168,865	\$ -204,557	\$ -234,208	\$ -239,188

Data filtered by Types, Funds, CODE ENFORCEMENT and exported on July 28, 2020. Created with OpenGov

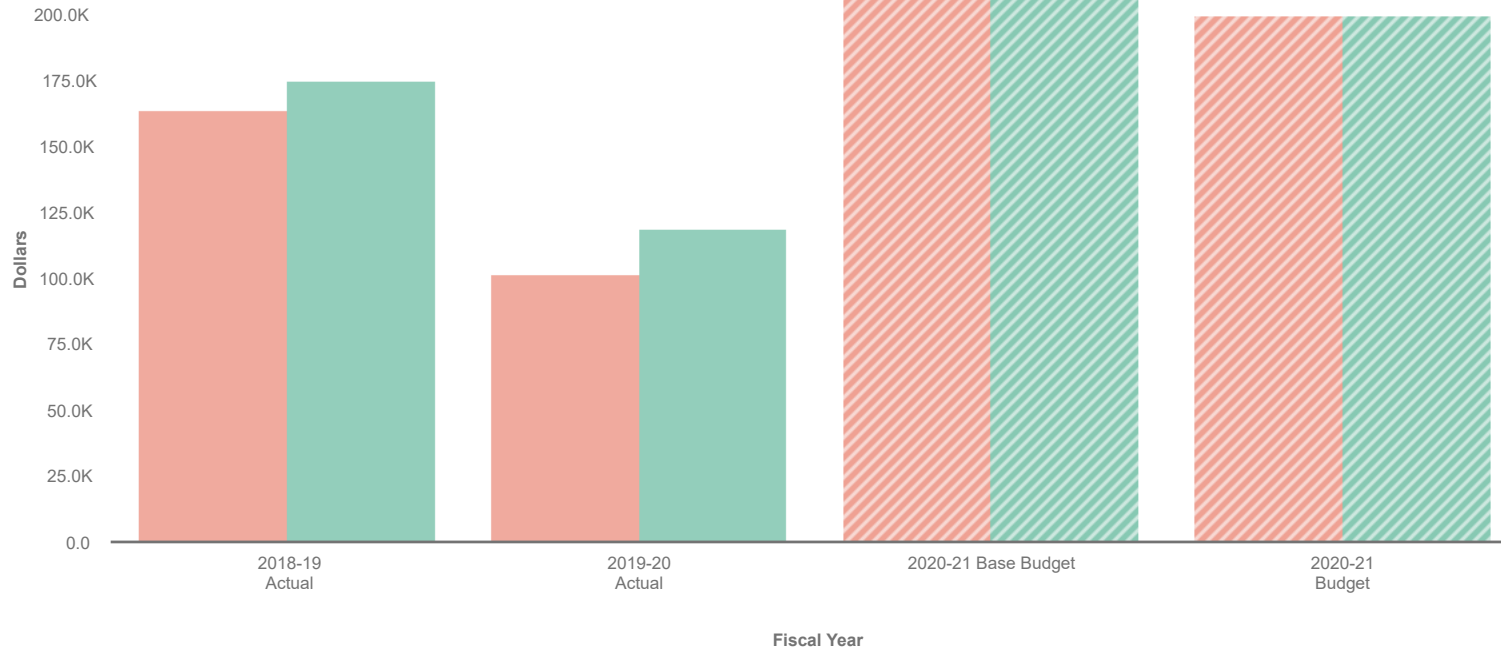
# 5. Geothermal Monitoring 107-27-194



## Visualization

Sort **Large to Small**

- Revenues
- Expenses



Expand All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▶ Revenues	\$ 175,294	\$ 118,786	\$ 214,580	\$ 200,000
▶ Expenses	164,115	101,570	214,580	200,000
<b>Revenues Less Expenses</b>	<b>\$ 11,179</b>	<b>\$ 17,216</b>	<b>\$ 0</b>	<b>\$ 0</b>

Data filtered by Types, GEOTHERMAL, No Project and exported on July 28, 2020. Created with OpenGov

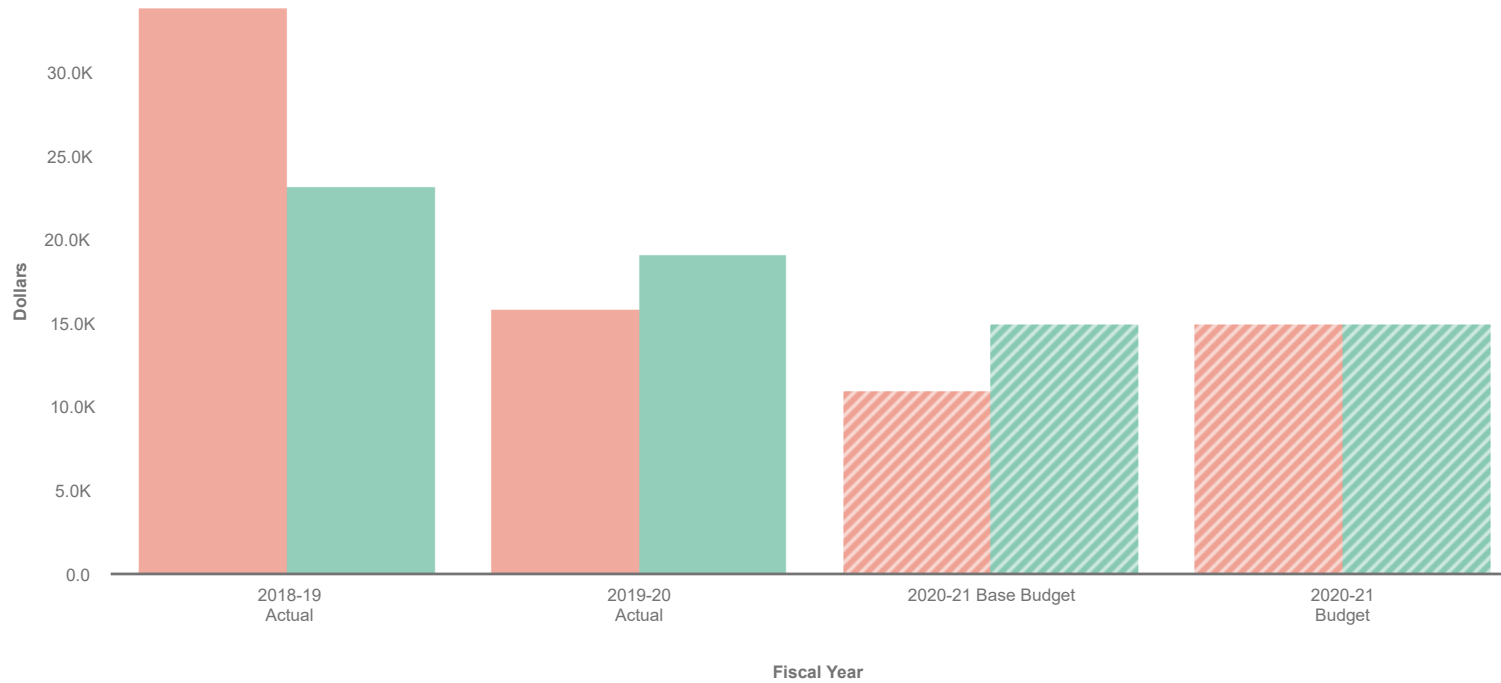
# 6. Housing Development 100-27-251



## Visualization

Sort **Large to Small**

- Expenses
- Revenues



Expand All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▼ Revenues	\$ 23,244	\$ 19,188	\$ 15,000	\$ 15,000
▶ Interest & Rents	18,750	15,000	15,000	15,000
▶ Transfers In	4,494	4,188	0	0
▼ Expenses	33,879	15,869	11,000	15,000
▶ Services and Supplies	12,439	6,225	11,000	15,000
▶ Salaries & Benefits	21,441	9,644	0	0
<b>Revenues Less Expenses</b>	<b>\$ -10,635</b>	<b>\$ 3,319</b>	<b>\$ 4,000</b>	<b>\$ 0</b>

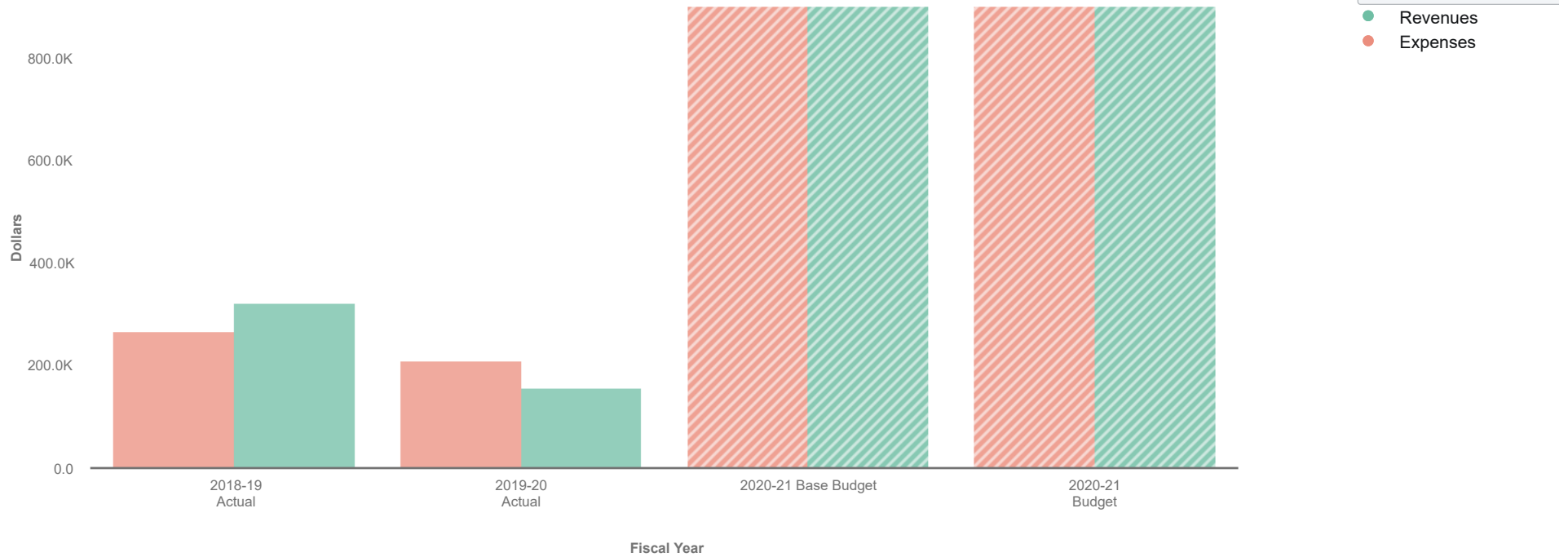
Data filtered by Types, GENERAL FUND, Function/Activity, HOUSING DEVELOPMENT, No Project and exported on July 28, 2020. Created with OpenGov



# 7. CDBG HOME Grant 185-00-000



## Visualization



Sort **Large to Small**

- Revenues
- Expenses

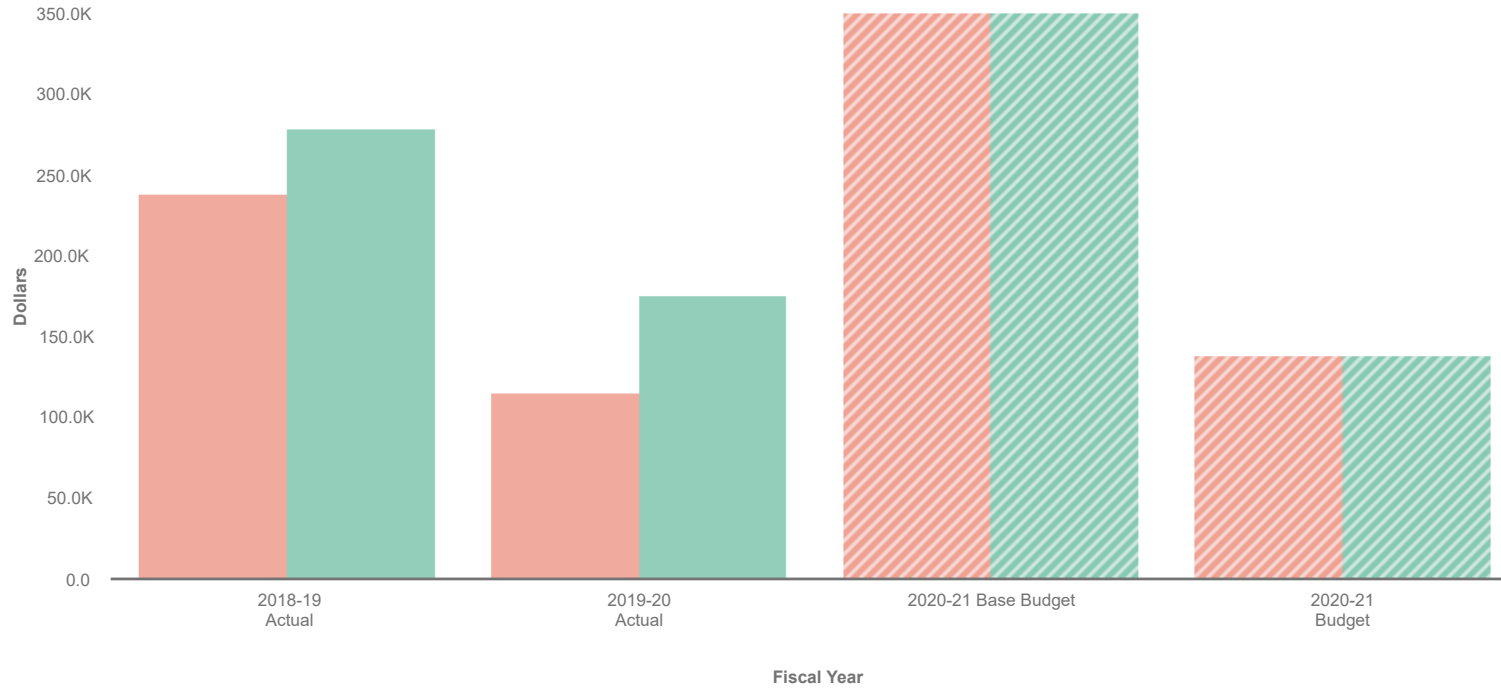
Expand All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▼ Revenues	\$ 322,006	\$ 156,768	\$ 900,000	\$ 900,000
▶ Intergovernmental	323,165	157,435	900,000	900,000
▶ Interest & Rents	-1,159	-667	0	0
▼ Expenses	268,048	209,493	900,000	900,000
▶ Services and Supplies	253,222	203,377	891,278	891,278
▶ Transfers Out	14,826	6,115	0	0
▶ Salaries & Benefits	0	0	8,722	8,722
<b>Revenues Less Expenses</b>	<b>\$ 53,958</b>	<b>\$ -52,725</b>	<b>\$ 0</b>	<b>\$ 0</b>

Data filtered by Types, HOME/CDBG Fund, No Project and exported on July 28, 2020. Created with OpenGov

## 8. CDD Grants 187-27-250



### Visualization



Sort **Large to Small**

- Revenues
- Expenses

Expand All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▸ Revenues	\$ 279,238	\$ 175,471	\$ 350,000	\$ 138,414
▸ Expenses	238,219	115,308	350,000	138,414
<b>Revenues Less Expenses</b>	<b>\$ 41,019</b>	<b>\$ 60,163</b>	<b>\$ 0</b>	<b>\$ 0</b>

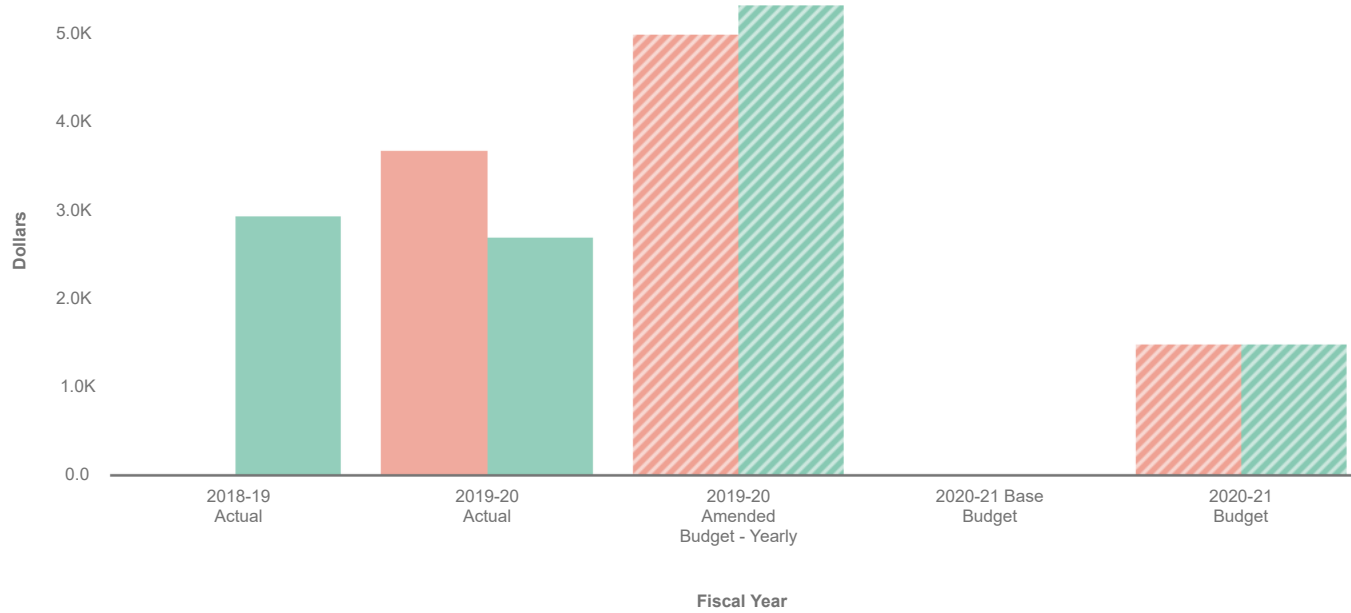
Data filtered by Types, Comm Dev Grants Fund, No Project and exported on July 28, 2020. Created with OpenGov

# 9. CASP 148-27-255



## Visualization

Sort **Large to Small**



Collapse All	2018-19 Actual	2019-20 Actual	2019-20 Amended Budget - Yearly	2020-21 Base Budget	2020-21 Budget
<b>▼ Revenues</b>	\$ 2,948	\$ 2,701	\$ 5,321	\$ 0	\$ 1,500
▶ Charges for Services	2,948	2,640	1,500	0	1,500
▶ Transfers In	0	0	3,821	0	0
▶ Interest & Rents	0	61	0	0	0
<b>▼ Expenses</b>	0	3,691	5,000	0	1,500
▶ Services and Supplies	0	3,691	5,000	0	1,500
<b>Revenues Less Expenses</b>	\$ 2,948	\$ -990	\$ 321	\$ 0	\$ 0

Data filtered by Types, CASp (Certified Access Specialist Program), PUBLIC PROTECTION-OTHER, BUILDING INSPECTOR, No Project and exported on August 20, 2020. Created with OpenGov