

August 1, 2023
Regular Meeting

Item # 7f.
Department
Overview -
Community
Development

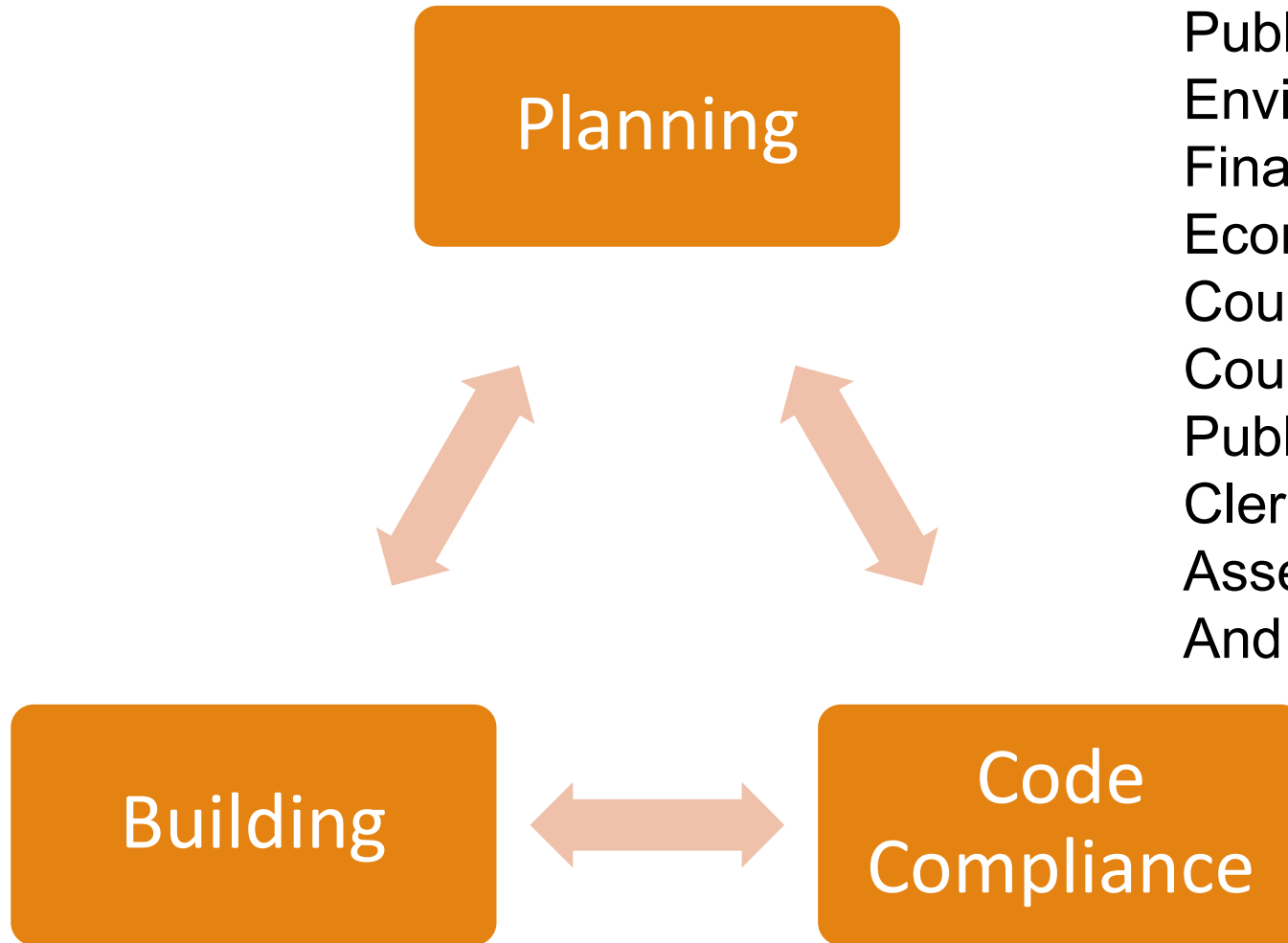
Community Development Department

BOARD OF SUPERVISORS

AUGUST 1, 2023



Team Community Development



Plus:

Public Works

Environmental Health

Finance

Economic Development

County Counsel

County Admin Officer

Public Health

Clerk/Recorder

Assessor

And so on...

Team Community Development

Wendy Sugimura

Deanna Tuetken

Heidi Willson

Brent Calloway

Rob Makoske

Laura Stark

Kelly Karl (part time)

Scott Burns (part time, retired annuitant)

Gerry LeFrancois (part time, retired annuitant)

Contract staff: Bauer, MIG

~3 Planners vacant, 0.8 Building vacant

Nick Criss

Derrick Hug (leaving 9/29)

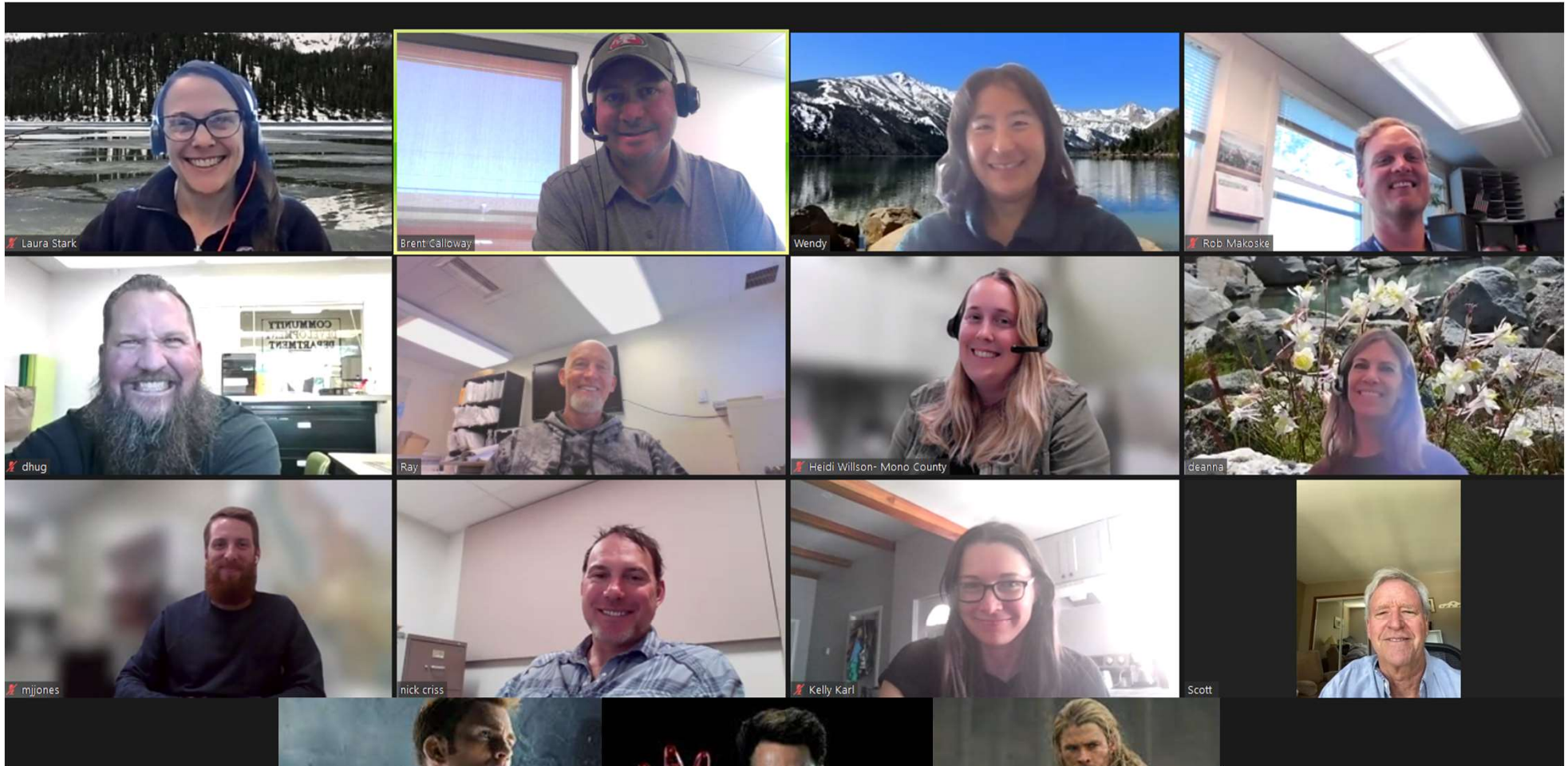
Michael Jones

Ray Flagg

Tom Perry (part time)

Jim Shoffner

Team Community Development



Tom Perry

Gerry LeFrancois

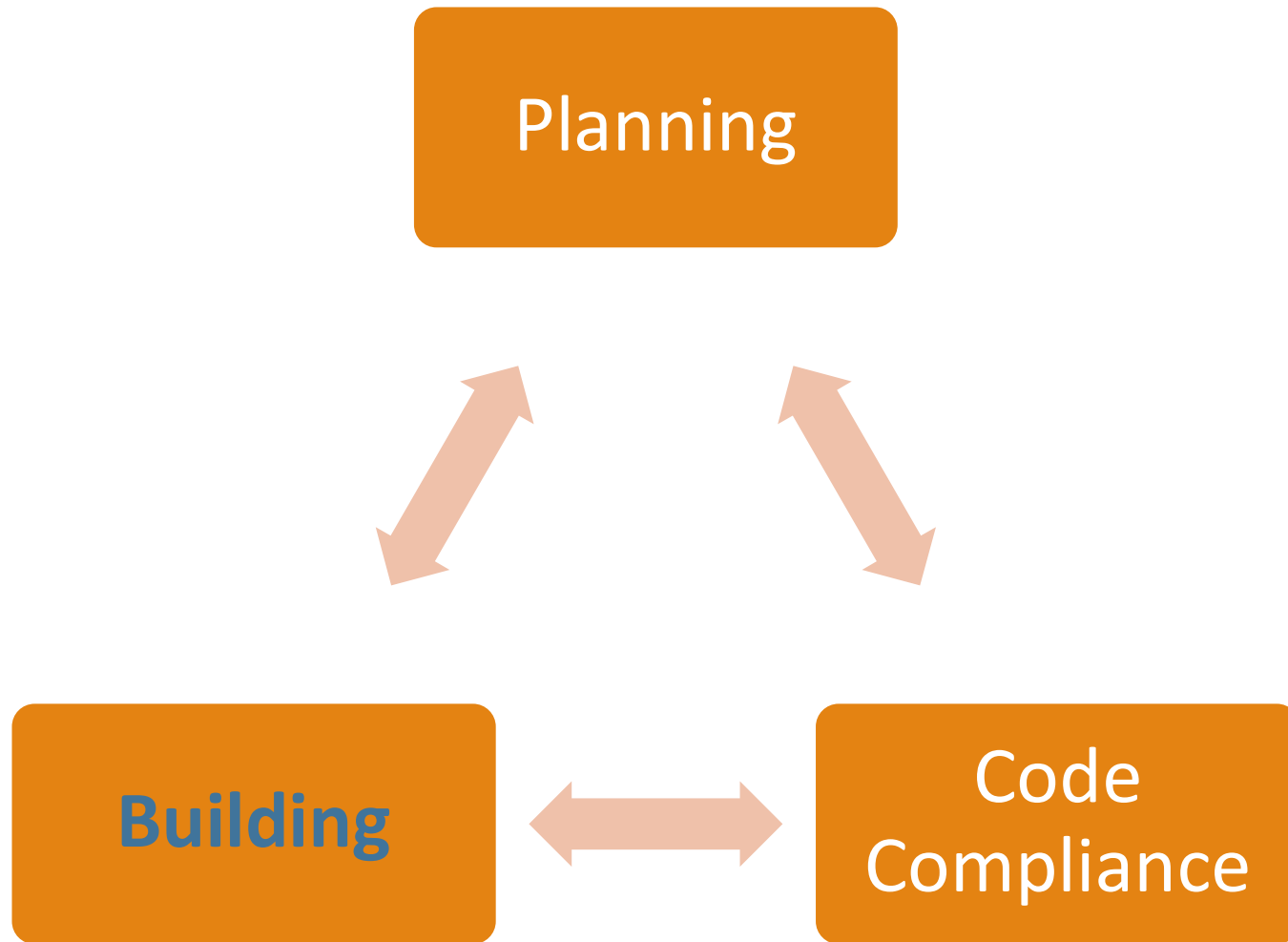
Jim Shoffner

Principles

Provide efficient, responsive and innovative public service through teamwork.

- Customer service
- Teamwork & collaboration = relationships
- Problem solving beyond regulation
- Community-based planning and development
- Efficiency, and quality over quantity
- Long-range consequences
- Lead by example and take responsibility
- Geographic convenience

Team Community Development



Building Division

*Partners in
Building a Safer
Community*

- Building Permits
- Public safety in the built environment
- Housing safety
- Limitation on exposure to legal liability
- Assistance with the “process”
- Construction Appeals Board
- Winter Storm structural safety
- Prescriptive designs for Accessory Dwelling Units – can be used in the Town of Mammoth Lakes also
 - FY 23-24 budget: Update designs consistent with new building codes

Building Permits

Enforce California Building Code on private lands

Collect Housing Mitigation Fees

No jurisdiction on state or federal lands, except...

- USFS “invites” the County to issue building permits and inspect, and requires permits of lessees

Building Permit Statistics

2022 calendar year:

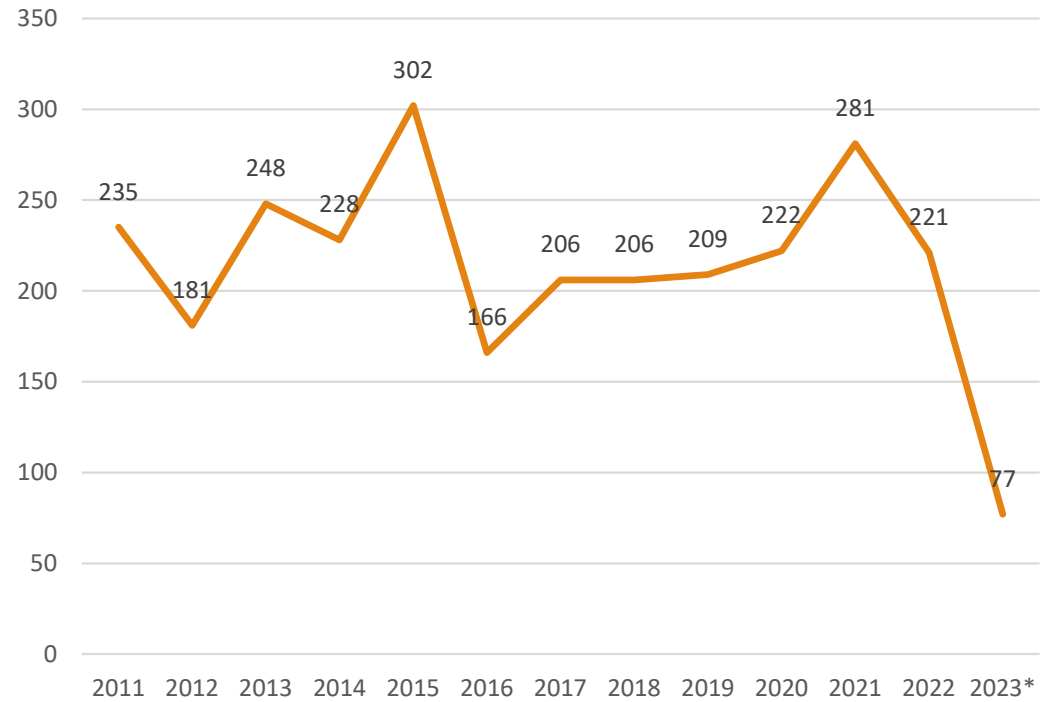
- 221 permits – decrease of 21%
 - 42 single-family residences – 35% increase
 - 17 permits (or 40%) were manufactured homes
- \$17.2 million valuation – increase of 39%

Coordinate with: Public Works, Environmental Health, special districts (water, sewer, fire), CalFire

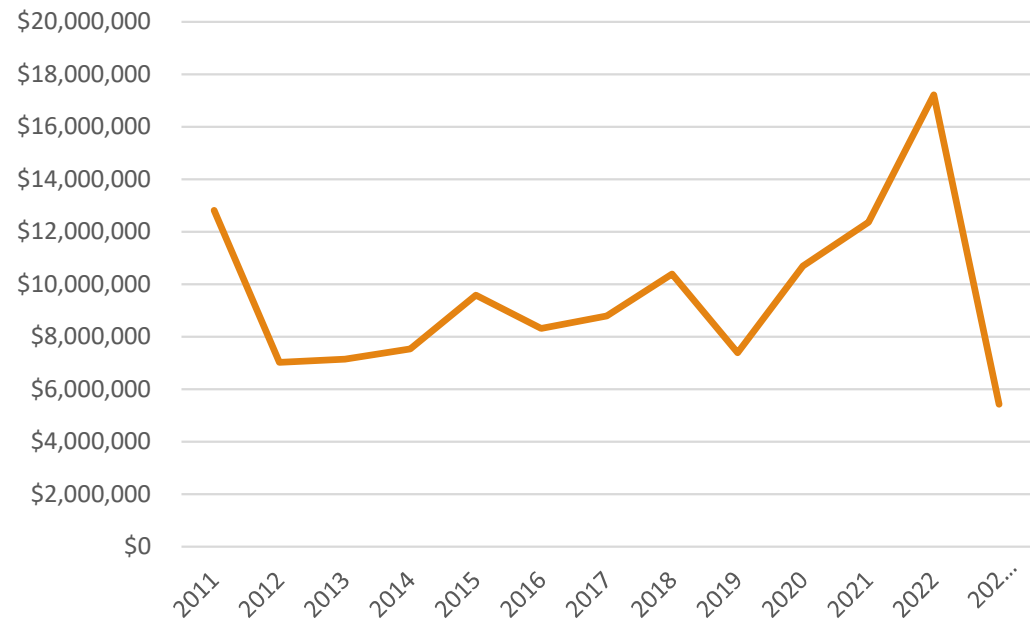
Permits Issued

2011-2023 Year to date

Permit Issued



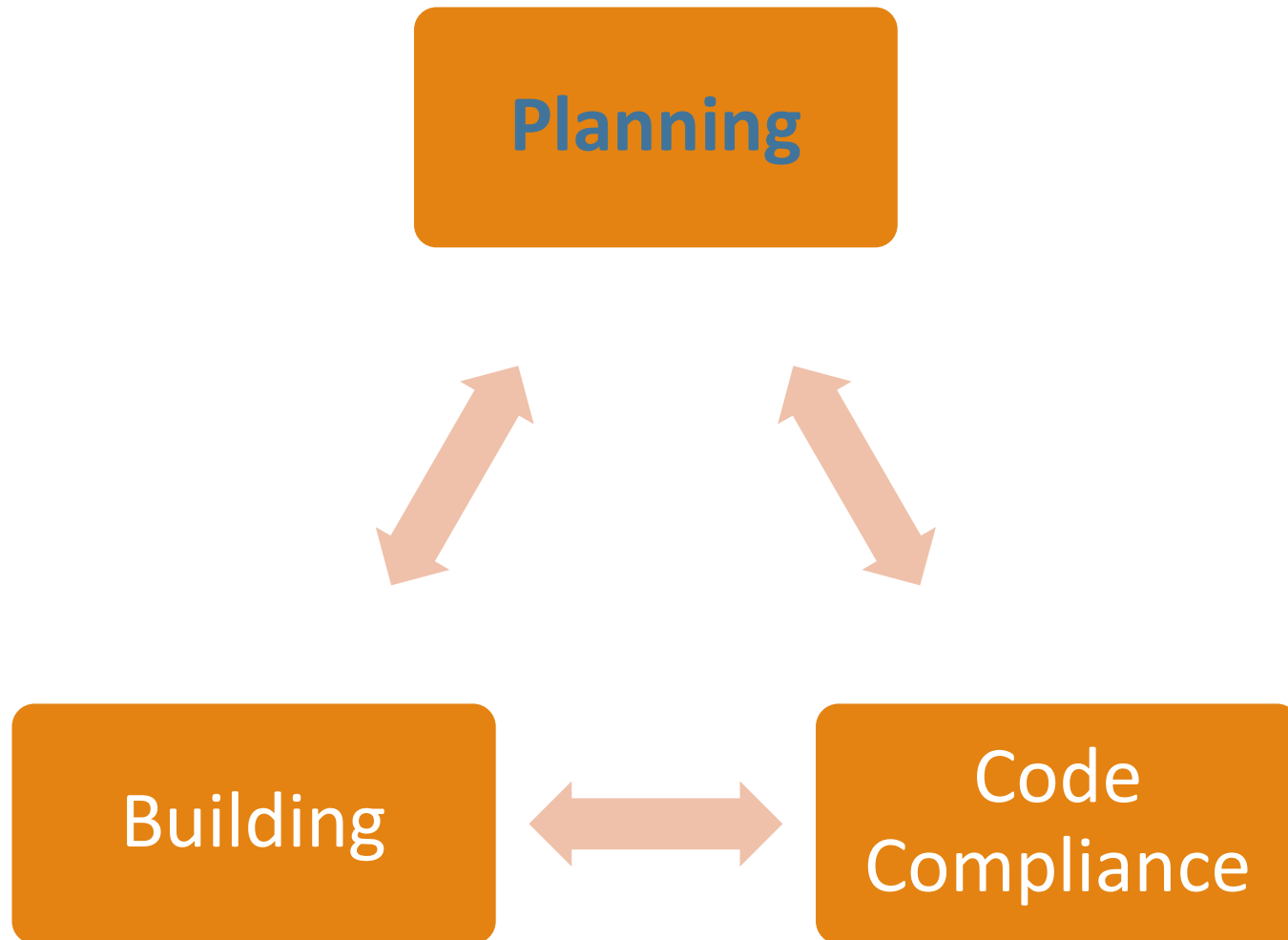
Permits Issued - Valuation



Housing Mitigation Fees

- Housing Mitigation Ordinance (HMO) effective February 10, 2020.
- \$161,726.48 collected as of June 2023.
- Two fees waived through Director Review permits prohibiting short-term rentals in the new unit(s).
- One fee waived through income qualification.

Team Community Development



Planning Division

1. Commissions & Committees
 - Local Transportation Commission
 - Local Agency Formation Commission
2. Current Planning: Future development on private parcels
3. Advanced/Long-Term Planning: General Plan policies & special projects

Commissions & Committees

*97 Brown Act
meetings
(average 8/month)*

- Planning Commission
- Regional Planning Advisory Committees
- ***Local Transportation Commission (LTC)***
- Land Development Technical Advisory Committee (LDTAC)
- Collaborative Planning Team
- Housing Authority
- ***Local Agency Formation Commission (LAFCO)***
- Long Valley Hydrologic Advisory Committee (LVHAC)
- Wheeler Crest Design Review Committee (WCDRC)

Local Transportation Commission

- Independent agency together with the Town of Mammoth Lakes
- 11 meetings: Coordination and administration
- Caltrans coordination: state policy, priorities & projects
- Community outreach on transportation matters
- Maintain Regional Transportation Plan / unmet transit needs
- Track and capture funding sources
- Vehicle Miles Traveled study and California Environmental Quality Act streamlining
- June Lake Loop Active Transportation Plan
- Memorandum of Understanding (MOU) projects coordination
- West Walker River Parkway Plan (and other trails projects) – Public Works
- Multiple roads projects – Public Works

Local Agency Formation Commission

*Implement State
policy on local
agency
boundaries*

- Independent agency
- Tightened up budgeting & use of reserves
- Fielded an unusually high number of inquiries
- Updating and revising 26 municipal service reviews

Customer Service

Development Inquiries

Land Development Technical Advisory Committee

- Preapplication consultation – average 30 per year
- Planning, Building, Code Enforcement, Environmental Health, Public Works (engineering, easements, flood, grading, etc.)
- Parcel & Tract Maps (Subdivisions)
- Formal acceptance, recommendations and extensions

One-stop shop front counter service

- Planning & building permits
- Receive applications for: business licenses, marriage licenses, 'doing business as' licenses
- Receive property tax and other payments

Current Planning: FY 22-23

- 53 applications/projects processed
- General Plan Amendments = 4
- Variances = 3
- Use permits = 10
- Appeals = 4
- Cannabis Operations = 1 / Renewals = 4
- Short-Term Rental Renewals = 6
- Vacation Home Rental permits = 5
- Director Reviews = 13
- Lot line adjustments/mergers = 3

Advanced Planning

- **Community-based planning + GPAs**
- **Completed projects FY 22-23:**
 - Tracking Board of Forestry/CalFire update to state fire code regulations
 - Submitted grant application to update the Multi-Jurisdictional Hazard Mitigation Plan
 - Establish Wheeler Crest Design Review Committee as a Brown Act body
 - General Plan maintenance

Advanced Planning

Ongoing Projects

- General Plan maintenance
- Regional Transportation Plan maintenance and project programming
- Special District study to evaluate housing density increases
- Policy exploration: RVs as residences
- Initiate Hazard Mitigation Plan Update
- Sage-grouse conservation – Action Plan update
- Water: North County water transactions, Tri-Valley Groundwater model
- Support other studies/projects: Wildlife Crossing, biomass, complete streets projects, Towns to Trails, etc.
- Short-term rental study (budget policy item)
- Other Housing: participate in program development as needed, grant assistance – Permanent Local Housing Allocation, California Development Block Grant, Regional & Local Early Action Planning grants

California Environmental Quality Act

2015 General Plan EIR → streamlining

Lead agency for current planning applications

Consult/advise on other County projects

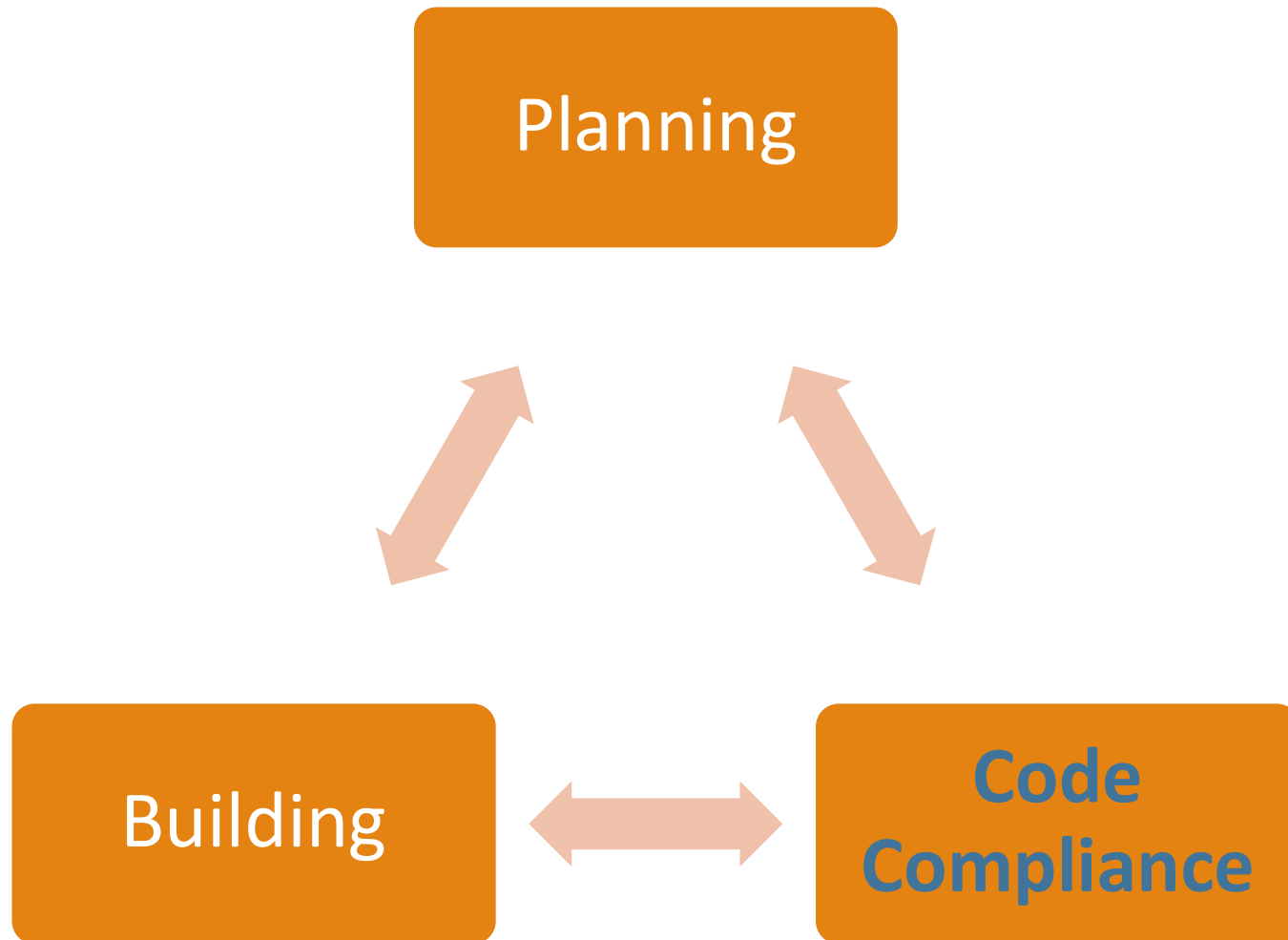
Exemptions and addendums – in house

“On-call” consultants for capacity & expertise

FY 22-23:

- Two Addendums
- Two 15183 streamline/tiered exemptions
- Three (mitigated) negative declarations

Team Community Development



Code Compliance Mission

...to preserve, protect and enhance the unique scenic, historic, geologic and recreational aspects of our county to create a safe and desirable environment to live, work and play through compliance with the Mono County Codes.

Goals of the Division

- Increase public outreach and education
- Investigate citizen complaints
- Develop creative solutions to remedy violations
- Encourage voluntary compliance
- Utilize enforcement when voluntary compliance fails
- Assist with permit conditions to ensure feasible compliance
- Assist at the front counter in answering questions and reviewing application submittals
- Coordinate field inspections and field investigations with county staff across various departments

Code Compliance Functions

- Respond to complaints / enforce violations
- Issue Notices of Violation and Administrative Citations
- Surface Mining and Reclamation Act (SMARA)
- Vacation Home Rental permits
- Well monitoring for the California Statewide Groundwater Elevation Monitoring (CASGEM) program
- Well monitoring for geothermal projects and staff Long Valley Hydrologic Advisory Committee
- Annual renewals for cannabis and short-term rentals
- Attend Land Development Technical Advisory Committee (LDTAC)
- Review permit conditions and business license applications
- Assist with drafting General Plan policies and regulations & County ordinances

Land Use Violations



Code Compliance primarily enforces land use violations such as:

- Storage of junk or abandoned or inoperative vehicles
- Transient Rentals
- Signage
- Animal Standards
- Fire Safe Regulations
- Cannabis

Public Works Violations



Work closely with and enforce Public Works regulations such as:

- Grading Permit Conditions
- Grading Violations
- Encroachment Violations

Building & Health and Safety



- May perform enforcement for the Building Division and the Assessor
- Typically due to lack of response to Building Division warnings or correction notices

How do we respond to alleged violations?

1. Receive a written complaint.
2. Start a file.
3. Investigate complaint to make sure it is valid
4. Issue a Notice of Violation typically giving the property owner 30 days to correct violation unless it poses an immediate health or safety concern.
 - The initial goal is voluntary compliance.
5. If the property owner is responsive, we work with the owner to guide compliance efforts and grant extensions if needed as long as measurable progress is made.
6. If the property owner is nonresponsive or refuses to take action, enforcement proceedings will begin; i.e., issue an administrative citation, call for a public nuisance hearing, etc.

Complaint Case Load: FY 22-23

- 37 new complaints, closed/resolved 21
 - RV/illegal camping made up 35% of new cases
 - STR violations consisted of 13% of new cases
 - Building code violations were at 8% of new cases
 - The remaining consisted of other various code enforcement violations such as land use, animal, abandoned vehicles, grading, dark sky etc.
- Usually obtain successful compliance on 70-80%.
- At any given time, anywhere from 50 to 70 complaint files are being processed, many of which require ongoing monitoring.

Compliance Division Results

- 10 annual mine inspections
- 21 Notices of Violations issued
- 1 Administrative Citation issued
- 4 citations resolved/settled, one outstanding
- CASGEM groundwater measurements and recording
- Chaired LVHAC meetings
- Overseeing the transition of monitoring from USGS to McGinley and Associates
- 120 Business license reviews/approvals
- No open cannabis complaints

Budget Notes

Building:

- Budget includes cost of consultant to update Accessory Dwelling Unit prescriptive designs to comply with new building code cycle.

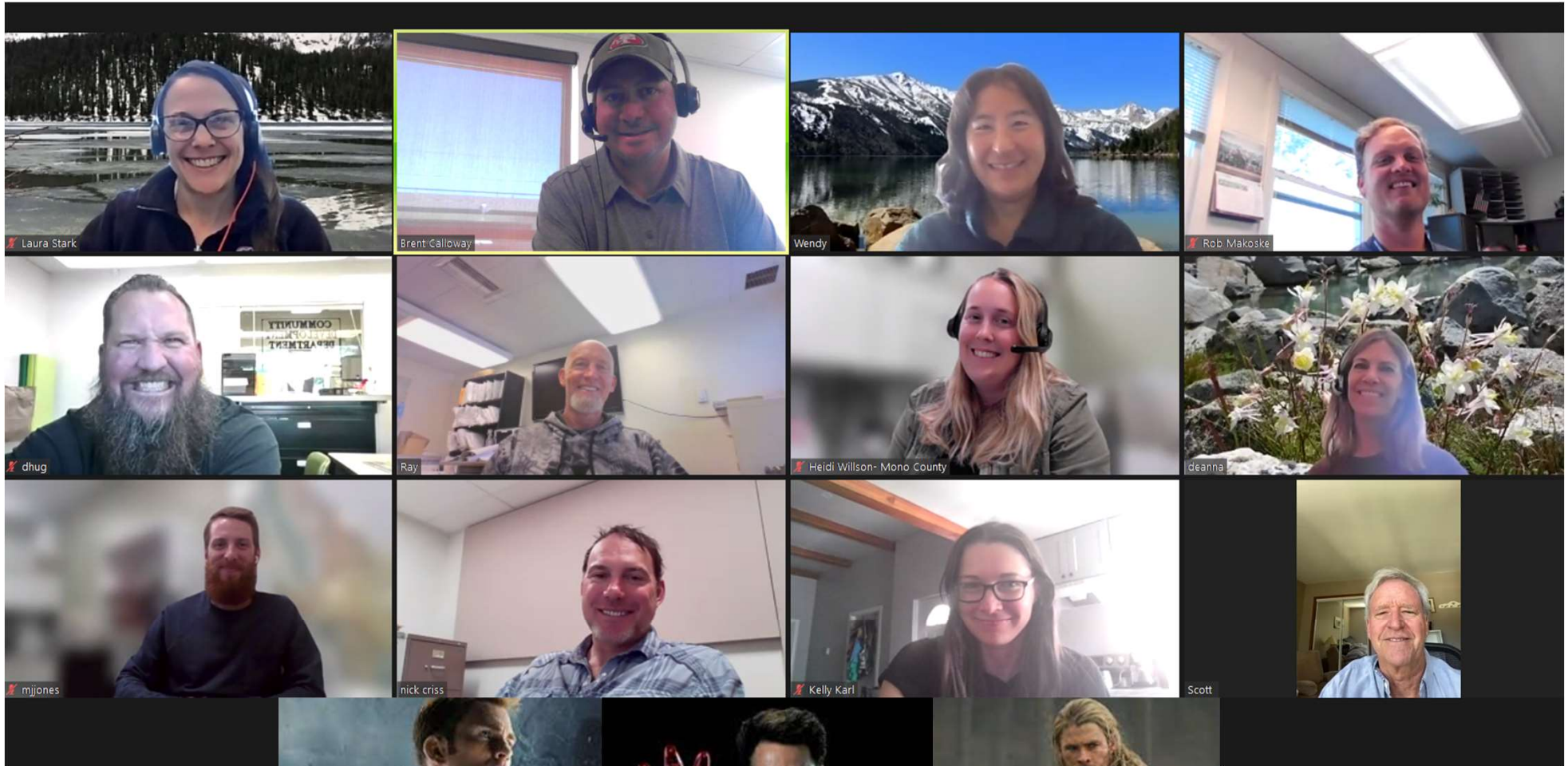
Planning:

- Two policy items before the Board: New Assistant Director position, Short-Term Rental Moratorium Study.
- Future adjustments may be needed depending on recruitment for open positions or use of contract staff, and new grants.

Code Enforcement:

- Budget includes minor costs for new uniforms to ensure officers are identifiable in the field.

Team Community Development



Tom Perry

Gerry LeFrancois

Jim Shoffner