



AGENDA

Housing Authority of Mono County

Mammoth Lakes BOS Meeting Room, 3rd Fl. Sierra Center Mall,
452 Old Mammoth Rd., Mammoth Lakes, CA 93546

SPECIAL MEETING April 8, 2013

1:30 p.m. **Call meeting to Order**

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE HOUSING AUTHORITY on items of public interest that are within the subject matter jurisdiction of the Housing Authority. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Housing Authority.)

- 1) **Approval of Minutes**
Approve minutes of Special Meeting held April 17, 2012.
- 2) **Commission Member Reports**
The Commission may, if time permits, take Commissioner reports at any time during the meeting and not at a specific time.
- 3) **Department Reports/Emerging Issues**
(Please limit comments to five minutes each)
- 4) **Mammoth Lakes Housing Update** (Jennifer Halferty)
15 minutes RECOMMENDED ACTION: Receive update on Mammoth Lakes Housing and provide any desired direction to staff.
- 5) **2012 Housing Statistics Workshop** (Brent Calloway)
20 minutes RECOMMENDED ACTION: Receive staff report on 2012 Housing statistics and provide any desired direction to staff.
- 6) **Annual Review of Housing Mitigation Ordinance** (Scott Burns, Brent Calloway)
20 minutes RECOMMENDED ACTION: Receive staff report on Housing Mitigation Ordinance annual update and provide any desired direction to staff.
- 7) **Review of Accessory Dwelling Unit and Transient Rental Regulations** (Scott Burns, Brent Calloway)
15 minutes

RECOMMENDED ACTION: Receive staff report on Accessory Dwelling Unit and Transient Rental Regulations and provide any desired direction to staff.

- 8)**
20 minutes **Update on Rental Housing program (Mary Booher)**
RECOMMENDED ACTION: Receive staff report on Rental Housing program and provide any desired direction to staff.
- 9)**
20 minutes **Housing Element Update: (Scott Burns, Brent Calloway)**
RECOMMENDED ACTION: Receive staff report on Housing Element Update and provide any desired direction to staff.
- 10)**
20 minutes **Discussion Regarding Crowley Lakes Estates Specific Plan (Scott Burns)**
RECOMMENDED ACTION: Receive staff report on Housing Element Update and provide any desired direction to staff.

ADJOURNMENT

Adjourn meeting and reconvene March 11, 2014 in the Board of Supervisors Chambers, County Courthouse, Bridgeport, California

**HOUSING
AUTHORITY
APPROVAL OF
MINUTES**

#1



DRAFT MEEETING MINUTES Housing Authority of Mono County

**Mammoth Lakes BOS Meeting Room, 3rd Fl. Sierra Center Mall,
452 Old Mammoth Rd., Mammoth Lakes, CA 93546**

SPECIAL MEETING April 17, 2012

Flash Drive	Portable Recorder
Minute Orders	M12-01

1:30 p.m. Meeting Called to Order by Commission Member Hunt, Chair

- Commission Members Present: Hansen, Hazard, Hunt, and Johnston
- Commission Members Absent: Bauer

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE HOUSING AUTHORITY

- Leigh Gaasch: Provided information about International Guide Dog Day.

1) Approval of Minutes

M12-01 Action: Approve minutes of Special Meeting held May 9, 2011.
Johnston moved; Hansen seconded
Vote: 4 yes; 0 no; 1 absent (Bauer)

2) Commission Member Reports

- No reports.

3) Department Reports/Emerging Issues

- Nancy Mahannah, Health Department: Talked about smoking restrictions in housing units. Currently working with home owners' associations to create smoke-free buildings since smoke can travel between units.

4) Mammoth Lakes Housing Update (Pam Hennarty)

Action: None

Pam Hennarty, Executive Director of Mammoth Lakes Housing, gave an update about the program:

- The main service provided to Mono County residents is down payment assistance.
- Currently seeking HUD approval counseling status. Will then be able to provide homebuyer education to anyone in the community.
- Monitor annually the people who have received down payment assistance to ensure funds

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- are being used for the intended purpose.
- Acting as a community resource, which at the present time is very time consuming.
- Currently offering a new loan program.
- Mammoth Lakes Housing recently conducted a needs assessment within the Town limits.
- Expanding programs as much as possible to create other options for revenue.
- Talked about rental waiting lists and status of rental units.
- Talked about the units for sale.
- Information about the sale of a unit to a non-County resident; the loan did not work out.
- Programs have been advertised on a county-wide basis; can reach-out specifically to county employees.

Public Comment

- Leigh Gaasch: Unhappy with availability and type of affordable housing in Mammoth Lakes. Would like to see the affordable housing more evenly distributed throughout Town, and maintained as well as the Mountain maintains its properties.

5) 2011 Housing Statistics Workshop (Brent Calloway)

Action: None

Brent Calloway, Community Development, gave a presentation about building and housing activity:

- Presented statistics about number and type of permits issued.
- New home submittals were lower than expected; average size of homes was smaller than in the past.
- Reviewed a graph showing data for 20 years.
- Reviewed a graph showing average home sales price.
- Reviewed foreclosure information.
- Reviewed census data comparing demographic information between various county communities.

6) Annual Review of Housing Mitigation Ordinance (Scott Burns, Brent Calloway)

Action: None

Brent Calloway and Scott Burns, Community Development Department, presentation:

- Reviewed housing mitigation fees. These were not refunded like the development impact fees were; \$237,000 is available.
- Reviewed status of development impact fee suspension and administration of the program.
- Provided information about the upcoming housing element update (required by the state) and options for addressing housing mitigation issues.

Public Comment

- Matthew Lehman, Rock Creek Ranch Project, spoke about his project and impact of the affordable housing requirement. His project is designed as an affordable community. Will request a modification to his specific plan to remove the affordable housing component.
 - **Supervisor Johnston abstained from this part of the discussion due to a conflict of interest; he left the meeting room while Mr. Lehman was speaking.**

Commission Member Comments

- Hunt: The Commission should review the concept of the Housing Mitigation Ordinance and discuss whether or not to continue with it. The current ordinance is on hold until July of 2013; the Board will continue discussion at that time.
- Johnston: Reinstate the housing ordinance requirement since it only affects large developments and trophy-home builders.

Note

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7) **Review of Accessory Dwelling Unit Regulations (Scott Burns, Brent Calloway)**

Action: None

Scott Burns and Brent Calloway, Community Development Department, presentation:

- Second units are now referred to as accessory units.
- Addressed size requirements; units can be attached or not attached.
- Accessory units are a state requirement. Reviewed history of the requirement.
- Reviewed the current ordinance.
- Asked for Commission's feedback.

Commission Member Comments

- Hazard: Size should be restricted and unit attached so it appears to be one structure on a lot.
- Johnston: A small unit above a garage or on the back of the lot doesn't present a problem. If a unit is too big it looks like the density is doubled. Size should be limited; allow single-wide manufactured units.
- Hunt: Attached/detached isn't a problem, but size should be limited. Have a better policy to allow emphasis on director review.
- Hansen: Avoid mandating and consider projects individually.

Burns reiterated the direction he heard from Commission Members' comments: Revise the ordinance to include limits on size and option for unit to be attached or not attached. Hold a workshop at a future Board meeting to get firm direction and then take the revised ordinance through the Planning Commission process.

8) **Update on Rental Housing program (Mary Booher)**

Action: None

Mary Booher, Finance Department, gave an update about rental units:

- One person is interested in renting the Benton unit once it becomes vacant.
- A young couple is interested in renting the June Lake unit with option of buying.
- The program is considered a success if rent covers the upkeep and maintenance.

Commission Member Comments

- Johnston: Concern that the units aren't profitable because of administrative costs. Turn management over to Mammoth Lakes Housing.
 - Booher outlined the monthly and maintenance costs associated with the units.
- Hunt: Asked why the county is in the rental housing business. Consider selling the units.
- Hazard: Benton units could be used as county offices in the future. In the meantime, keep the units especially if they are being rented.
- Hansen: Housing units in Benton could help the school attract employees.

9) **Workforce Housing: Preliminary Employee Survey (Brent Calloway)**

Action: None

Brent Calloway, Community Development Department, presentation:

- Reviewed a survey sent to County employees regarding where people live in relation to where they work.
- The results support the need for a review of work-force housing.

Note

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10) Discussion Regarding Possibility of Developing Work Force Housing at the Old Sheriff Substation Site (Mary Booher, Rita Sherman)

Action: Commission directed staff to provide a cost estimate to upgrade the building as discussed, including the cost to mitigate asbestos.

Mary Booher, Finance Department: Distributed a copy of an email from LADWP (Los Angeles Department of Water and Power) regarding this property.

Rita Sherman, Risk and Facilities Manager, presentation:

- There are several options for this property, ranging from demolition to rehabilitation; she asked for direction.
- Potential upgrades: 1) Roof needs to be replaced. 2) Adding wet areas to a building with cement walls will be expensive. 3) Grounds need to be rehabilitated. 4) Install fencing. 5) Solve the septic problems; DWP may not want a leach line on their property.
- Last estimate to upgrade was about \$450,000.

Commission Member Johnston, provided copies of a rehabilitation layout concept:

- \$237,000 housing funds are available (the majority of which came from the nearby business center so the money should be used in proximity to that development).
- The dog sled operation is currently on the site; this proposal will make it easier for the business to survive by creating a rentable unit, and not requiring the business owner to construct a new office.
- Water is an issue; it may require a new line.
- The structure is basically sound and presents a viable use. The interior is flexible for remodeling.
- Would like staff to look into this further.

Commission Member Comments

- Hazard: This building was originally a jail and would be hard to convert. Would like to have a feasibility report and cost estimate for the project. The \$237,000 could be used as down payment assistance to help employees purchase market-rate housing. Liked the museum concept, but not housing. Problems occurred when the building was being used as housing.
- Hansen: Interested in continuing to assist the dog sled business since this is a historic recreational use in Mono County. Cost for minor rehabilitation shouldn't be too much.
- Hunt: Having the museum in this location was an asset; many people would visit the site. Would like more information about the costs to upgrade the building in order to determine feasibility of operating the museum. Could consider using a portion of the building for storage, either for county use or as rental storage to outside groups. Review other potential uses.

ADJOURN: 3:56 p.m.

ATTEST:

**BYNG HUNT
CHAIR**

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

LYNDA ROBERTS
CLERK

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**HOUSING
AUTHORITY
COMMISSION
MEMBER REPORTS**

#2

**HOUSING
AUTHORITY
DEPARTMENT
REPORTS/
EMERGING ISSUES**

#3

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Mammoth Lakes Housing Update	
REGULAR ITEMS ONLY Time Required:	15 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Jennifer Halferty
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph <input type="checkbox"/> Mark Magit <input checked="" type="checkbox"/> Stacey Simon <input type="checkbox"/> Allen Berrey <input type="checkbox"/> Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:		
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive report from Jennifer Halferty, Mammoth Lakes Housing, and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item #4



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5441
mboohier@mono.ca.gov

April 8, 2013

TO: Mono County Housing Authority
FROM: Mary Booher, Administrative Services Manager
SUBJECT: **Mammoth Lakes Housing Update**

Recommended Action:

Receive update from Mammoth Lakes Housing; and provide any desired direction to staff.

Discussion:

Mono County currently has subrecipient agreements with Mammoth Lakes Housing for the First Time Homebuyer funds from the HOME and CDBG grants. MHL staff will update the commission on these programs as well as other projects they are working on in Mono County.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: Mary Booher, Administrative Services Manager
Date: 3/25/13

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	2011 Housing Statistics Workshop	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board:
		Brent Calloway
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
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RECOMMENDED ACTION: Receive report from staff on 2012 Housing Statistics, and provide any desired direction to staff.		

Approved by CAO
Initials _____
Date _____

Agenda Item #5

Mono County Housing Authority

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

April 8, 2013

TO: Honorable Chair and Members of the Housing Authority
FROM: Brent Calloway, Community Development Analyst
RE: 2012 Housing Statistics Workshop

RECOMMENDED ACTION:

Receive staff report and provide any desired direction to staff.

FISCAL IMPACT:

None.

DISCUSSION:

A total of 180 building permits was issued in 2012, with a total Building Division valuation of approximately \$6.5 million. Ten permits for new conventionally framed homes and one manufactured home permit were issued. Fifteen new-home permits were submitted, a large increase over three in 2011. Other large permits issued included a large commercial building, a cellular tower, and numerous Digital 395 infrastructure projects. Average home size continued to fall to 1,475 square feet in 2012. Geographically, homes were permitted throughout the county: three in the Mono Basin, two at Devils Gate/Swauger Creek, two at Crowley Lake, one at June Lake, one at Virginia Lakes, one at Sunny Slopes, and one at Hammil Valley.

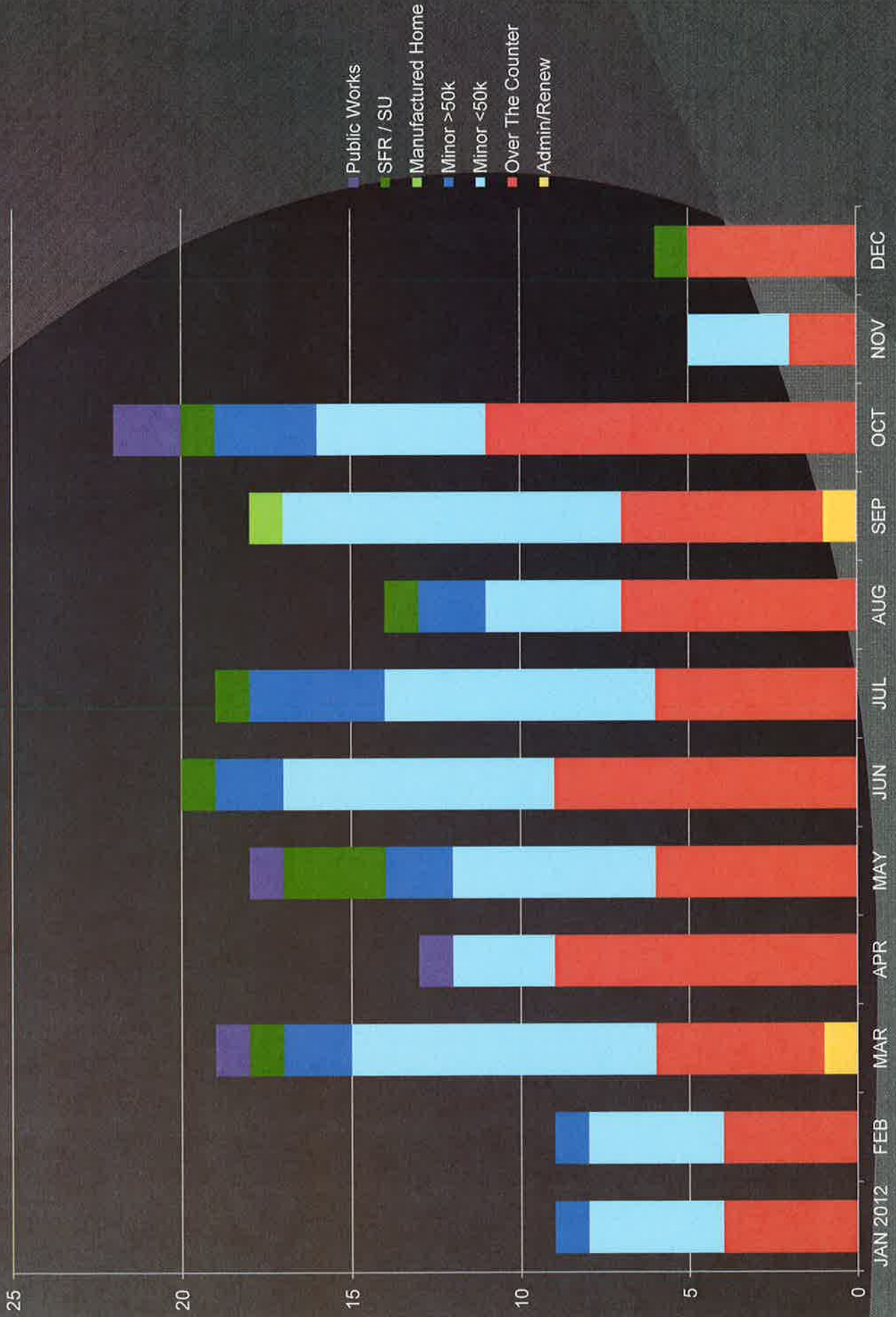
ATTACHMENTS:

PowerPoint

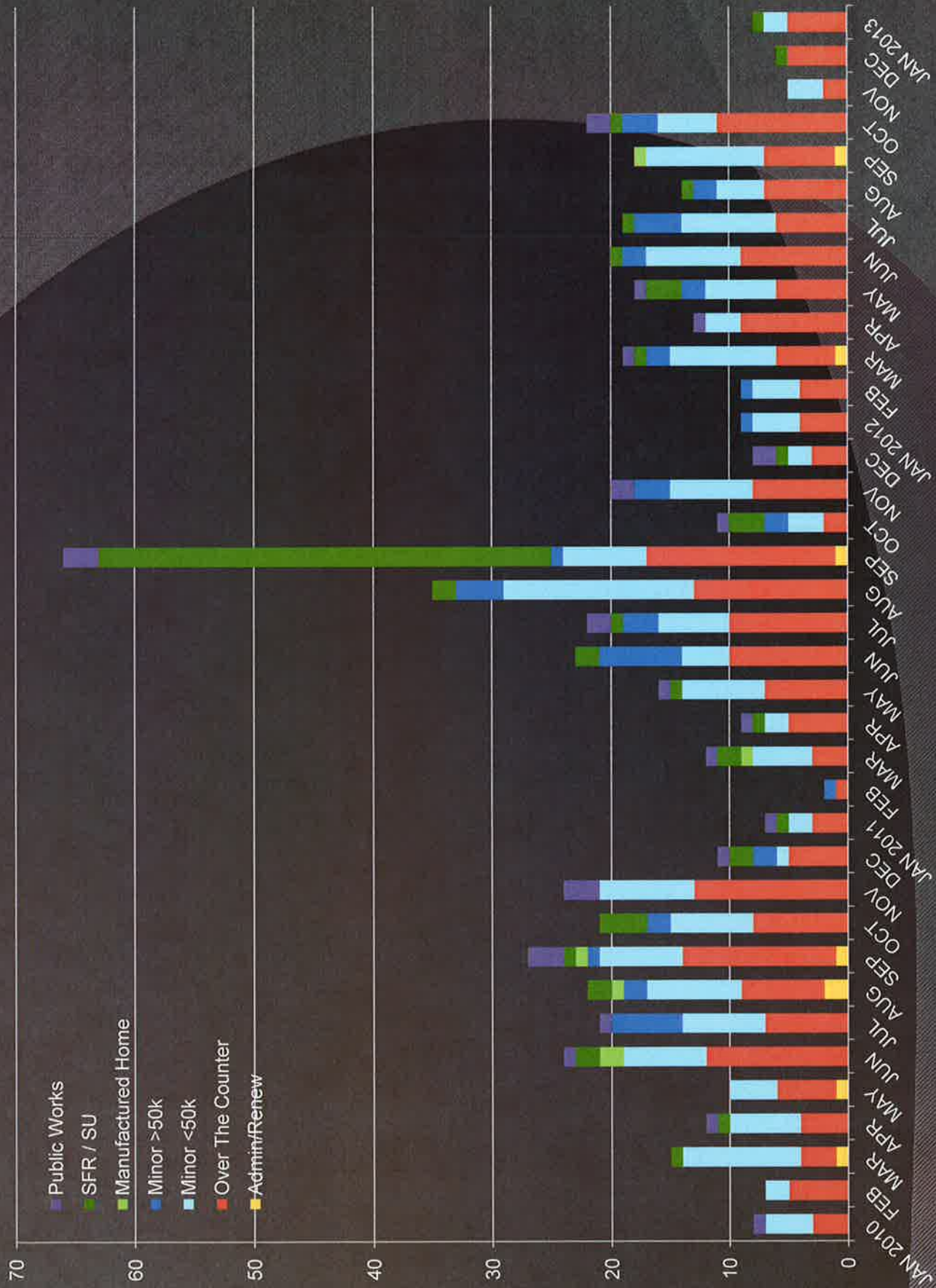
2012 Building Permit & Housing Statistics

Mono County Housing Authority, April 8, 2012

2012, Permits Issued by Type



2010 - 2012, Permits Issued by Type



2011-2012 Building Permit Applications



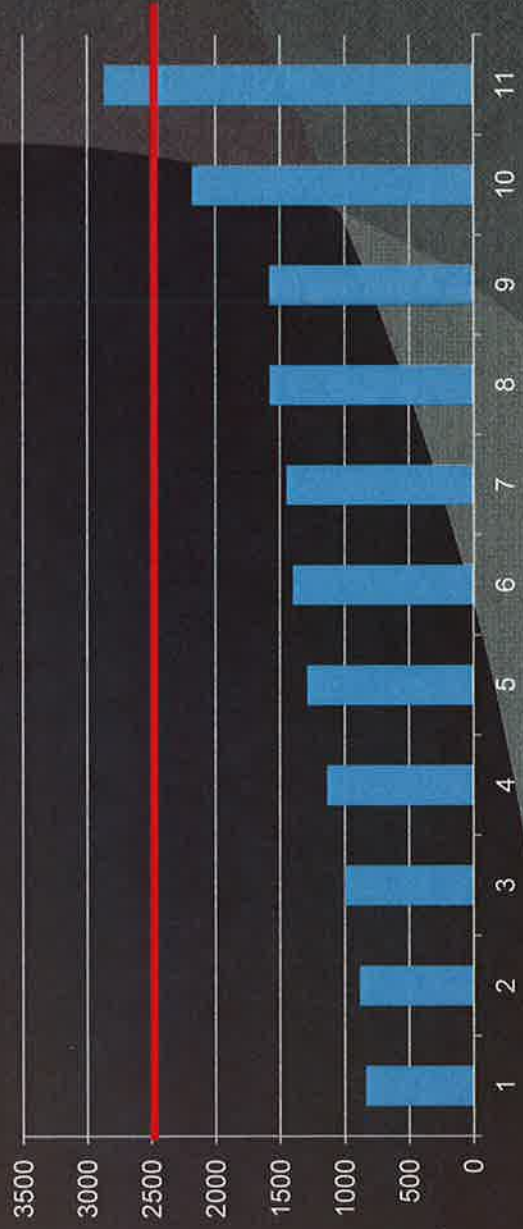
Average Square Footage / SFR

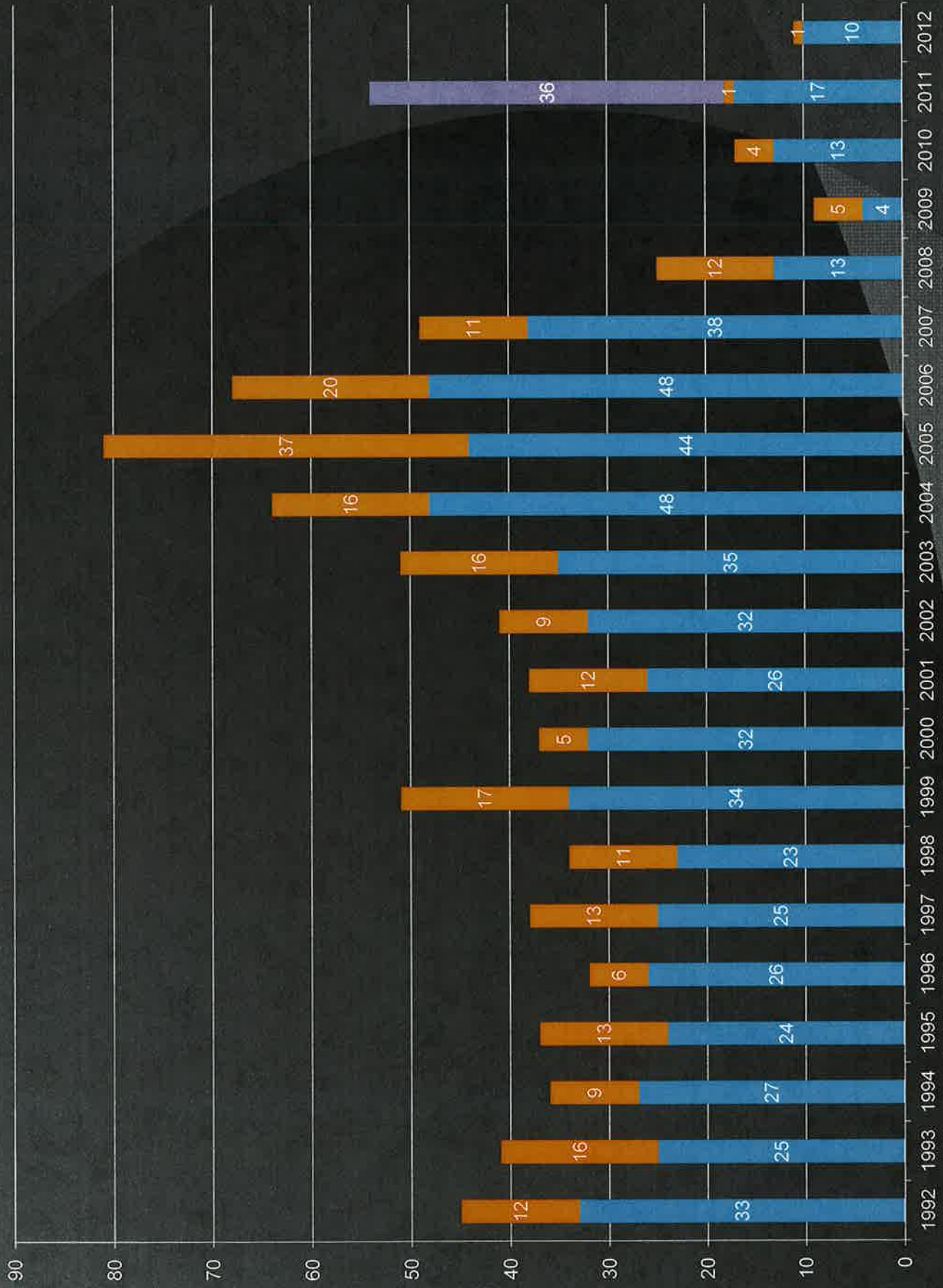


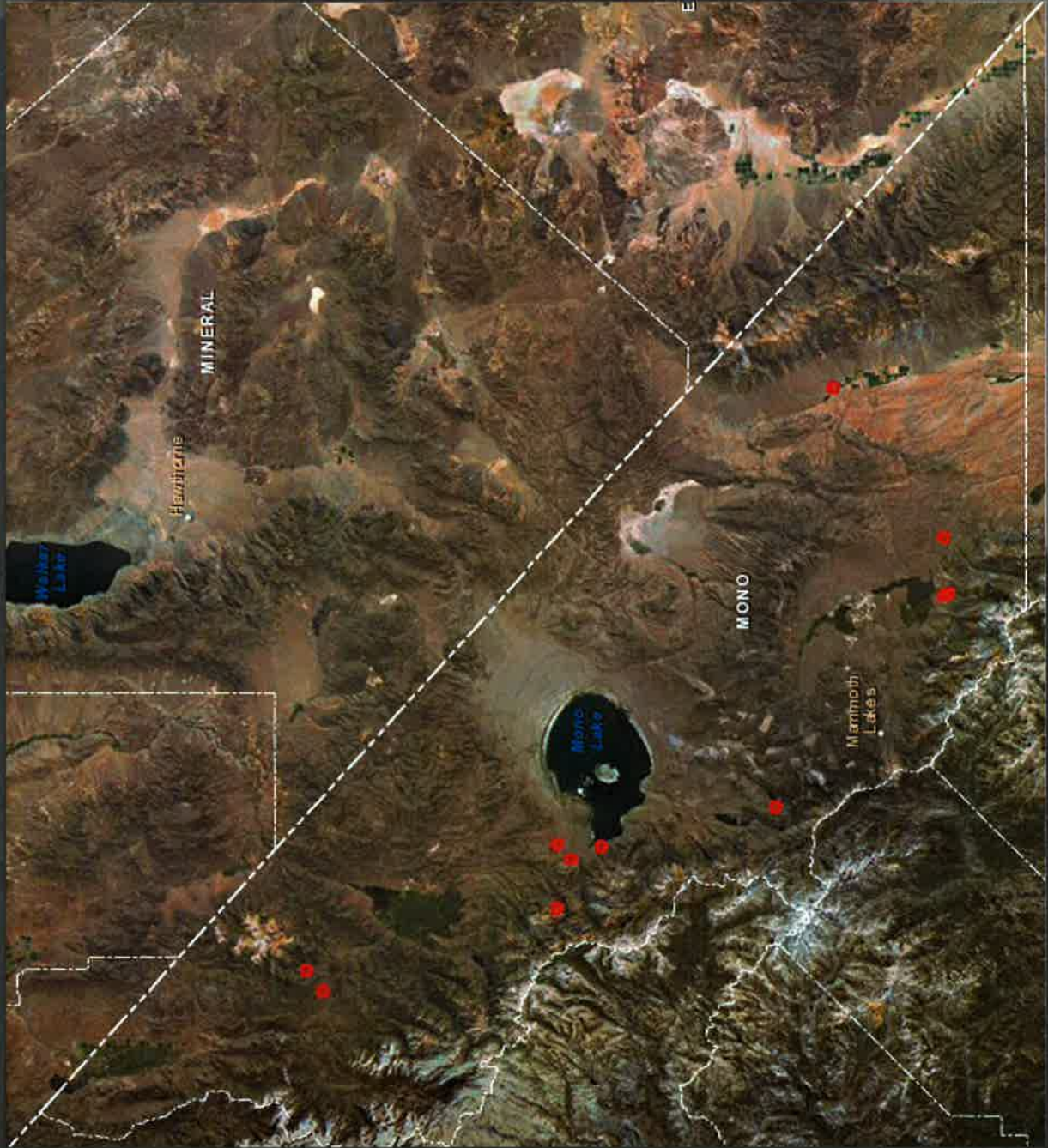
5 Homes Under 1,000 SF

11 Homes Under 1,500 SF

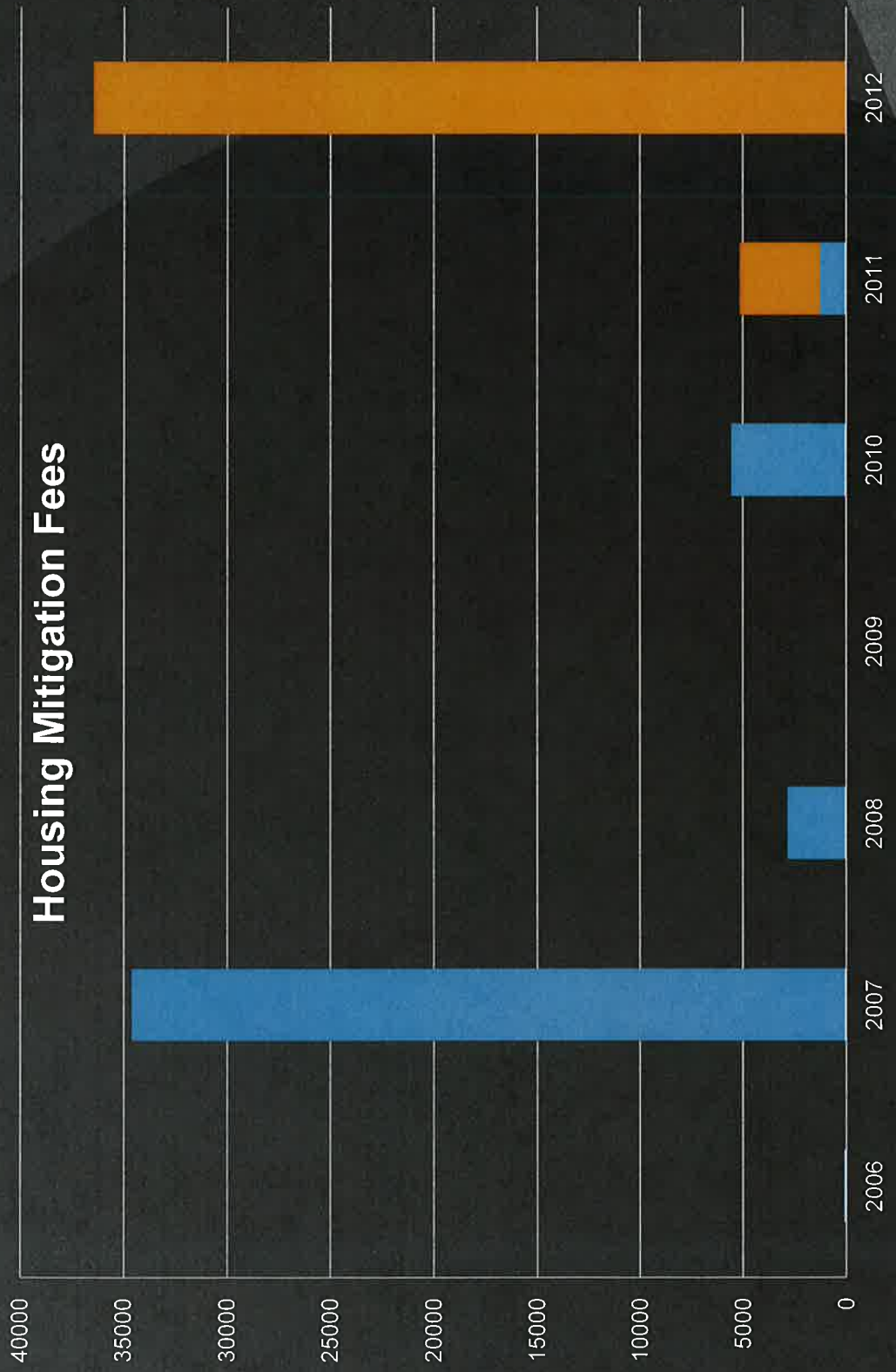
New Home Square Footage Comparison







Housing Mitigation Fees



HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Housing Mitigation Ordinance Annual Review	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board:
		Brent Calloway
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <u>x</u> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
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RECOMMENDED ACTION: Conduct annual review of the Housing Mitigation Ordinance, and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item #6

Mono County Housing Authority

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

April 8, 2013

TO: Honorable Chair and Members of the Housing Authority

FROM: Brent Calloway, Community Development Analyst
Scott Burns, Community Development Director

RE: Annual Review of Housing Mitigation Ordinance

RECOMMENDED ACTION:

Receive staff report and provide any desired direction to staff.

FISCAL IMPACT:

Mitigation fees waived in 2012 totaled \$36,493.10.

DISCUSSION:

The Housing Mitigation Ordinance remains suspended until July 2013.

One home larger than 2,400 square feet was permitted at June Lake in 2012. The fees waived for this home due to suspension of the Housing Mitigation Ordinance were \$1,683. Fees waived for a new commercial building totaled \$34,810.10.

Additionally, housing mitigation measures, including the requirements of deed-restricted second-unit construction, were removed from several subdivisions through the map amendment process.

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Accessory Dwelling Unit Regulations and Transient Rental Program Updated	
REGULAR ITEMS ONLY Time Required:	15 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Brent Calloway and Scott Burns
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
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RECOMMENDED ACTION: Conduct workshop to review of Accessory Dwelling Unit and Transient Rental Regulations. Provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item #7

Mono County Housing Authority

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

April 8, 2013

TO: Honorable Chair and Members of the Housing Authority

FROM: Brent Calloway, Community Development Analyst
Scott Burns, Community Development Director

RE: Review of Accessory Dwelling Unit and Transient Rental Regulations.

RECOMMENDED ACTION:

Receive staff report and provide any desired direction to staff.

FISCAL IMPACT:

None.

DISCUSSION:

General Plan Amendment 12-04 added two new chapters to the General Plan Land Use Element: 1) Chapter 25, Transient Rental Overlay District, allows for a map amendment process to create transient rental overlay land use designations allowing homeowners to rent their homes on a transient basis in compatible neighborhoods; and 2) Chapter 26, Transient Rental Standards and Enforcement, sets up regulations and enforcement provisions for the rental of single-family homes and allows for additional enforcement capabilities of unpermitted rentals. The first round of transient overlay map amendments will be going to the Planning Commission for consideration at its April 11 meeting.

GPA 12-04 also altered Chapter 16, Accessory Dwelling Units. The changes cleaned up some outdated language, refined the definitions, and increased the restrictions of size and permits required to construct an accessory dwelling unit. Most notably, the changes restrict accessory dwelling units larger than 640 square feet to parcels larger than one acre. Previously, such units were allowed on parcels larger than 10,000 square feet. In 2012, two accessory dwelling units were permitted: one unit of 1,000 square feet was located on a 12-acre parcel in Hammil Valley, and the other unit of 888 square feet was located on an 80-acre parcel in Sunny Slopes.

ATTACHMENTS:

General Plan Land Use Element, Chapters 16, 25 & 26

DEVELOPMENT STANDARDS

CHAPTER 16 – ACCESSORY DWELLING UNITS

Sections:

16.010	Intent.
16.020	Definition.
16.030	Applicable Land Use Designations.
16.040	General Provisions.
16.050	Standards for Accessory Dwelling Units.

16.010 Intent.

The intent of this chapter is to allow for Accessory Dwelling Units in accordance with state law in order to provide additional affordable housing opportunities, including housing for the elderly in Mono County.

16.020 Definition.

"Accessory Dwelling Unit" (also referred to as "dependent," "Secondary Housing," or "granny unit") means residential occupancy of a living unit located on the same parcel as the primary residential unit. It provides complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary unit is situated. An Accessory Dwelling Unit shall meet the minimum regulations for an efficiency dwelling unit in the California Building Code.

The Accessory Dwelling Unit can be either attached to or detached from the primary residential unit but in either case shall have similar architectural elements as the primary unit (i.e., materials, textures, colors, etc.; see 16.050 G below). The Accessory Dwelling Unit shall be clearly subordinate to the primary unit.

Utilities that are installed for future expansion, such as stub outs that would allow a kitchen to be installed at a later date shall be considered as complete cooking facilities in accessory dwelling units. In units required by deed restriction, complete cooking facilities shall be installed resulting in a usable kitchen at final permit issuance and interior access between attached units shall be no more than a single personnel door.

16.030 Applicable Land Use Designations.

An Accessory Dwelling Unit may be permitted in any land use designations that allows single-family residences as a permitted use or as allowed in Specific Plan (SP) areas subject to the General Provisions below.

16.040 General Provisions.

- A. On parcels less than 7,500 sq. ft. in net area, an attached Accessory Dwelling Unit not exceeding 500 sq. ft. in size may be permitted by application for a Director Review.
- B. On parcels of 7,500 sq. ft. up to 10,000 sq. ft. in net area, an attached Accessory Dwelling Unit not exceeding 640 sq. ft. in size is allowed with a building permit. A detached Accessory Dwelling Unit not exceeding 640 sq. ft. may be permitted by application for a Director Review.

- C. On parcels of 10,000 sq. ft. up to one acre in net area, an Accessory Dwelling Unit not exceeding 640 sq. ft. in size (attached or detached) is allowed with a building permit.
- D. On parcels one acre or greater, an Accessory Dwelling Unit not exceeding 640 sq. ft. in size (attached or detached) is allowed with a building permit. In this same parcel size range, an Accessory Dwelling Unit exceeding 640 sq. ft. but not exceeding 1,400 sq. ft. in size (attached or detached) may be permitted by application for a Director Review. In this same parcel size range, an Accessory Dwelling Unit exceeding 1,400 sq. ft. may be permitted by application for a Use Permit.
- E. Square footage of Accessory Dwelling Units shall be calculated based on the exterior dimensions of the unit. All interior living space, shall count toward the total square footage of the unit.

16.050 Standards for New Accessory Dwelling Units.

- A. All construction shall conform to the height, setback, lot coverage, fees (including school impact fees and fire district fees), snow storage, and other development requirements applicable to residential construction in the land use designation in which the property is located.
- B. If a well and/or septic system is/are to be utilized, a clearance letter shall be obtained from the county health officer and shall accompany the building permit application (or if applicable, the Director Review or Use Permit application). For Accessory Dwelling Units that are served by a public water and/or sewer system, a letter from the serving entity that indicates adequate service shall be submitted as part of the application.
- C. One of the units on the parcel (either the primary unit or the Accessory Dwelling Unit) must be owner occupied.
- D. If the Accessory Dwelling Unit is 640 sq. ft. or less in size, one off-street parking space must be provided for the Accessory Dwelling Unit in addition to parking required for the primary unit. If the Accessory Dwelling Unit is larger than 640 square feet, two parking spaces must be provided for the Accessory Dwelling Unit in addition to parking required for the primary unit. Parking shall be in accordance with Chapter 06 of the Mono County Land Use Element except that June Lake provisions of three parking spaces per unit shall apply only to the primary unit and not the Accessory Dwelling Unit.
- E. Whether attached or detached, the Accessory Dwelling Unit shall be architecturally compatible with the primary residence. The Community Development Department shall determine the architectural compatibility of the structures and shall consider roofing, siding, trim, door and window frame colors; roofing, siding, trim, door, and window materials; roof slope and pitch; and wall articulation, roof line articulation, eaves, railings, chimneys, porches, and similar features; landscaping should also be considered in helping to make the units compatible. In addition, the Accessory Dwelling Unit shall be clearly subordinate to the primary unit in terms of size and placement on the property. If attached, the two units shall have the appearance of a single-family residence; the Accessory Dwelling Unit entrance shall be located on the side or rear of the building.

DEVELOPMENT STANDARDS

CHAPTER 25 – TRANSIENT RENTAL OVERLAY DISTRICT

Sections:

25.010	Intent.
25.020	Establishment of district.
25.030	Uses permitted.
25.040	Uses permitted subject to director review.
25.050	Uses permitted subject to use permit.
25.060	District requirements
25.070	Additional requirements.

25.010 Intent.

The transient rental overlay district is intended to provide additional tourism-based economic opportunities and homeowner economic stability by allowing a transient rental district to be overlaid on properties within residential neighborhoods exhibiting support for allowing transient rentals. The land use designation followed by the letters TR (e.g., SFR-TR) would indicate a transient rental overlay district.

25.020 Establishment of district.

The transient rental district may be overlaid on any residential neighborhood, parcel, or group of parcels meeting the requirements of 25.060, and having land use designation(s) of SFR, ER, RR, MFR-L or RMH. In addition to the requirements of this chapter, initiation and application of a transient rental overlay district shall be processed in the same manner as any land use redesignation (see Ch. 48, Amendments I. General Plan Map/Land Use Designation Amendments).

25.030 Uses permitted.

The following uses shall be permitted in the transient rental overlay district, plus such other uses as the commission finds to be similar and not more obnoxious or detrimental to the public safety, health and welfare:

- A. All uses permitted in the underlying land use designation.
- B. Where the principal use of the subject parcel(s) is single-family or multi-family residential the residence or any accessory dwelling unit on the parcel(s), may be rented on a transient basis subject to the requirements of 25.070.

25.040 Uses permitted subject to director review.

All uses permitted subject to director review in the underlying land use designation with which the transient rental overlay district is combined shall be permitted, subject to director review approval.

25.050 Uses permitted subject to use permit.

All uses permitted subject to use permit in the underlying land use designation with which the transient rental overlay district is combined shall be permitted, subject to securing a use permit.

25.060 District requirements.

A. Overlay district area and overlay district formation noticing process:

A transient rental overlay district may be applied to one or more existing legal parcels, provided that at least one parcel within the district is developed with a single family or multi-family residence.

Applicants are strongly encouraged to propose districts made up from three or more parcels and to communicate with all adjacent property owners before submitting an application.

Applications for transient overlay districts consisting of one or two parcels will require an overlay district formation noticing process prior to public hearing. Notice shall be provided to all property owners adjacent to the proposed transient overlay district and include a 20-day period for noticed property owners to request inclusion in the district.

B. Overlay District shape:

New transient rental overlay districts consisting of more than one parcel and district additions shall be contiguous, compact and orderly in shape as determined by the Planning Commission. Factors used to determine compact and orderly district shape include but are not limited to:

1. Street-frontage sharing
2. Adjoining yards
3. Existing neighborhood separation characteristics such as
 - a. Subdivision boundaries
 - b. Major roads
 - c. Natural features
 - d. Large undeveloped parcels
 - e. Commercial or civic land use

25.070 Additional requirements.

Any person or entity that leases, rents, or otherwise makes available for compensation, a single-family or multi-family residence located within a transient rental overlay district designated by this chapter, for a period of less than thirty (30) days, must first obtain a vacation home rental permit and comply with all applicable requirements of that permit, as set forth in Chapter 26, Transient Rental Standards and Enforcement.

Parcels located within conditional development zones (avalanche) shall not be allowed transient rentals during the avalanche season, November 1 through April 15.

DEVELOPMENT STANDARDS

CHAPTER 26 – TRANSIENT RENTAL STANDARDS & ENFORCEMENT

Sections:

26.010	Purpose and Findings.
26.020	Vacation Home Rental Permit.
26.030	Application and Issuance of a Vacation Rental Permit.
26.040	Standards and Requirements.
26.050	Rental Agreement and Owner Responsibility.
26.060	Compliance with Transient Occupancy Tax Requirements.
26.070	Enforcement.
26.080	Existing and Otherwise Permitted Rentals.
26.090	Unauthorized Rentals Prohibited.

26.010 Purpose and Findings.

- A. The purpose of this chapter is to implement procedures, restrictions, and regulations, and to provide for the payment of transient occupancy tax and applicable fees for the transient rental of properties within Transient Rental Overlay Districts designated pursuant to Chapter 25 of the Mono County General Plan and to provide enhanced enforcement tools to address unauthorized transient rentals countywide.
- B. The Board of Supervisors finds that allowing transient rentals within areas of the county designated for residential use will provide a community benefit by expanding the number and types of lodging available to visitors to Mono County, increasing the use of property within the county, and providing revenue to property owners so that the units may be maintained and upgraded.
- C. The Board of Supervisors also finds that the operation of transient rentals within residential communities should be regulated in order to minimize fire hazard, noise, traffic, and parking conflicts and disturbance to the peace and quiet. The Board further finds that current enforcement tools have been ineffective to address the illegal operation of transient rentals countywide, primarily because the penalty amount is easily offset by the revenue such uses generate.

26.020 Vacation Home Rental Permit.

Any person who rents a residential structure that is not a condominium (hereinafter “rental unit” or “property”) within an area of the county designated as a transient overlay district on a transient basis shall comply with the provisions of this chapter, the Mono County General Plan, and any applicable area plans or specific plans. Transient rental of a private residence within a transient overlay district without a valid vacation home rental permit is a violation of this chapter.

26.030 Application and Issuance of a Vacation Home Rental Permit.

- A. Applicant. An applicant for a vacation home rental permit shall be either the owner of title to the subject property or his or her expressly authorized representative. The authorization shall be in writing and notarized.
- B. Application. An application for a vacation home rental permit shall be on a form that may be obtained from the Department of Finance or the Community Development

Department. The following requirements and approvals must be met and substantiated before a vacation home rental permit will be issued:

1. The rental unit must be located within an area of the county designated as a transient overlay district.
2. The rental unit must comply with the standards and requirements as set forth in section 26.040, and any other requirement provided by this chapter. An inspection to verify compliance with such requirements shall be the responsibility of the owner or designated property manager. The owner or property manager shall certify in writing, under penalty of perjury, the rental unit's conformance with such standards. Such certification shall be submitted to the Mono County Community Development Department prior to permit issuance.
3. The applicant must designate the management company or property manager for the rental unit who will be available on a 24-hour basis to address any problems that may be associated with the property or the transient users of the property. The management company or property manager must be duly licensed, and shall be in good standing with the County. Alternatively, the property owner may serve as the property manager.
4. The property must be certified by the Community Development Department as complying with parking requirements and any applicable land use regulations set forth in the Mono County General Plan.
5. A Mono County business license must be obtained and must remain active during all times that the property is used as a transient rental.
6. Any required fees must be paid in full.
7. A Mono County Transient Occupancy Certificate must be obtained from the Department of Finance and will be issued at the time the vacation home rental permit is issued and all conditions of approval have been met.

26.040 Standards and Requirements.

The following standards and requirements must be met in order to obtain a vacation home rental permit and to maintain that permit in good standing:

- A. Health and Safety Standards. The purpose of these standards is to establish minimum requirements to safeguard the public safety, health, and general welfare from fire and other hazards, and to provide safety to firefighters and emergency responders during emergency operations. These standards include without limitation:
 1. The address of the rental unit must be clearly visible.
 2. Carbon monoxide and smoke detectors must be installed and maintained in good operating condition in each bedroom, sleeping area, or any room or space that could reasonably be used as a sleeping area, and at a point centrally located in the corridor or area giving access to each separate sleeping room.
 3. All stairs, decks, guards, and handrails shall be stable and structurally sound.
 4. The rental unit shall be equipped with a minimum of one (1) 2A:10B:C type fire extinguisher with no more than seventy five (75) feet of travel distance to all portions of the structure; there shall be no fewer than one such extinguisher per

floor. Fire extinguishers shall be mounted in visible locations with the tops of the fire extinguishers mounted between three (3) and five (5) feet above the floor and shall be accessible to occupants at all times. California State Fire Marshal annual certification tags must be provided and be current on all extinguishers.

5. If there is a fireplace or solid-fuel barbecue, the rental unit shall be equipped with a minimum five-gallon metal container with a tight-fitting lid for ash removal. This container shall be clearly labeled and constructed to meet the purpose of containing ash. Instructions on the proper disposal of ash shall be stated in the rental agreement and clearly posted in the rental unit. The ash container shall not be placed on or near any furniture or other combustible material; ashes must be wet down thoroughly with water; the ash can must be stored outdoors with a minimum of three (3) feet clearance from building, porch, trees, and other combustible materials; the lid must remain on the ash container when in use.
6. Wall or baseboard heaters in the rental unit shall be in good working condition, and instructions on the proper use of these units shall be clearly stated in the rental agreement and posted in the rental unit.
7. Furniture and any other material that may be flammable shall be kept a minimum of 54 inches from any fireplace opening and 30 inches from any wall or floor heaters.
8. Flammable or hazardous liquid or materials, firearms, controlled substances, or any unlawful material shall not be stored in the rental unit.
9. The roof and grounds of the transient rental property shall be kept clear of accumulations of pine needles, weeds, and other combustible materials.
10. Any locking mechanism on exterior doors must be operable from inside the unit without the use of a key or any special knowledge. If the dwelling unit is greater than three thousand (3,000) square feet in area, two exit doors shall be required, each of which shall conform to this requirement.
11. All fixtures, appliances, furnaces, water heaters, space heaters, plumbing, wiring, electrical, propane or gas connections, doors, windows, lighting, and all parts of the structure and furnishings (interior and exterior) must be in operable working condition and repair.
12. If telephone service is available, there shall be a telephone connected to the local carrier and in working condition for use in the event of an emergency or to contact the owner or property manager. The phone shall be connected to the reverse 911 directory. If there is no telephone service available, then the rental agreement must so state.
13. Bedroom windows shall be operable and free of obstructions to allow for emergency escape and rescue.
14. There shall be at least one screened window per bedroom to allow for proper ventilation.
15. All utilities (electric, gas, water, sewage, etc.) shall be connected, in good operating condition, and connected to approved sources.
16. Any hot tubs, pools, and spas shall be fenced or equipped with a cover with locking mechanisms, and shall be maintained in a safe and sanitary condition.

17. There shall be no evidence of pest infestations, and all firewood and other stored items shall be kept in a neat and clean condition.
18. Exits shall be kept free from storage items, debris or any impediments at all times.
19. No tree limbs are allowed within ten (10) feet of any chimney or flue openings.
20. Spark arresters of a minimum opening size of three-eighths (3/8) inch and a maximum opening size of one-half (1/2) inch shall be required on all fireplace flue openings.
21. If any applicable law, rule, or regulation enacted after the enactment of this Chapter imposes requirements more stringent than those set forth herein, such requirements shall apply.

B. Sign and Notification Requirements.

1. **Exterior Sign and Notice.** Each rental unit shall be equipped with one temporary exterior identification sign not to exceed 8 ½ by 11 inches in size that shall be posted as long as the unit is being rented on a transient basis. This identification sign shall be placed in a location that is clearly visible from the front entrance of the unit, and may be illuminated in a manner that does not conflict with any County exterior lighting standards or signage standards. This sign shall clearly state the following information in lettering of sufficient size to be easily read:
 - a. The name of the managing agency, agent, property manager or owner of the unit and the telephone number where said person or persons can be reached on a 24-hour basis.
 - b. The maximum number of occupants permitted to stay in the unit.
 - c. The maximum number of vehicles allowed to be parked on the property. A diagram fixing the designated parking location shall be included.
2. **Interior Notice.** Each rental unit shall have a clearly visible and legible notice posted within the unit adjacent to the front door that shall contain the same information set forth above, and shall additionally include the following:
 - a. Notification and instructions about the proper disposal of trash and refuse, including any bear-safe disposal requirements.
 - b. Notification and instructions concerning the proper use of any appliances, fireplaces, heaters, spas, or any other fixture or feature within the unit.
 - c. Notification that failure to conform to the parking, trash disposal and occupancy requirements for the rental unit shall be a violation of this Chapter and may result in immediate removal from the premises and administrative, civil or criminal penalty.
 - d. Notification that any violation of rules or regulations set forth in the Rental Agreement may be a violation of this Chapter and may result in

immediate removal from the premises and administrative, civil or criminal penalty.

- e. Physical street address of the unit and emergency contact information consisting of 911, the property manager's phone number, and contact information of the local fire department and the Mono County Sheriff's Department.
- C. Occupancy. The maximum number of persons who may occupy the property as transient renters or their overnight guests shall be limited to two persons (2) per bedroom plus two (2) additional persons. In no event may the maximum occupancy exceed ten (10) persons in any rental unit unless the unit is certified and approved by the Mono County Building Official as meeting all applicable building standards for such occupancy. Additionally, occupancy may be further restricted by the limitation of the septic system serving the dwelling as determined by Mono County Environmental Health.
- D. Parking. Parking requirements shall be based on the parking requirements set forth in the Mono County General Plan. Parking requirements for the rental unit shall be noticed in the rental agreement and posted on and in the unit. There shall be no parking allowed off-site or on-street, and parking on property owned by other persons shall be considered a trespass. A violation of this section may subject any person to administrative, civil and criminal penalty, including fines and towing of any vehicle, as authorized by state and local law.
- E. Trash and Solid Waste Removal. A sufficient number of trash receptacles shall be available. Trash and other solid waste shall not be allowed to accumulate in or around the property and shall be removed promptly to a designated landfill, transfer station or other designated site. For purposes of this paragraph, promptly shall mean at least one time per week during any week that the unit is occupied, regardless of the number of days it is occupied. Any trash receptacles located outside a unit shall be in bear-proof containers and comply with County standards. Trash removal requirements for each rental unit shall be included in the rental agreement and posted on and in the property. Property management shall be responsible for the cleanup if the tenants do not properly dispose of trash in bear-proof containers.
- F. Snow Removal. Snow removal from driveways, walkways, stairs, decks, and all exits and entrances shall be performed prior to each occupancy period, and during any occupancy period as needed to maintain the functionality of these areas. Snow removal from driveways, pathways, exits and entrances, and removal of snow, ice, and ice dams from roofs, decks, and stairs shall be performed in a timely manner as necessary to protect any person who may be using or visiting the rental unit.

26.050 Rental Agreement and Owner Responsibility.

- A. Rental Agreement. The temporary rental or use of each rental unit shall be made pursuant to a rental agreement. The rental agreement shall include, as attachments, a copy of this Chapter and the vacation home rental permit for the unit. Each rental agreement shall contain all required notices and shall specify the number of persons who may occupy the unit, parking requirements and number of allowed vehicles, trash disposal requirements, and include the telephone number of the person or persons to be notified in the event of any problem that arises with the rental. The agreement shall include the phone number, address, and contact information for the person responsible for renting the unit, and any other

information required by the county. The rental agreement shall notify the renters that they may be financially responsible and personally liable for any damage or loss that occurs as a result of their use of the unit, including the use by any guest or invitee. The property manager or owner shall keep a list of the names and contact information of the adult guests staying in the unit.

B. Owner Responsibility.

1. The owner, managing agency, and property manager shall be responsible for compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and the provisions of this chapter.
2. An owner, managing agency, and/or property manager shall be personally available by telephone on a 24-hour basis to respond to calls regarding the conditions and/or operation of the unit. Failure to timely respond in an appropriate manner may result in revocation of the vacation home rental permit and business license.
3. The owner shall require, as a term of a written agreement with a management company or agent, that said agent comply with this chapter. The owner shall identify the management company or agent, including all contact and license information in the application for a vacation home rental permit, and shall keep this information current. Such agreement shall not relieve owner of its obligation to comply with this chapter.
4. The owner shall maintain property liability and fire insurance coverage in an appropriate amount and shall provide proof of such insurance to county upon reasonable request. Additionally, the owner shall defend, indemnify, and hold the county harmless from any and all claims, judgments, liabilities, or other costs associated with the property or the rental unit, or the rental thereof.
5. The owner, managing agency, property manager and guest shall comply with all lawful direction from any law enforcement officer, fire official, building official, or code compliance officer.
6. The owner shall be responsible for assuring that the occupants and/or guests of the rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any law. If an owner, property manager, or other agent of the owner is informed about any violation of this chapter, the owner, property manager, or owner's agent shall promptly take action and use best efforts to stop or prevent a recurrence of such conduct, including, when appropriate, calling law enforcement.

26.060 Compliance with Transient Occupancy Tax Requirements.

Each owner shall be responsible for obtaining a transient occupancy registration certificate and for complying with Chapter 3.28 of the Mono County Code. An owner may contract with a management company or property manager to collect, disburse, report, and maintain all records related to transient occupancy tax, but the owner remains responsible for any failure to collect, disburse, or accurately report such tax.

26.070 Enforcement.

- A. A violation of any provision of this chapter, and/or the renting of any property in a land use designation that does not allow for such transient rental, or without proper land use approvals, is subject to the General Penalty provisions and/or the

Administrative Citation provisions set forth in Section 1.04.060 and Chapter 1.12 of the Mono County Code, respectively, and any other civil or administrative remedy allowed by law. Notwithstanding Section 1.12.030, the administrative fine for the operation of any transient rental facility within a transient overlay district without a valid vacation home rental permit, or the operation of any transient rental facility in violation of applicable land use requirements in any other land use designation of the county shall be one thousand dollars (\$1,000) for the first violation and two thousand dollars (\$2,000) for a second or subsequent violation within three years. In addition to these penalty provisions, the failure to comply with any provision of this chapter may result in the suspension or revocation of the vacation home rental permit in accordance with subsection D below, or the suspension or revocation of the business license and/or transient occupancy registration certificate. The failure of a management company or property manager to comply with the provisions of this chapter may additionally result a finding that such management or company or property manager is not in good standing.

- B. An inspection and/or audit of each unit subject to this chapter, and any contract or agreement entered into in furtherance of, or to implement, this chapter, may be made at any reasonable time, and upon reasonable notice to confirm compliance with this chapter.
- C. Transient rentals may not be conducted if there are any code violations, stop-work orders, or other violation of law or regulation outstanding on the property.
- D. The following procedures shall be followed in conjunction with any proposed revocation or suspension of a vacation home rental permit.
 - 1. The County shall provide the property owner with a notice of proposed revocation or suspension stating the nature of the violation, whether revocation or suspension is proposed, and the date, time, and place of a hearing before a hearing officer, who shall be a Planning Commissioner appointed for this purpose by the County Administrative officer, will be held. The notice shall be served on the owner at least 10 business days prior to the date of the hearing by personal service or by certified mail, postage prepaid, return receipt requested to the address for such purpose provided on the vacation home rental permit application. Service by mail shall be deemed effective on the date of mailing.
 - 2. At the hearing, the hearing officer shall consider any written or oral evidence consistent with the following:
 - a. The contents of the County's file shall be accepted into evidence (except as to such portions of the file, if any, that contain confidential or privileged information); and
 - b. The notice of revocation or suspension shall be admitted as prima facie evidence of the facts stated therein.
 - 3. The hearing officer shall independently consider the facts of the case and shall draw his or her own independent conclusions.
 - 4. Upon conclusion of the hearing and receipt of information and evidence from all interested parties, the hearing officer shall render his or her decision affirming the revocation or suspension as proposed, modifying the revocation or suspension, or rejecting the revocation or suspension.

5. If directed by the hearing officer, staff shall prepare a written decision reflecting the hearing officer's determination. Following approval of the written decision by the hearing officer, the clerk of the Planning Commission shall serve the written decision on the property owner by certified mail, postage prepaid, return receipt requested.
 6. The decision of the hearing officer shall be the final administrative action of the county, and the property owner shall be advised of his rights to challenge that decision in Superior Court pursuant to section 1094.5 of the Code of Civil Procedure and of the timelines in which such an action must be brought.
- E. Notwithstanding the foregoing, in the event the code compliance officer determines that suspension or suspension pending revocation of a vacation home rental permit is necessary for the immediate protection of the public health, safety, or welfare, such suspension may be made without prior hearing or determination by the hearing officer, upon the giving of such advance notice to the property owner as the code compliance officer deems reasonable given the nature of the violation and risks presented. The code compliance officer shall inform the property owner in writing of the duration of the suspension, the reasons therefor, the procedure and timelines for filing an appeal, in accordance with the following:
1. The property owner may appeal the suspension by filing an appeal with the clerk of the Planning Commission within 10 calendar days of the date the suspension or revocation takes effect. Such appeal shall also function as a hearing on revocation of the permit, if the suspension is made pending revocation. In the event the property owner does not appeal a suspension pending revocation within the time provided, then the suspension shall automatically become a revocation if notice of such was included in the notice of the suspension.
 2. The hearing shall be in accordance with the procedures set forth in section D above.
 3. The suspension shall remain in effect for the number of days provided by the code compliance officer, or until the appeal/revocation hearing is finally decided by the hearing officer, whichever occurs later, unless extended by the Board.
- F. When a vacation home rental permit is revoked pursuant to the procedures set forth in this chapter, a new vacation home rental permit may not be issued to the same property owner for a period of five years.

26.080 Existing and Otherwise Permitted Rentals.

Any lawful use of property as a transient rental occurring, or subsequently authorized, in a land use designation which permits such uses (or permits such uses subject to Use Permit or Director Review approval) without the application of a transient overlay district shall be exempt from the provisions of this chapter.

26.090 Unauthorized Rentals Prohibited.

The transient rental of any property, unit, or structure which is not within a designated transient overlay district or within a land use designation that permits such use and for which all necessary approvals have been granted, is prohibited. Any violation of this section shall be subject to the provisions of section 26.070, including the fines set forth therein.

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>																
DEPARTMENT:	HOUSING AUTHORITY																	
SUBJECT:	Rental Housing Update																	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board:																
Department Review (if applicable)	Mary Booher	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">ACTION ITEMS and LEGAL DOCUMENTS:</td> <td style="width: 20%; text-align: center;">Review Date</td> </tr> <tr> <td>Fiscal Impact—Reviewed by Auditor-Controller and CAO</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Risk Exposure and Insurance—Reviewed by Risk Manager</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Legal Issues and Form—Reviewed by County Counsel (check one):</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding-left: 20px;"> Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ </td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Policy Establishment or Change—Reviewed by CAO</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Impact to Other Dept(s): _____ — Reviewed by: _____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Personnel—Reviewed by Human Resources</td> <td style="text-align: center;">_____</td> </tr> </table>	ACTION ITEMS and LEGAL DOCUMENTS:	Review Date	Fiscal Impact—Reviewed by Auditor-Controller and CAO	_____	Risk Exposure and Insurance—Reviewed by Risk Manager	_____	Legal Issues and Form—Reviewed by County Counsel (check one):	_____	Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___	_____	Policy Establishment or Change—Reviewed by CAO	_____	Impact to Other Dept(s): _____ — Reviewed by: _____	_____	Personnel—Reviewed by Human Resources	_____
ACTION ITEMS and LEGAL DOCUMENTS:	Review Date																	
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Policy Establishment or Change—Reviewed by CAO	_____																	
Impact to Other Dept(s): _____ — Reviewed by: _____	_____																	
Personnel—Reviewed by Human Resources	_____																	
HOUSING AUTHORITY																		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:	 																	
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:																		
RECOMMENDED ACTION: Receive staff report on Rental Housing Program; and provide any desired direction to staff.																		

Approved by CAO
Initials
Date

Agenda Item #8



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5441
mboohier@mono.ca.gov

April 8, 2013

TO: Mono County Housing Authority
FROM: Mary Booher, Administrative Services Manager
SUBJECT: **Update on Rental Housing Program**

Recommended Action:

Receive staff report on Rental Housing Program; and provide any desired direction to staff.

Discussion:

In 1996, the County took ownership of the two housing units in Benton. In FY 2003/04, staff in the Community Development Department began the process of upgrading these units to be used as Work Force housing. The first unit was rented to a tenant in 2007. Currently, both units are rented.

Sometime in the early 2000's, the County took ownership of Birch Creek Condo #5 in June Lake, in lieu of fees. The condo was first rented in March, 2003. The unit is currently rented.

Property management is done at both sites is done by County staff. At Housing Authority direction, in summer 2012 staff did contact Mammoth Lakes Housing regarding managing these properties, and they were not interested at that time.

Ongoing maintenance at both sites continues.

In addition to the maintenance costs, in June Lake we must pay Homeowner Association Dues and Common Area Utilities each month. Currently these total \$365/month. The rent for this unit is \$850.00/month. The monthly rent for the Benton units is \$750/month/unit.

In the past, the Board has discussed whether or not Mono County should be in the rental business, and staff was directed to bring the discussion back after the current Board was seated.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: Mary Booher, Administrative Services Manager

Date: 3/25/13

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Housing Element Update	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board:
		Mary Booher
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:		
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive staff report on Housing Element Update; and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item #9

Mono County Housing Authority

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

April 8, 2013

To: Honorable Chair and Members of the Housing Authority

From: Brent Calloway, Community Development Analyst
Scott Burns, Community Development Director

Subject: Housing Element Update

Recommendation

Receive status report and provide any desired direction to staff.

Fiscal Impact

Associated costs are covered primarily by Sustainable Communities grant; no general fund impact beyond Community Development budgeted amounts are anticipated

Discussion

The fifth Housing Element revision due date, as mandated by the California Department of Housing and Community Development (HCD), is June 15, 2014. An update of the Housing Element is programmed into the current grant-funded comprehensive General Plan update. A generalized Housing Element work plan is as follows:

- Base update on Regional Housing Needs Assessment (RHNA) provided by State
- Refine policies to account for suspension of the Housing Mitigation Ordinance or update ordinance as a companion to the housing element update
- Update accessory unit ordinance as directed by the Housing Authority
- Update June Lake Area Plan housing section
- Incorporate Landownership Adjustment Plan recommendations
- Conduct public education, outreach and input via RPACs, Planning Commission and Housing Authority
- Compile draft revised element & submit to HCD
- Include edits based on HCD comments, and resubmit for approval
- Incorporate HCD-approved draft into General Plan and EIR

In June 2012 Mono County was notified by HCD of updated Regional Housing Need Allocation numbers. The total allocation for the county is 120 units for the period from January 2014 to June 2019, with 38% (46 units) allocated to the unincorporated portions of the county and 76% (74 units) allocated to the Town of Mammoth Lakes. Thirty-nine percent of the total units allocated are in the income categories low and very low. These numbers are dramatically lower than the previous allocation due to current economic conditions.

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>April 8, 2013</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Update on Crowley Lake Estates Specific Plan	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board:
Department Review (if applicable)	Scott Burns	
ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____	
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:	 	
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive staff report on Crowley Lake Estates Specific Plan; and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item #10

Mono County Housing Authority

P.O. Box 347
Mammoth Lakes, CA 93546
760-924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
760-932-5420, fax 932-5431
www.monocounty.ca.gov

April 8, 2013

TO: Mono County Housing Authority
FROM: Scott Burns, Community Development Director
RE: CROWLEY LAKE ESTATES SPECIFIC PLAN STATUS

RECOMMENDATION

Receive status report and provide any desired direction to staff.

FISCAL IMPACT

There are no general fund impacts associated with this status report.

BACKGROUND

This item has been scheduled in response to a request from Commissioner Stump. The Crowley Lake Specific Plan, initially adopted in 2001, applies to approximately nine acres in the center of the Crowley Lake community along South Landing Road across from the community center. The adopted Specific Plan allows for a mixture of land uses, including five single-family lots on 1.7 acres, commercial development on 1.8 acres, and 48 multi-family units on 5.7 acres, 38 of which are to be affordable. With the exception of water monitoring and development of a community water tank, little activity has occurred in recent years on the property.

The status review will include past financing difficulties, a 2006 request to shift the project to market-rate housing, and a discussion of the process for updating/adjusting the Specific Plan.

Please call Scott Burns at 924-1807 if you have questions concerning this matter.

ATTACHMENT

A. Specific Plan Excerpts



CROWLEY LAKE ESTATES

**FINAL EIR & SPECIFIC PLAN
SCH # 2001012064**



OCTOBER 2001

2. CEQA COMPLIANCE

As required by CEQA, this EIR and Specific Plan have been prepared to examine the impacts of the proposed Crowley Lake Estates project. The EIR contains a series of mitigation measures required to mitigate impacts associated with implementation of this Specific Plan. The County would be responsible for monitoring and enforcement of the Mitigation Program to assure that all measures are implemented in a timely and effective manner, and would also be responsible for enforcement of the regulations contained in this Specific Plan.

J SPECIFIC PLAN CONCEPT

1. INTRODUCTION AND PURPOSE

The development standards and procedures established herein are intended to satisfy the requirements of the Mono County General Plan. Upon adoption of the Crowley Lake Estates Specific Plan, the development standards and procedures established herein would become the governing regulations for the land uses proposed and developed on this site. The purpose of these standards is to (1) provide for the classification of land uses on the site, (2) define standards for the development of those uses, (3) establish procedures for orderly site development through build-out, (4) protect the public health, safety and welfare of those who live, work and do business in Crowley Lake Estates, (5) provide for the progress, well-being, and convenience of the County as a whole, and (6) establish and maintain a level of quality in site development. This Specific Plan is regulatory by design. The policy underpinnings of this Specific Plan are those identified in the County of Mono General Plan, as discussed throughout this text.

K GENERAL REGULATIONS

1. DEFINITION OF TERMS

Terms used in this Specific Plan shall have the same definition as given in the Mono County General Plan, unless specified otherwise herein.

2. CODE CONSISTENCY

a. The development standards herein shall regulate all development in the Crowley Lake Estates. In case of a conflict between this Specific Plan and the Mono County General Plan, this Specific Plan shall prevail. In cases where this Specific Plan is silent on an issue of relevance to the project, the Mono County General Plan shall prevail.

b. Any details or issues not covered by the development guidelines or regulations of this Specific Plan shall be subject to the regulations or standards set forth in applicable sections of the Mono County General Plan, Grading Ordinances, and other adopted ordinances of the County.

c. Construction shall comply with all applicable provisions of the California Building Standards Code and the mechanical, electrical, plumbing and other codes related thereto as administered by Mono County and other agencies with jurisdiction over the project.

d. Grading plans submitted for Crowley Lake Estates shall be based on the County Grading Code and shall be accompanied by all geological and soils reports required by the Grading Code.

3. SEVERABILITY

If any portion of these regulations is declared by judicial review to be invalid in whole or in part, such decision shall not affect the validity of the remaining portions.

4. ALTERNATIVE DEVELOPMENT STANDARDS

No alternative development standards shall be permitted unless such standards are established through an amendment to this Specific Plan.

5. DEVELOPMENT FLEXIBILITY

The following shall guide development flexibility within Crowley Lake Estates.

- a. All of the lots on the Crowley Lake Estates Tentative Tract Map may be platted as much as ten percent (10%) above or below the acreage or square footage shown. Such variances would be subject to review and approval by the Director of Planning, but no amendment to this Specific Plan shall be required for lot size variances that meet these guidelines.
- b. Only general boundary alignments and approximate acreage figures are on the plans submitted herein. Adjustments to land use boundaries resulting from final road alignments, the siting of infrastructure facilities, and/or technical refinements to the Specific Plan would not require an amendment to this Specific Plan.

L LAND USE CONCEPT

The objective of the proposed Crowley Lake Estates Specific Plan is to create a mix of single-family housing, multifamily housing, commercial development, and ancillary uses on the project site in a manner that can be provided with adequate access and public facilities consistent with the County's General Plan Land Use Element and Long Valley Area Plan. The project objectives have been defined broadly to reflect the County's planning goals for the community of Lake Crowley.

The Land Use Plan for Crowley Lake Estates encompasses 9.16 acres of land designated for a variety of uses. The Specific Plan provisions contained herein are based in large part on the provisions contained in the MU (Mixed Use) designation of the Mono County General Plan. Exhibit 6a depicts the land uses proposed within the Crowley Lake Estates Specific Plan. Infrastructure plans are shown in Exhibits 6b and 6c, which depict the conceptual layout of water and sewer facilities as well as the conceptual layout of grading and drainage improvements. SCE easements overlay the property; these easements have been integrated into the underlying parcel boundaries.

Regional Trail
Wetlands

Single Family Parcel 4

Single Family Parcel 5

The Day Residence

Edison Transmission line
& Easements

30 foot Set Back Line

Private Interior Loop Drive

Residential Multi Family
Buildings

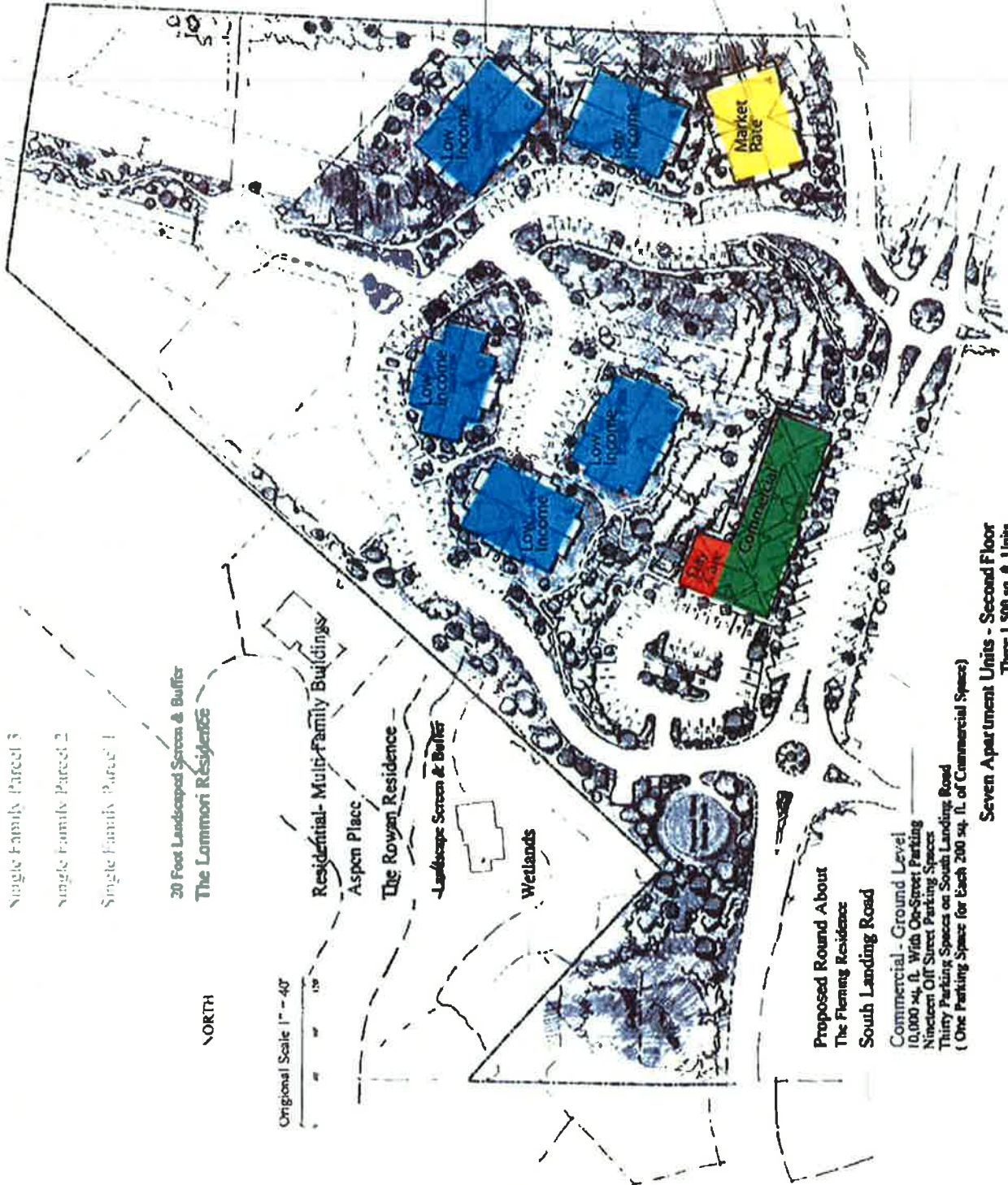
Residential Multi Family
Building

Three 1200 sq. ft. Apartments
Five Multi-Family Units

Lake View Road

South Landing Road

Proposed Round About
Access To Existing Church



Single Family Parcel 3

Single Family Parcel 2

Single Family Parcel 1

20 Foot Landscaped Screen & Buffer

The Common Residence

Residential- Multi-Family Buildings

Aspen Place

The Rowan Residence

Landscape Screen & Buffer

Wetlands

NORTH

Original Scale 1" = 40'

Proposed Round About
The Planning Residence

South Landing Road

Commercial - Ground Level
10,000 sq. ft. With On-Street Parking
Nineteen Off Street Parking Spaces
Thirty Parking Spaces on South Landing Road
(One Parking Space for Each 200 sq. ft. of Commercial Space)

Seven Apartment Units - Second Floor
Three 1,500 sq. ft. Units
Four 1,200 sq. ft. Units
Fourteen Off-Street Assigned Parking Spaces

County Yard & Public Facility

EXISTING