

# Mono County Community Development Department

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PO Box 347  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
commdev@mono.ca.gov

## Planning Division

PO Box 8  
Bridgeport, CA 93517  
760-932-5420, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

April 16, 2020

To: Mono County Planning Commission

From: Kelly Karl, Assistant Planner

Re: PUBLIC HEARING: Use Permit 19-010/Subia

### RECOMMENDATION

It is recommended that Planning Commission take the following actions:

1. Hold the public hearing, receive public testimony, deliberate the project, and make any desired changes.
2. Find that the project qualifies as a Categorical Exemption under CEQA guidelines 15303 and instruct staff to file a Notice of Exemption;
3. Make the required findings as contained in the project staff report; and
4. Approve Use Permit 19-010 subject to Conditions of Approval.

### BACKGROUND

The Mono County General Plan defines a commercial kennel as “any facility other than a private kennel, including but not limited to, a facility for the keeping boarding, breeding, training and maintaining of more than four dogs of 4 months of age or older whether for a fee or not, or for sale.” Commercial kennel facilities are permitted subject to use permit in the following designations: Agriculture (AG), Commercial (C), Estate Residential (ER), Rural Mobile Home (RMH), Rural Residential (RR), and Scenic Area Agriculture (SAA). Per Chapter 9.16 of the Mono County Code, kennel facilities where four or more dogs are kept for commercial purposes must also maintain an annual kennel license from Mono County Animal Control Department.

### PROJECT DESCRIPTION

UP 19-010 is a proposal for an overnight kennel facility, Camp K9 & Friends, that will board both cats and dogs on a 5-acre parcel at 206 Inca Place in Benton (APN 025-030-048). The parcel has an existing primary residential use and the proposed kennel facility would be located on the north side of the property in a separate building. The parcel is designated Rural Residential (RR) and kennels are listed as a permitted use subject to use permit.

Uses surrounding the project are a mix of Rural Residential (RR), Resource Management (RM), and Mixed Use (MU) parcels. Contiguous properties are almost entirely RR parcels, with the exception of an MU parcel to the southeast on Inca Place, and a Bureau of Land Management RM parcel to the west.

Camp K9 & Friends will be housed in a 25' X 30' metal building (750 square feet) with interior insulation, finished interior walls, a sealed concrete floor with central drain, and radiant floor cooling/heating (see Attachment 1 – Site Plan). An ADA accessible bathroom will be provided in a separate 10' X 10' stick build structure on the south side of the facility and immediately adjacent to an ADA accessible walkway and parking space located at the front entrance of the boarding facility. The facility is designed to board a maximum of 17 dogs and 8 cats and will contain up to 13 dog kennels, 8 cat condos, and 1 isolation kennel. In addition to overnight boarding, Camp K9 & Friends will also offer grooming and training services to pets.

**FIGURE 1: PROJECT LOCATION**



**FIGURE 2: PROJECT LAND USE DESIGNATION**

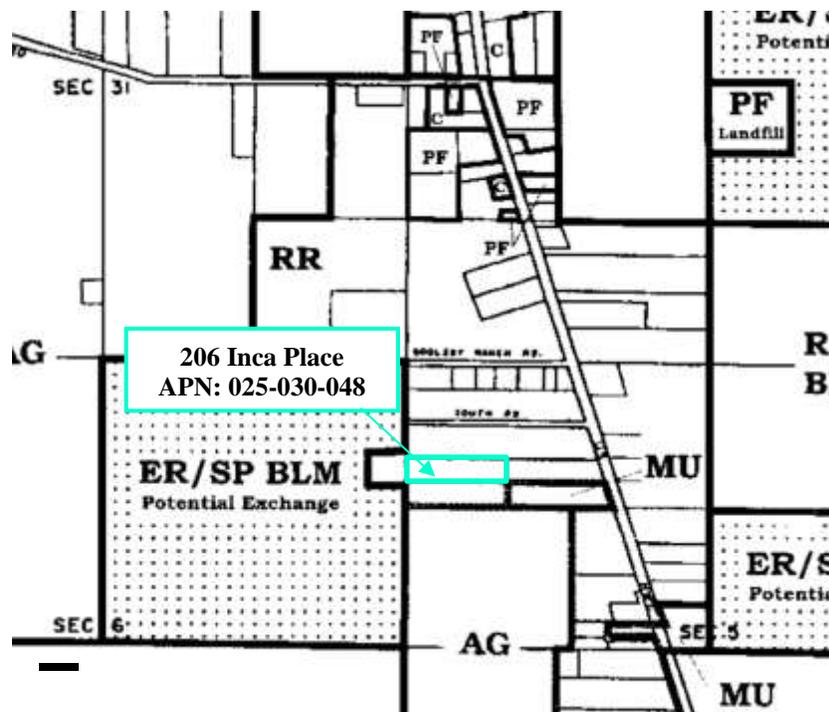
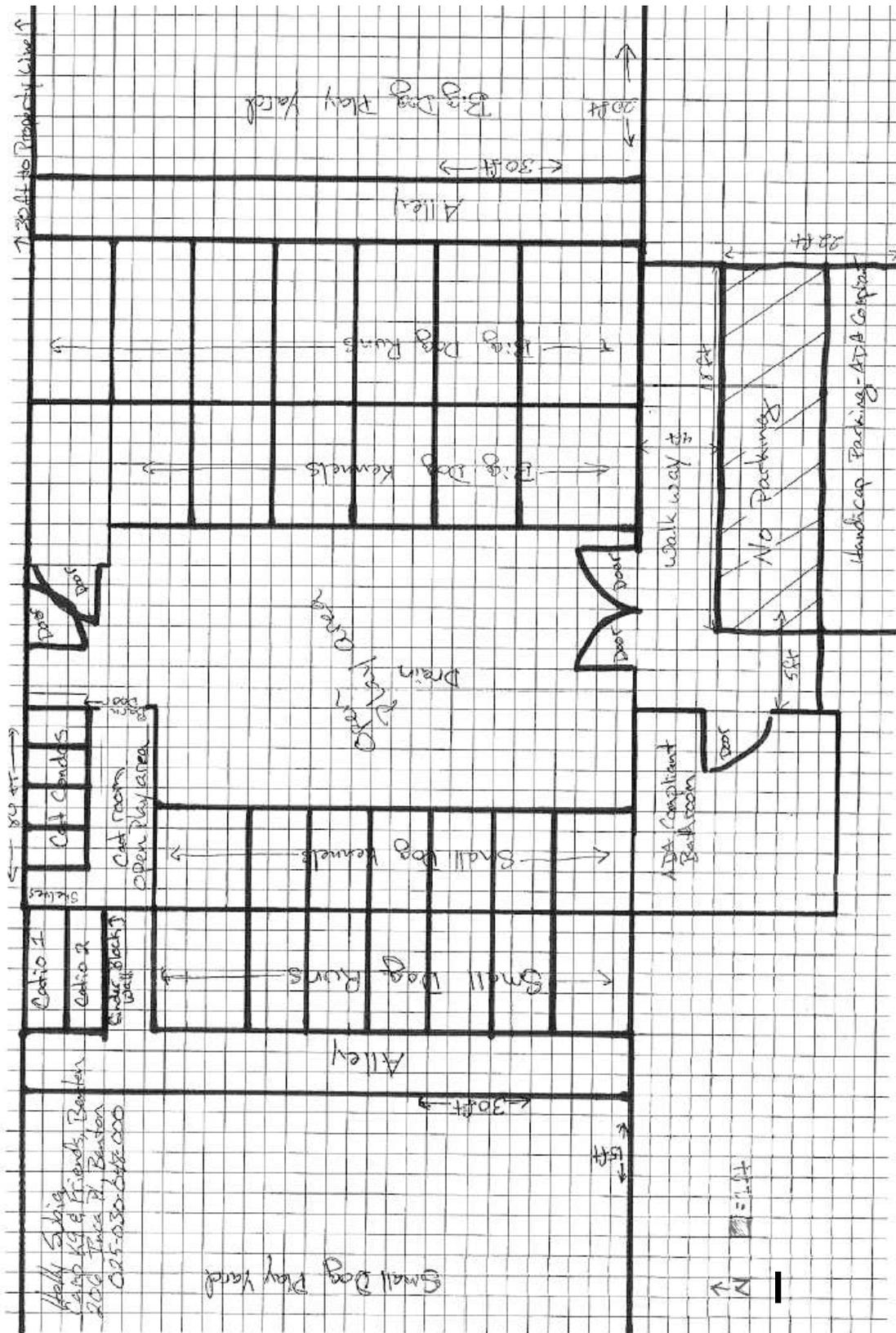


FIGURE 3 – FLOOR PLAN



Holly Subing  
 4400 K9 & Friends, Boston  
 200 Travis St. Boston  
 02111-3014  
 617-552-8200

Two types of dog kennels will be provided in this facility to accommodate both small and large dogs, six 4' x 6' – 6' x 6' large dog kennels will be located on the east side of the facility and seven 3' x 5' – 4' x 5' small dog kennels will be located on the west side of the facility. Dog kennels will use “Gator Kennels<sup>1</sup>” brand kennels (except for the isolation kennel) that feature an innovative design that allows removal of the panels between individual kennels. This design allows flexibility in individual kennel dimensions and would allow two or three kennels to be combined to accommodate two or more dogs from the same family. The facility design would also allow for two small dogs from the same family to share a kennel (e.g. chihuahuas, terriers, etc.). Thus, the maximum number of dogs (17) proposed for this project differs from the number of dog kennels (13) and assumes that up to four kennels are shared by meeting the criteria above that would allow four additional dogs to be boarded at the facility. Dog kennels will have a solid and nontransparent base to attenuate sound and prevent dogs from fence fighting with neighboring kennels. An isolation kennel with solid walls on the northeastern side of the facility is also included in the facility to house and isolate sick pets. The isolation kennel will remain vacant and is not included in the maximum kennel count as it is intended solely to house sick pets. An open indoor dog play area will be located in the center of the building to provide a controlled environment for senior dogs and puppies to play safely as well as provide a safe and temperature-controlled area for all dogs to play indoors during inclement weather.

The facility will also include a separate “cat room” on the northwest side of building designed to accommodate up to eight cats in eight 4' L x 4' W x 2' H cat condos. Cat condos will be stacked vertically (four on bottom and four on top) to save floor space and each cat condo will feature sleeping/feeding area, litter box area, as well as multiple platforms and hammocks for enrichment. The cat room will include interior insulation to minimize the noise impacts to cats from neighboring dog kennels. A multi-level open play area will provide a safe and controlled environment for cats to play and explore in the cat room and will feature various toys and poles for climbing/scratching. The cat room will also include a small pass-through door with a sitting ledge on the inside of the cat room for cats to access the two “catios” or enclosed cat patios located on the exterior of the building.

Camp K9 & Friends will also include two exterior dog runs, two fenced alleyways, two large/small dog play yards and two “catios.” All dog kennels will have in/out dog doors allowing access to individual exterior dog runs. Dog runs will feature 6' high fencing, the lower 3' constructed out of cinderblock to attenuate sound and prevent fence fighting; the upper 3' will utilize chain link, and all runs will be topped with shade tarps. Fenced alleyways will connect exterior dog runs to the play yards for large dogs (20' x 30') and small dogs (15' x 30'). Both play yards will utilize 6' high chain link fencing and will be covered with shade tarps. Lastly, the facility will also provide two exterior “catios” for outdoor enrichment with a concrete floor and fully enclosed by hardware cloth or other heavy-gauge wire mesh. “Catios” will have two access points, a small cat-sized pass through door with a sitting ledge will be located inside the cat room and a human-sized door will be located on the exterior of the “catio” for staff to retrieve cats who may not wish to return to the

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<sup>1</sup> Due to the copyrighting of Gator Kennels, pictures and diagrams cannot be included in the staff report, information and specifications for the proposed kennels can be found at the manufacturer’s website at the following link: <https://www.gatorkennels.com/>

inside of the building. A cinder block wall will be constructed to separate nearest small dog runs from the “catios.”

Each pet boarded at Camp K9 & Friends must be fully vaccinated, and proof of vaccinations must come from a veterinarian. Any pet that cannot be vaccinated due to health reasons must have a letter from their veterinarian, and the pet’s owner will be required to sign an agreement acknowledging the risks of boarding a pet that is not fully vaccinated. Any animal showing signs of illness will be isolated immediately in the isolation kennel or taken to a local veterinarian of the owner’s choosing.

During the initial phase of operation Camp K9 & Friends likely will consist of two total employees (the two property owners), one full-time and one part-time. At full capacity, Camp K9 & Friends will employ a maximum of one part-time and two full-time employees with the potential for additional seasonal employees as needed during peak seasons (summer/holidays). The applicant has an existing residence on site, and an employee will always be on site when animals are boarded at the facility.

The applicant will maintain an annual kennel license with Mono County Animal Control and will be subject to two inspections per year; one scheduled, and one unannounced. Mono County Animal Control was provided a copy of the site plan, business plan, and draft conditions of approval and had no additional comments, conditions, or requirements for this project.

#### **LAND DEVELOPMENT TECHNICAL ADVISORY COMMITTEE (LDTAC)**

The LDTAC reviewed and approved the application for processing on September 3, 2019. The project was reaccepted for processing on February 18, 2020 due to substantial changes to the application. The draft conditions of approval for this project were reviewed and approved by LDTAC on April 6, 2020.

#### **PUBLIC HEARING NOTICE**

A hearing notice was published in the March 7 issue of The Sheet (see Attachment 2). Notices were also mailed to surrounding property owners within 300 feet of the proposed project (Attachment 3). No public comments were received as of the drafting of this staff report.

#### **CEQA COMPLIANCE**

This Use Permit qualifies for a Class 3 Categorical Exemption under CEQA Guideline 15303:

*CEQA Guidelines 15303 construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include, but are not limited to:*

*(a) One single-family residence, or a second dwelling unit in a residential zone may be constructed or converted under this exemption.*

*(c) A store, motel, office, restaurant or similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the*

*use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.*

*(e) Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.*

This project qualifies as a Class 3 exemption because it consists of the installation of a commercial structure under 2,500-square feet in floor area and does not involve the use of significant amounts of hazardous substances (15303(c)). Dog runs, play yards, and catios are exempted by 15303(c) which covered accessory structures such as patios and fences.

**SITE PHOTO 1 - 03/13/2020**



*Looking east from the proposed Camp K9 & Friends site.*

**SITE PHOTO 2 - 03/13/2020**



*Looking west from the proposed Camp K9 & Friends site.*

**April 16, 2020**

## **GENERAL PLAN CONSISTENCY**

The land use designation for this property is RR, and kennels are a permitted use subject to use permit. According to the Mono County General Plan, the intent of the RR designation is to permit larger-lot single-family dwelling units with ancillary rural uses in areas away from developed communities. The project is consistent with General Plan Land Use Designation policies, Countywide land use policies, and Tri-Valley Area Plan policies contained in the Mono county General Plan Land Use Element.

The proposed project is consistent with the Countywide Land Use policies that seek to accommodate commercial growth that enhances the local economy within existing communities, when compatible with community character. The proposed project provides a service needed by both residents and visitors and would create local jobs and be economically beneficial to the area. The project is also consistent with the Tri-Valley Area Plan policies that encourage the continuation of home businesses in the area as well as the development of businesses that enhance the local economy and provide needed services to residents and visitors.

## **MONO COUNTY LAND USE ELEMENT, COUNTYWIDE LAND USE POLCIES**

*Objective 1.A. Accommodate future growth in a manner that preserves and protects the area's scenic, agricultural, natural, cultural and recreational resources and that is consistent with the capacities of public facilities and services.*

*Policy 1.A.1. Contain growth in and adjacent to existing community areas.*

*Objective 1.E. Provide for commercial development to serve both residents and visitors.*

*Policy 1.E.1. Concentrate commercial development within existing communities.*

*Action 1.E.1.a. Designate a sufficient amount of commercial land within communities to serve the needs of residents and visitors.*

*Policy 1.E.4. Allow for the integration of small-scale commercial uses with associated residential uses, such as employee housing.*

*Policy 1.E.5. Commercial development should be compatible with community character.*

*Objective 1.I. Maintain and enhance the local economy.*

*Policy 1.I.1. Land use designations shall provide sufficient land for the economic development of community areas.*

## **MONO COUNTY LAND USE ELEMENT, TRI-VALLEY AREA POLICIES**

*Objective 26.D. Provide adequate commercial and public facilities and improved access to County services to serve visitors and residents in the Tri-Valley.*

*Policy 26.D.4. In Benton, encourage the establishment of commercial enterprises oriented toward providing services to highway travelers.*

*Policy 26.D.5. Allow the continuation of home businesses in the area.*

*Objective 26.E. In Benton, encourage the establishment of commercial enterprises oriented toward providing services to residents as well as tourists and highway travelers.*

*Policy 26.E.2. Encourage commercial and community services that enhance the well-being and quality of life of all Benton residents.*

## **PARKING**

The parking space requirement for the “General Retail, Services, & Offices” category of Table 06.010 specifies one space for every 200 sq ft of gross leasable floor area. “Gross leasable floor area” is further defined as “the total floor area, not counting hallways, bathrooms or storage/utility.” Using this definition, the project has a total of 750 square feet of gross leasable floor area. Thus, the project must provide four 9’ x 18’ parking spaces, plus one ADA-compliant space. The project provides one ADA-accessible space at the front of the building and an accessible path of travel to both the kennel facility and the ADA compliant bathroom. The property has ample space on the southeast and east side of the property immediately adjacent to the ADA parking space and the large dog play yard to accommodate the necessary five parking spaces (including one ADA- compliant space).

## **NOISE ORDINANCE**

The project will be subject to the Chapter 10.16 of the Mono County Code that establishes thresholds for legal noise levels based on land use and time of day. According to Table 10.16.060(A) – Maximum Allowable Exterior Noise Levels, residential – low density land uses have a maximum allowable exterior noise level of 55 dBA or less during the day (7:00 am – 9:59 pm) and 50 dBA or less at night (10:00 pm – 6:59 am).

In order to minimize the amount of noise generated by the facility, dogs will be monitored while playing in the play yards or roaming in their individual dog runs, and any dog that barks excessively will be corrected. Any barking that happens after dogs have been put to bed will be checked on and corrected. Correction measures will include warning, scolding, a spray bottle with water, or being taken out only on a leash. Excessive barking will not be tolerated and repeat offenders will only be allowed to board if the owner supplies a bark collar. However, if the bark collar proves ineffective that dog will not be allowed to board at the facility.

Camp K9 & Friends also proposes three preventive measures to reduce the likelihood of excessive barking: 1) pet owners will be encouraged to bring their pet’s bedding, toys, food, blanket, and something that carries the owner’s scent which should discourage barking by making dogs feel more at home; 2) regular play and exercise should help dogs sleep at night and reduce the likelihood of barking; and 3) the facility will utilize soothing music, essential oils, or photonic therapy (lighting-based therapy to help reduce anxiety or fear) to provide a comforting environment for pets.

## **USE PERMIT FINDINGS**

In accordance with Mono County General Plan, Chapter 32, Processing-Use Permits, the Planning Commission may issue a Use Permit after making certain findings.

Section 32.010, Required Findings:

- 1. All applicable provisions of the Mono County General Plan are complied with, and the site of the proposed use is adequate in size and shape to accommodate the use and to accommodate all yards, walls and fences, parking, loading, landscaping and other required features because:*

- a. Kennels are a permitted use subject to use permit within the RR land use designation.
  - b. The 5-acre parcel is adequate in size and shape to accommodate the kennel operations, and the proposed dog runs, play areas, and alleyways are adequate to maintain safe control of dogs.
  - c. The project meets the 50' front, 30' side, and 30' rear yard setbacks for the RR designation.
  - d. Lot coverage is well below the 40% maximum and proposes only an additional 1,851 SF of lot coverage bringing total lot coverage to 2%.
  - e. The project meets the parking standards for the "General Retail, Services, & Offices" category of Table 06.010 by providing four 9' x 18' spaces and one ADA-compliant space.
  - f. The parcel is exempt from Public Resources Code Section 4290 due to Parcel Map 35-28 being approved in 1988 and prior to January 1, 1991, cutoff date for subdivisions subject to this section. The project has also obtained a provisional will-serve letter from the White Mountain Fire Protection District for the proposed use (Attachment 4).
2. *The site for the proposed use related to streets and highways is adequate in width and type to carry the quantity and kind of traffic generated by the proposed use because:*
- a. Project is accessed via Inca Place, an unpaved private road off US Highway 6. The proposed project is not expected to generate a significant increase in traffic or compromise the current capacity of Inca Place.
  - b. The Great Basin Air Pollution Control District was consulted regarding the potential impacts of fugitive dust from increased traffic on unpaved Inca Place, and the District determined that a dust-control plan was not necessary for this project. The only requirement from the District for this project is for the applicant to comply with Rule 400 – Opacity Rule, Rule 401 – Fugitive Dust, and Rule 402 – Nuisance. Recommended reasonable precautions suggested by the District for this project included: 1) enacting, posting, and enforcing speed limitations on the road; and 2) if necessary, applying water, gravel, or a stabilizer to the road surface.
3. *The proposed use will not be detrimental to the public welfare or injurious to property or improvements in the area in which the property is located because:*
- a. Biannual inspections conducted by Animal Control Officers will assure compliance with conditions necessary to maintain an annual kennel license.
  - b. The project will be subject to the Chapter 10.16 of the Mono County Code which established thresholds for noise levels. According to Table 10.16.060(A) – Maximum Allowable Exterior Noise Levels, for daytime and nighttime in residential – low density land uses.
  - c. The project has received a provisional will-serve letter from the White Mountain Fire Protection District for the proposed use and will be required to obtain a final

will-serve letter from the District as part of the conditions of approval for the use permit (Attachment 4).

4. *The proposed use is consistent with the map and text of the Mono County General Plan because:*

- a. The proposed use is consistent with policies set forth in the Mono County General Plan which allows for the approval of kennel facilities in the RR designation subject to a Use Permit.
- b. The proposed use is not expected to cause significant environmental impacts or be detrimental to surrounding property.
- c. The proposed use is consistent with the General Plan, the Tri-Valley Area policies, and Countywide land use policies.

This staff report has been reviewed by the Principal Planner.

#### **ATTACHMENTS**

Attachment 1 – Site Plan

Attachment 2 – Public Hearing Notice – The Sheet

Attachment 3 – Public Hearing Notice – Mailer

Attachment 4 – White Mountain Fire Protection District Provisional Will Serve Letter

Attachment 5 – Business Plan



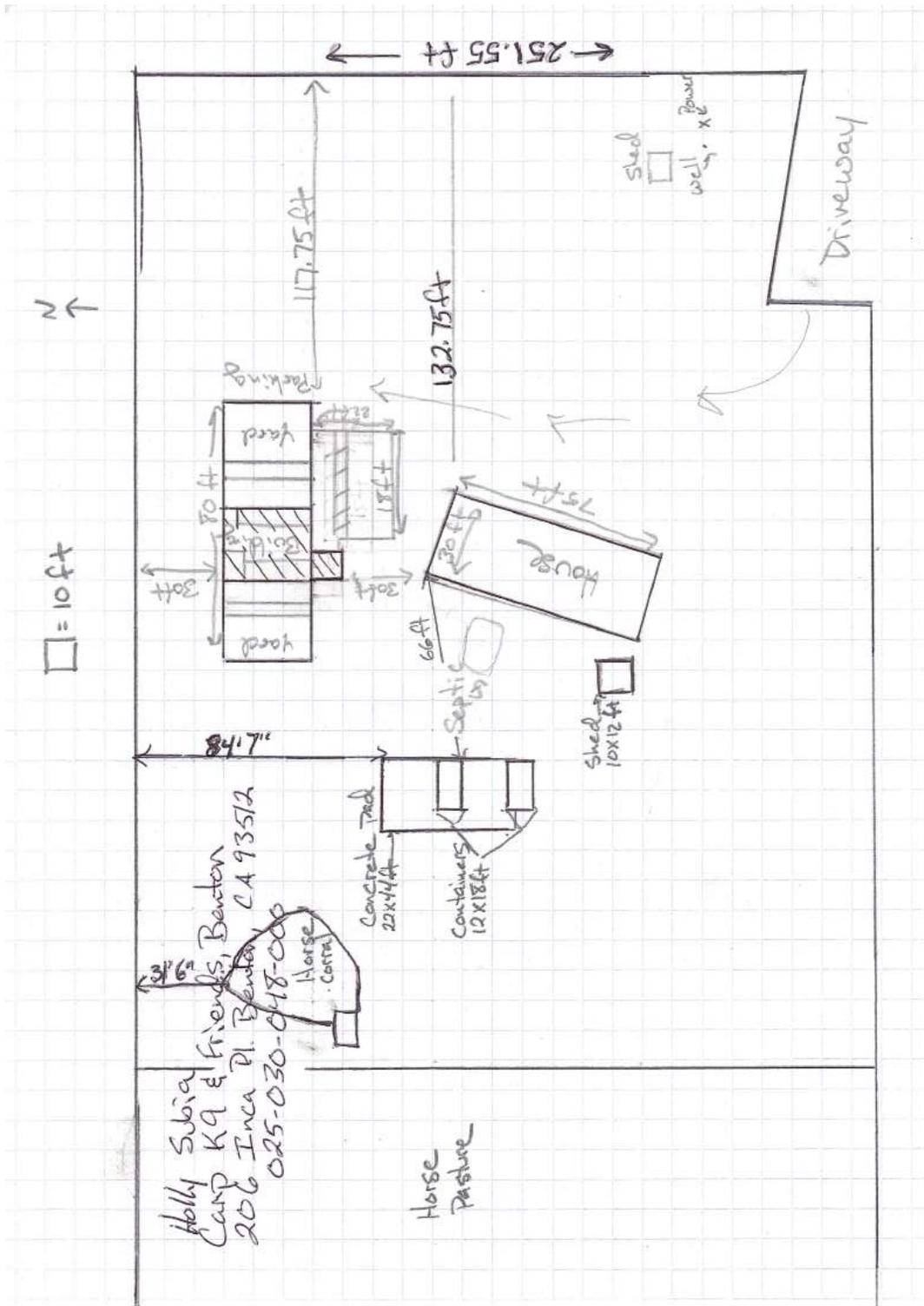
## **CONDITIONS OF APPROVAL**

### **Use Permit 19-010/Subia**

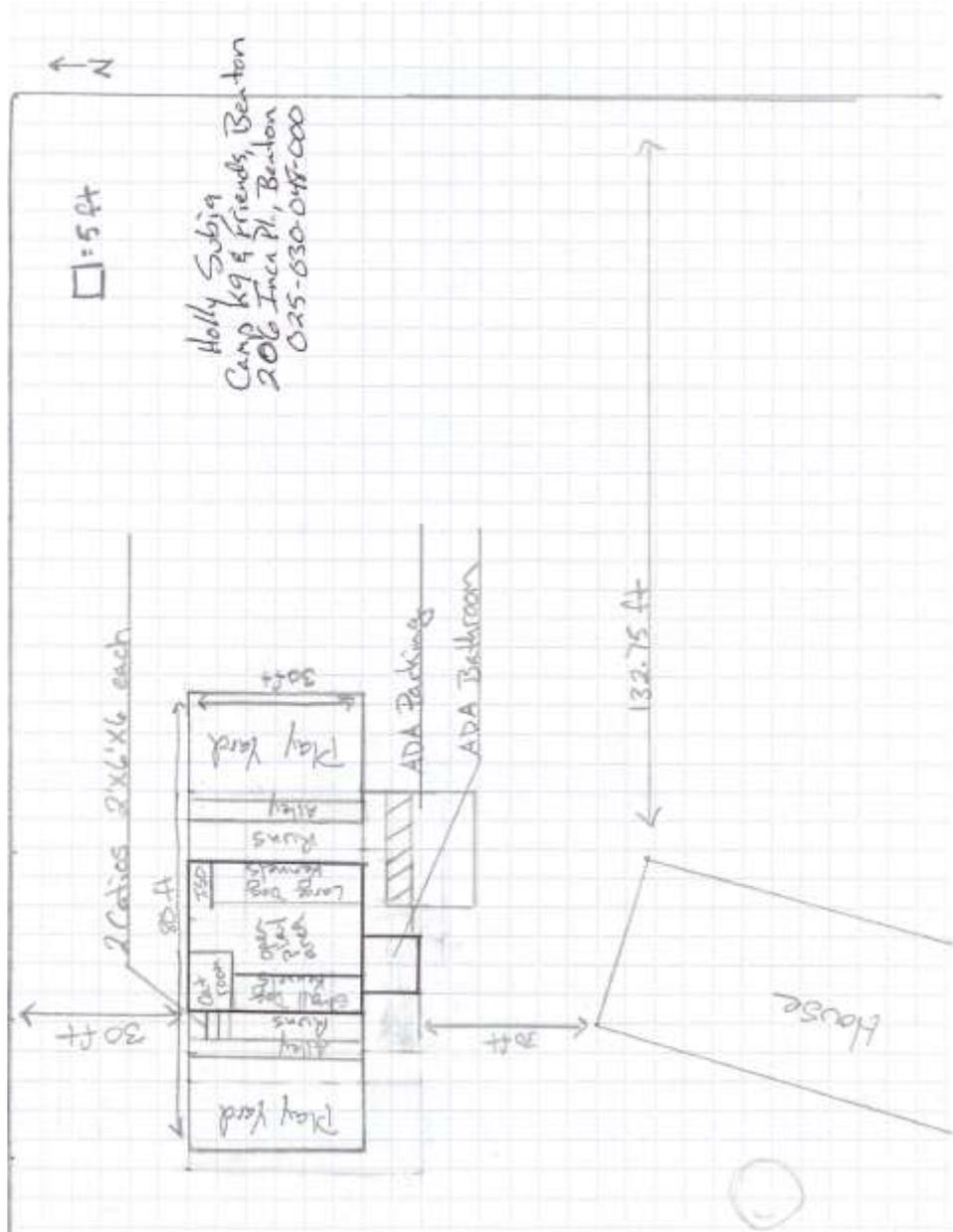
1. All development shall meet requirements of the Mono County General Plan, Mono County Code, and project conditions.
2. Project shall comply with all Mono County Building Division, Public Works, Environmental Health, and Animal Control requirements.
3. Project shall be in substantial compliance with site plan shown in the staff report.
4. A maximum of 17 dogs and eight cats shall be permitted at any one time on the project site. A person shall always be on site when animals are boarded at the facility.
5. A valid annual Kennel License shall be maintained through the Mono County Animal Control Department. The property shall be inspected by Animal Control Officers twice per year: one inspection scheduled, and one unannounced.
6. Pets boarded overnight shall be housed inside the facility and have access to protection from the elements and inclement weather. Pets shall have access to clean water at all times.
7. Dogs shall be under control at all times and will not be allowed to run free within community areas. When pets are allowed outdoors in dog runs, play yards, or catios, pets shall be supervised.
8. All animal bites shall be reported immediately to the Mono County Animal Control Department.
9. Health certificates and proof of vaccinations from a veterinarian shall be maintained on site for all pets boarded at the facility and shall be made available to Animal Control Officers upon request.
10. The site shall be maintained in a neat, clean, and orderly manner. Animal waste shall be picked up on a daily basis and properly disposed of at the local transfer station.
11. Any complaints regarding kennel operations shall be resolved immediately. Continued violations shall be grounds for use permit revocation.
12. All exterior lighting must comply with Chapter 23, Dark Sky Regulations.
13. Project is required to comply with any requirements of the White Mountain Fire Protection District. The applicant shall provide a final “will-serve” letter from the White Mountain Fire Protection District indicating the FPD will provide service to the project.
14. Project is required to comply with Great Basin Unified Air Pollution Control District regulations.
15. In the event of discovery or recognition of any human remains, all work shall be stopped, and there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains until the coroner of the County has examined the site (California Health and Safety Code § 7050.5).

16. If any of these conditions are violated, this permit and all rights hereunder may be revoked in accordance with Section 32.080 of the Mono County General Plan, Land Development Regulations.

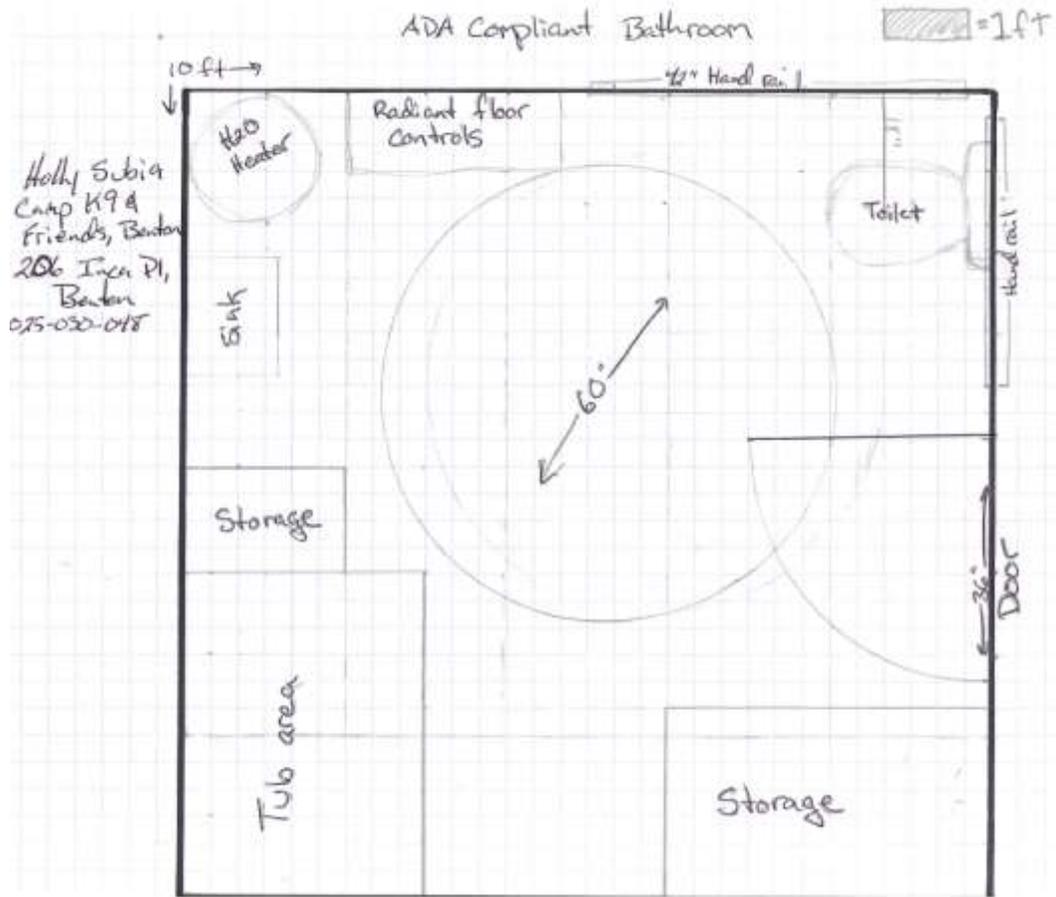
**ATTACHMENT 1 – SITE PLAN**



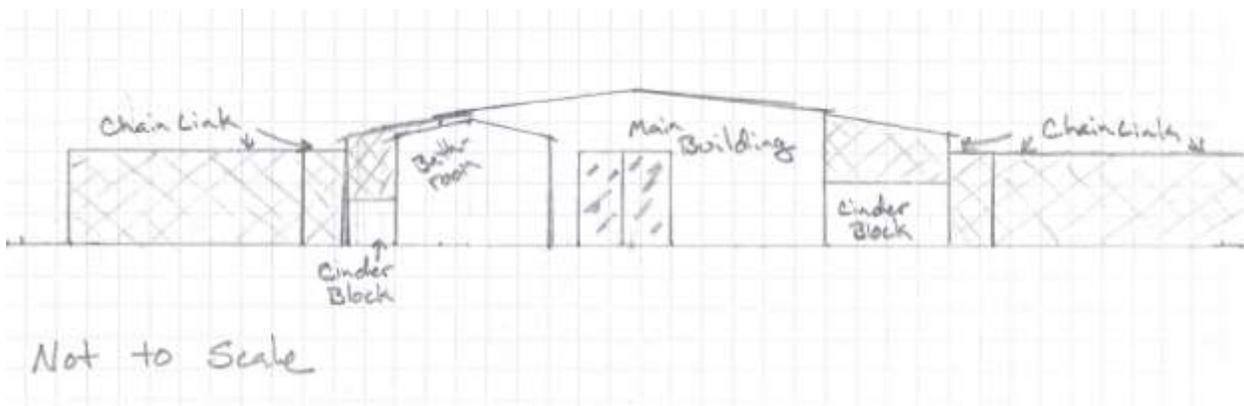
ATTACHMENT 1 – SITE PLAN



**ATTACHMENT 1 – ADA BATHROOM SITE PLAN**



**ATTACHMENT 1 – ELEVATIONS**



## ATTACHMENT 2 - PUBLIC HEARING NOTICE: THE SHEET

### MONO COUNTY PLANNING COMMISSION

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](http://www.monocounty.ca.gov)

April 1, 2020

To: The Sheet

From: CD Ritter

Re: Legal Notice for April 4 & 11 editions

Invoice: Stephanie Butters, PO Box 347, Mammoth Lakes, CA 93546

#### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Mono County Planning Commission will conduct a public hearing at a Special Meeting on **April 16, 2020**. As authorized by Gov. Newsom's Executive Orders, N-25-20 and N-29-20, the meeting will be accessible remotely by livecast at: <https://zoom.us/join> and by telephone at: 669-900-6833 (Meeting ID# is 760-924-1800) where members of the public shall have the right to observe and offer public comment, to consider the following: **9:05 a.m. TIOGA INN SPECIFIC PLAN AMENDMENT AND FINAL SUBSEQUENT ENVIRONMENTAL IMPACT REPORT** to amend the 1993 Tioga Inn Specific Plan located at 22, 133, and 254 Vista Point Road and consisting of four parcels (APN 021-080-014, -025, -026 & -027). The entitlements approved in 1993 remain intact and approved regardless of the outcome of the currently proposed project. The current Specific Plan Amendment proposes: 1) up to 150 new workforce housing bedrooms in up to 100 new units; 2) a third gas-pump island and overhead canopy; 3) additional parking to accommodate on-site guest vehicles as well as a general-use park-and-ride facility and bus parking for Yosemite transit vehicles; 4) a new package wastewater treatment system tied to a new subsurface drip irrigation system; 5) replacement of the existing water storage tank with a new tank of the same size in the same area; 6) a new 30,000-gallon on-site propane tank (eventually replacing the existing five on-site tanks); and 7) modification to the boundaries and acreage of designated open space and modification of parcel boundaries. A Subsequent Environmental Impact Report is proposed for the project. Project materials are available for public review online at <https://monocounty.ca.gov/planning/page/tioga-inn-specific-plan-seir> and hard copies are available for the cost of reproduction by calling (760) 924-1800. **1:00 p.m. CONDITIONAL USE PERMIT 19-010/Subia. CONDITIONAL USE PERMIT 19-010/Subia.** Proposal to operate an overnight kennel facility for cats and dogs on a 5-acre Rural Residential (RR) parcel at 206 Inca Place in Benton (APN 025-030-048). The facility will be housed in a 25' x 30' metal building and will board a maximum of 17 dogs and 8 cats. In accordance with the California Environmental Quality Act, a Notice of Exemption will be filed. Project materials are available for public review online at <https://monocounty.ca.gov/planning-commission/page/planning-commission-special-meeting-7> and hard copies are available for the cost of reproduction by calling (760) 924-1800. **INTERESTED PERSONS** are strongly encouraged to attend the livecast meeting by phone or online, and to submit comments to the Secretary of the Planning Commission, PO Box 347, Mammoth Lakes, CA, 93546, by 5 pm on **Wednesday, April 15**, to ensure timely receipt, by email at [cddcomments@mono.ca.gov](mailto:cddcomments@mono.ca.gov), or via the livecast meeting (technology permitting). If you challenge the proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to Secretary to the Planning Commission at, or prior to, the public hearing.

###

UP 19-010/Subia  
April 16, 2020

# ATTACHMENT 3 – PUBLIC HEARING NOTICE – MAILER

## Mono County Community Development Department Planning Division

PO Box 347  
Mammoth Lakes CA, 93546  
760.924.1800, fax: 924.1801  
[commdev@mono.ca.gov](mailto:commdev@mono.ca.gov)

PO Box 8  
Bridgeport, CA, 93517  
(760) 932-5420, fax: 932-5431  
[WWW.MONOCOUNTY.CA.GOV](http://WWW.MONOCOUNTY.CA.GOV)

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In accordance with the California Environmental Quality Act, a Notice of Exemption will be filed. Project materials are available for public review online at <https://monocounty.ca.gov/planning-commission/page/planning-commission-special-meeting-7> and hard copies are available for the cost of reproduction by calling (760) 924-1800.

INTERESTED PERSONS are strongly encouraged to attend the livecast meeting by phone or online, and to submit comments by **5 pm on Wednesday, April 15** to the Secretary of the Planning Commission, PO Box 347, Mammoth Lakes, CA 93546 to ensure timely receipt, by email at [cddcomments@mono.ca.gov](mailto:cddcomments@mono.ca.gov), or via the livecast meeting (technology permitting). If you challenge the proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to Secretary to the Planning Commission at, or prior to, the public hearing.

For additional questions, please contact the Mono County Planning Division:

Kelly Karl, Assistant Planner  
PO Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1809, [kkarl@mono.ca.gov](mailto:kkarl@mono.ca.gov)



UP 19-010/Subia  
April 16, 2020

**ATTACHMENT 4 – WHITE MOUNTAIN FPD PROVISIONAL WILL-SERVE LETTER**



White Mountain Fire Protection District



Dave Doonan  
Fire Chief  
White Mountain Fire Protection District  
25470 Hwy 6  
Benton, California 93512  
whitemountainfire@gmail.com

10 December 2019

Kelly Karl  
Assistant Planner  
Mono County CDD

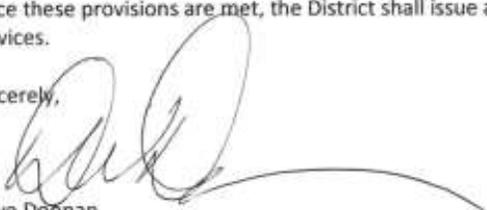
Dear Ms. Karl,

This letter shall serve to inform you that the project proposed by Holly Subia located at 206 Inca Place, Benton California (APN: 025-030-048) falls within the jurisdiction of the White Mountain Fire Protection District. As such, the District will serve the fire protection needs of this project with the following provisions;

1. The project shall meet all building requirements of Mono County as evidenced by a valid building permit.
2. All fire mitigation fees shall be paid
3. The project shall meet all requirements of NFPA 150 and NFPA 5000 as they pertain to the construction and operation of Pet Boarding Facilities.
4. The project shall meet all requirements of Chapter 11 of Part 6 of Division 105 of the Health and Safety Code, State of California

Once these provisions are met, the District shall issue a final will serve letter for fire protection services.

Sincerely,

  
Dave Doonan



**CAMP K9 & FRIENDS,  
BENTON**  
Benton, CA

Camp K9 & Friends, Benton is a small, friendly, hands on boarding facility. Pets that stay with us get the best care, just like home. We provide one-on-one attention that would not be possible at a large boarding kennel. Pet parents can relax while they are away from home, knowing that their pets will get the best care.

**206 Inca Pl., Benton, CA**  
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## Executive Summary

Holly has been pet sitting in the area for several years. She has become very aware of a need for better options for pet boarding facilities in the surrounding communities. Holly has loved animals for as far back as she can remember. Snoopy, Holly's dog, is not just a pet. Snoopy is family. To Holly Snoopy is like her child. There is not a boarding facility in this area that Holly would leave her dog in. Market research shows that 90% of the people surveyed feel the same way. The pet industry, as a whole, is growing. According to the American Pet Products Association, APPA, the total United States pet industry expenditures in 2017 were 69.51 billion dollars. The numbers for 2018 are not in yet but the APPA estimated it to be 72.13 billion dollars.<sup>1</sup> The pet care industry will continue in the realm of service jobs. Service jobs that will be filled by people. In other words, pet care is not likely to be automated. Would you let a robot care for your dog, cat, or python?

A good, modern boarding facility that is up to the standards of current pet parents is needed in this area. This is how the idea for Camp K9 & Friends came to be. Our mission: *provide a safe, fun, comfortable boarding facility, unlike any other available in the area so pet parents are confident their pets will receive the best care.*

The name Camp K9 and Friends was chosen to evoke feelings of fun and freedom outdoors. Words like kennel, hotel, motel and inn conjure the ideas of indoors and therefore confinement. We want our clients to know their pets are getting outside and having fun. It will also make pet parents more willing to drive further from town when they know their pets will have room to run. We don't want the cat lovers to feel we do not welcome their kitties, and that is why we added "Friends".

Another key element to our facility is in/out kennels. There will be a door in every kennel to allow the dogs the freedom to go outside at will. We, as people, teach dogs to not potty in the house. This is ingrained from puppyhood. It can be very stressful for a dog to not have the option to go outside to relieve themselves as needed. Dogs will "hold it" until they have no other option then feel the shame of disappointing their pet parents when they do have to relieve themselves in an indoor environment. Dogs will have separated inside/outside quarters for sleeping and relaxing safely as well as access to romp and play outside with their camp buddies in secure, covered play yards.

Not to forget our cat "friends", Camp will have multilayer cat condos unlike anything offered in this area. The cats will have their own room to house the cat condos. The cat room will be insulated to help minimize the noise from their yappy doggy co-campers. The designated cat area will also have an open area to allow cats to get out, stretch their legs and explore. Cats are active animals that need areas to roam for their mental and physical well-being. While in their cat condos the kitty campers will have multiple platforms at varying heights as well as places to hide with hammocks above it all so they can enjoy looking down like kings of the jungle.

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<sup>1</sup> [https://www.americanpetproducts.org/press\\_industrytrends.asp](https://www.americanpetproducts.org/press_industrytrends.asp)

## The Company

### *Type of Operation*

Camp K9 and Friends will stay a small, friendly, hands-on boarding facility. This will ensure that the pets that are staying get the best of care. Pets will receive loving individual attention and will not be just one of many animals at the facility. Pet parents will know that their furry family members are getting one-on-one attention that would not be possible at a large boarding kennel.

### *Services*

The mainstream of revenue will be overnight boarding but we will offer other services to enhance each pet's camping experience and provide for opportunities to upsell.

The main goal of Camp K9 and Friends is to provide a safe, clean, responsible care facility for animals while their owners are away. All dog kennels will be in/out kennels so the dogs can rest inside or lounge outside during the day. All animals will be secured inside the building at night. There is already a house on the property where the facility is to be built. There will be someone on the property at all times. Cat kennels will be multilevel for enrichment. A play area will be developed in the center of the cat room to allow for cats to get out and explore in a safe environment. There will also be a fully enclosed "cattios" so cats can get outside for further enrichment. The dog kennels are also along the perimeter of the building, leaving a large open space in the center of the building for an indoor play area. This area can be used for dogs when the weather does not permit safe outdoor exercise. The indoor play area can also be used for older dogs that are not as active or puppies that need a more controlled environment. The building will have a separate area for a grooming station that will include a wash tub and a grooming table. Grooming will be an option for animals being boarded. The main stream of revenue will be overnight boarding but we will offer other services to enhance the pet's camping experience and provide for opportunities to upsell.

The daily schedule would be: Morning care of animals, in/out doors opened and dogs all go out. Feeding and spot cleaning inside while dogs are outside. Dogs brought back in to eat breakfast. In/out doors shut while dogs eat and the area outside can be cleaned. Cats fed at this time and clean up outside. After cleaning is completed outside, dogs' in/out doors open for the day. Cat litter boxes cleaned and food bowls picked up and cleaned. Dogs out to play in groups or alone, throughout day and supervised as needed. Cats allowed to play in shared space in shifts. Training, and grooming will be done at this time. In the evening dogs and cats are fed and in/out dog doors closed and cleaning done outside. Dogs in/out doors reopened until they are closed for the night. Dishes will be picked up and cleaned. Inside kennels and cat boxes will be checked regularly and cleaned whenever necessary. Solid waste will be picked up manually and hauled to the county dump. Wet cleanup will be done inside as needed. Building will be mopped daily. Outside areas can be hosed off and disinfected. Outside cleaning will involve cleaning of individual dog runs and play areas

### *Future Services*

There is the ability to add a pick-up and drop-off service in Bishop, should the need arise. The business could also add training options while animals are boarded. The area allows for

limited expansion, such as additional play areas. Adding webcams in the kennels, so pet parents' can check in on their loved ones is another potential service.

#### *Business Sector*

The owners of Camp K9 & Friends, Benton would like to start a business in the following industry: Service industry; animal care and boarding

#### *Company History*

Camp K9 & Friends, Benton is a startup business for a small, animal boarding facility

#### *Company Goals and Objectives*

The objective is to build a flourishing business that supplies a much-needed service to the surrounding communities, a safe boarding facility where pet owners are comfortable leaving their pets. Once up and running with a full staff and at full capacity the facility can safely and comfortably board seventeen dogs and eight cats.

#### *The Facility*

Camp K9 & Friends will be housed in a new metal building with interior insulation and finished interior walls. A separate internal room will house the cat boarding area to separate the cats from the dogs and the noise. A separate cat room also allows for the cats to have a safe, separate space so they can get out, explore and exercise. The cat condos will be built along the wall, leaving the central area open for a play area with toys, poles for climbing and scratching. Cats will also be able to spend time in an outside "catio" for additional enrichment. There will be a solid cinder block wall separating the catio area from the nearest dog runs. Catio's are two foot wide and 6 foot long and high and will have platforms for kitties to lounge on. There will be a small pass through door with a sitting ledge inside the cat room. The far end of the catio, on the outside of the building, will also have a door to help retrieve happy cat campers that do not want to come back inside. The floor, in the entire facility, will be sealed concrete with a central drain. The drain will connect to the septic tank, already on site. This will make cleaning and disinfecting easier. The floor will also have radiant heat. This keeps the heating lower in the building and where the pets are. The radiant heating setup can also circulate cold water throughout the foundation during the hot summer months. This will help keep the building cooler in the summer. There will also be evaporative coolers to help cool the area in summer. Temperatures will be regulated with thermostats. The outside kennel runs will be made of concrete. This will help keep the outside areas easy to clean. Artificial grass sections can be used in the outside kennel areas for comfort, ease of cleaning, and will not take the regular maintenance and water real grass would require. The concrete eliminates hiding places for insects, rodents or reptiles, unlike decking or tile. This will help decrease the chances for pets to interact with potentially harmful animals in the environment. The kennels will be purchased from Gator Kennels (see appendix for sample pictures). All the kennel panels, inside the building, will have a solid, nontransparent base to reduce dogs barking and fence fighting with dogs in neighboring kennels. The facility will have 13 dog kennels, 1 isolation kennel and 8 cat condos. The cat condos are stacked 4 condos on top and 4 on the bottom. A solid, water tight division will be between the 2 stacked condos. There will be a removable section so one cat can stay in 2 side-by-side condos, if both condos are not needed. The kennels made by Gator Kennels are constructed in a way that removing a panel between 2 adjacent kennels is possible (see appendix for rubber gasket seal picture). This would allow for multiple dogs, from a single

household, to share 2 or 3 kennels, if kennel and size of dogs would permit. Removable kennel panels allows for a slightly more flexible number of dogs that can be boarded and not a stringent one dog to one kennel ratio. Also 2 small dogs from a single household could share one kennel, such as 2 Chihuahuas or small terriers. The maximum number the facility will board is 17 dogs and 8 cats. Outside the bottom 3 to 4 feet of the separating structure will be cinderblock with chain link fencing above. The outside kennel walls will be 6.5 feet tall. Large dogs are to be housed on one side of the building and smaller dogs and the cat room will be on the opposite side of the building. See scale drawings for kennel and run dimensions. This will reduce interactions between the large dogs and the smaller animals at the facility. One of the larger kennels will have solid walls and not panels from Gator Kennels. This kennel will be used as the isolation kennel, should one of the pets get sick. The play yard for larger dogs will be accessed by a fenced alley between the outside kennels and the play yard itself. This will allow for a safe, contained way to move dogs from their kennels to the play yard and back again. The fenced alleyway will also act as a buffer between the kennels and the play yard, reducing interactions through the fencing. The small dog area will have the same set up for the kennels, play yard and alleyway but on the opposite side of the building.

There will be a separate, 10 foot by 10 foot square, adjacent building, in front of the main building. This will house the ADA compliant bathroom for the business. There will be a designated handicap parking space in front of the main building. There will be a tub to bathe dogs in the bathroom. This will keep the grooming area separate and easier to make sure it is thoroughly cleaned and disinfected daily.

### *Safety*

Each pet will be required to have their own travel kennel while staying at Camp K9 & Friends, Benton. If the owners do not have a safe, solid, size appropriate travel kennel one will be provided for a nominal rate. In case of an evacuation each kennel will have a card with important information pertaining to the pet traveling in the kennel. Information such as owner's name and contact information, pet's identification and any medical needs. These travel kennels are to ensure each animal can be transported safely in case of an emergency evacuation. The facility is on Highway 6 and provides safe clear evacuation routes to the north, north-west and south. This provides multiple evacuation options to get to a safe evacuation center. We have multiple vehicles to provide ample transport for twenty five animals.

Each pet staying with us must be fully vaccinated. Proof of vaccines must come from a veterinarian and be up to date. Vaccines should be given at least two weeks before the pet comes to camp, especially if the pet was delinquent on previous vaccinations. Any pets that cannot be vaccinated do to health reasons must have a letter from their veterinarian. The pet's owner will be required to sign an agreement acknowledging the risks of boarding a pet that is not fully vaccinated.

Required vaccines are:

#### For Dogs:

Rabies

DHPP (Distemper, Hepatitis, Parainfluenza and Parvovirus)

Bordetella (Kennel Cough) every 6 months

CIV (Canine Influenza Virus) - both H3N8 & H3N2 strains

For Cats:

Rabies

FVRCP (Feline Viral Rhinotracheitis, Calicivirus, and Panleukopenia)

FeLV (Feline Leukemia) – optional but recommended

Any animal showing signs of illness will be immediately isolated or taken to a local veterinarian of the owners' choosing. The sick pet can be held in the designated isolation kennel with solid walls, to isolate it from the other pets. A sick pet can also be isolated in their evacuation kennel and transported to their veterinarian as soon as possible.

The facility will be entirely fenced with chain link fencing, except the front and back face of the building. Fencing around the play yards will be 6 feet tall and 6 and a half feet tall in the kennels. Fencing is to ensure that no pets can get loose outside the facility. The surrounding area is also fenced, adding an additional barrier. All outside runs, that dogs can access, will also be covered with shade tarp. This is to stop any dog from climbing out as well as keep any large wildlife from getting in. The shade tarp will also provide shade for the dogs to lounge in. The Catio's will be completely enclosed with hardware cloth or other heavy gauge wire mesh that has holes in it too small for a cat to get through. The Catio's will also have concrete floors.

**Organization and Management**

*Company Ownership Structure*

Camp K9 & Friends, Benton will be structured as a LLC

*Company Management Structure*

Camp K9 & Friends, Benton will be a small business consisting of one full and one part-time employee growing to two full time and one part time once we are functioning and running at full capacity. The two owners will be the main employees. The best type of management structure lies between "flat organization" and "full collaboration". All team members are responsible for all tasks with one or two people keeping track of all daily, weekly, and longer forecasted tasks and goals to make sure all goals are met. Logbooks will be kept and updated daily, by staff. This will ensure all tasks are completed as well as supplying a forum so employees can voice concerns and ideas for improvement. Logs will be reviewed and entries discussed during regular staff meetings

*Staffing*

Staffing will be one full time and one part time employee to start. Ultimately staffing will grow to two full time employees and one part time employee. Additional seasonal help may be needed at peak times such as summer and holidays. Employees will be the owners until workload requires additional help.

*Ownership Background*

Holly Subia (main shareholder):

30 plus years in customer service

30 plus years of experience caring for other people's animals, large and small

Currently Holly does pet sitting in peoples' homes while they are away. Holly was a receptionist and fill-in veterinary technician for a little over 4 years at a local small animal veterinary hospital and was fulfilling most duties of an office manager too. Holly has owned and was responsible for the day to day operations of a horse breeding business.

Abe Subia (shareholder):

30 plus years construction and water utilities experience

Work leader and managerial experience

Buildings and grounds maintenance in Yosemite National Park

EEO training while working at Yosemite National Park

Supervised contractors while under contract with his employer

#### *Organizational Timeline*

Projecting to start with a new building set up to board seventeen dogs and eight cats. The main building will also house an indoor play area. Outside the building will be two fenced play areas for dogs.

Once funding is secured, a timeline to open would be four months. This allows for procuring building permits, and construction of the facilities

#### *Company Assets*

The Company has procured a new metal building to be built for the sole purpose of housing the entire business excluding outdoor play areas. The building will contain 13 dog kennels, 1 isolation kennel, and 8 cat condos. The building will also house the business office and all equipment and supplies to run a safe, clean, sanitary boarding facility. The company has already found a location for the facility and has come to an agreement with the landowner. There is a house already on the property where the facility will be built. The landowner or an employee will always be on the property, twenty-four hours a day, seven days a week.

## **Marketing Plan**

#### *The Target Market*

Camp K9 & Friends, Benton's target market is pet parents. Pet parents are people who treat their pets like family members and want their "fur kids" to have the best of care while they are away from home. Market research has reached out to local pet parents in the community and the idea of a kennel such as projected here is getting positive feedback.

Clientele will draw from: Local people in the area that travel frequently to Carson City, Reno or other destinations north of Bishop. Camp K9 & Friends, Benton is along one of two main routes north of Bishop. The highway that goes by Camp K9 & Friends, Benton is less likely to be closed by inclement weather and therefore is the more reliable of the two north-bound routes. Also, inhabitants of smaller outlying towns in rural Nevada commute to Bishop for shopping or appointments. Camp K9 & Friends, Benton is conveniently located for day or overnight boarding while pet parents' need to be in town, especially during hot summer days when pets cannot stay in vehicles.

Currently local people stop and ask me daily as to if I am open yet and when. Two local groomers are also asking for cards and when they can start recommending me to clients.

## Adendum

Daily schedule of dogs will depend on many factors, such as breed, weather, age, temperament. There are too many factors to discuss them all and some will have to be dealt with as they come up. But some examples of extenuating circumstances are as follows:

Dogs breeds were developed for different jobs and they have therefore developed different needs through centuries of breeding. Some examples are: Border Collies needs lots of exercise and mental stimulation, Chihuahuas need structure and a warm environment as they get cold easily, Italian greyhounds are delicate and should not play with larger dogs, English Bulldogs have sensitive skin and allergies and therefore need an allergen free environment. Understanding dogs and their individual needs is crucial to caring for happy healthy pets. When the weather is cold some dogs cannot play outside, such as: Chihuahuas, Greyhounds, Whippets, Boxers, and Staffordshire Terriers. They can play inside, wear sweaters or wait for later in the day when the temperature is warmer. Border Collies, Huskies, Retrievers, most Terriers are high energy breeds and require mental stimulation. They would need longer play times, interactive play and engaging games. Older dogs and dogs with health issues such as allergies might just need a warm place to nap and/or a controlled environment.

Camp K9 & Friends, Benton will take into consideration the needs of each pet according to breed, personal history gathered from owners, age, and health needs. We have an indoor area that can be set up as a play area for cold days or for dogs that have environmental allergies. We have open play areas for dogs to run and play. They can play alone, with other dogs or have interactive play with a staff member. There is already a young tree on the south side of the facility that will provide shade. The play areas will have room for wading pools on hot days.

Dogs will be allowed out to play during business hours 8am to 6pm and barking while playing will be allowed as long as it is not excessive. During non-business hours dogs will be allowed out to potty and will be expected to be quiet. Barking will be dealt with in various ways: warning, scolding, spray bottle with water, or taken out only on a leash. Excessive barking will not be allowed, repeat offenders will not be allowed to board unless owner supplies their own back collar and if that is not a deterrent, they will not be allowed to board. Any barking that happens after hours, once the dogs are put to bed will be checked on. This is one of the reasons someone will be on the property at all times. Also the part of my house that is closest to the kennel is my bedroom. I will hear barking and check on the cause.

Pet owners will be encouraged to bring their pets own bedding, toys, food, blanket and something that carries the owner's scent. All of these will help discourage barking. If a pet feels comfortable they are less likely to feel anxiety. The pet's own things will help relieve anxiety. Staying with their regular food will reduce digestion upset and reduce the need for emergency needs to go outside to relieve themselves. This can cause barking, if the pet feels the need to be let outside at night. A blanket or shirt that smells like the pet parent can help relieve separation anxiety and reduce barking. Regular play and exercise will help pets sleep at night and reduce barking. We will also utilize soothing music (see attached articles), Essential oils or photonic therapy. All are non-medical ways to help keep pets comfortable. All options will be covered with the pet parents in an initial orientation, before pets are boarded for the first time.

Temperature control in the building will be done with thermostats. This will work with both the radiate heat in the floor and the evaporative coolers.

I have contacted the two neighbors that live adjacent to the property where the kennel will be located. Both said they are fine with the business being located there. Jerry True lives just south of the property and is the closest. Lynn Butler lives west of the property, off South St.