

MONO COUNTY PLANNING COMMISSION

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SPECIAL MEETING AGENDA

October 15, 2020 – 9 a.m.

As authorized by Gov. Newsom's Executive Orders, N-25-20 and N-29-20, the meeting will be accessible remotely by live cast with Commissioners attending from separate remote locations. There is no physical meeting location. This altered format is in observance of recent recommendations by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

The meeting may be observed (no commenting) at

http://monocounty.granicus.com/MediaPlayer.php?publish_id=f59b7108-04ec-4f6c-85c6-1854f8a81205

The meeting may be joined by video at

<https://monocounty.zoom.us/j/94338594545?pwd=TIYvc09vR3R4S0QvNU5ZeVdtYS9UQT09> and by telephone at 669-900-6833 (Meeting ID# is 943 3859 4545, Passcode is 1234), where members of the public shall have the right to observe and offer public comment.

An alternate method to access the video meeting is visit <https://zoom.us/join> and enter Meeting ID: 943 3859 4545. Passcode: 1234

**Agenda sequence (see note following agenda).*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. REVIEW OF REMOTE MEETING MANAGEMENT & PROTOCOLS – p.1

3. PUBLIC COMMENT: Opportunity to address the Planning Commission on items not on the agenda

4. PUBLIC HEARING

9:05 A.M.

A. USE PERMIT 20-005/WE ARE EVERYWHERE RV PARK at 110437 US 395 between Walker and Coleville (APN 002-060-043) for replacement of a nonconforming freestanding sign consisting of four sign faces by a freestanding sign, including one light emitting diode (LED) sign, reducing sign area by 48% and permitted under an overall design theme. *Staff: April Sall – p. 2*

5. MEETING MINUTES: Review and adopt minutes of August 20, 2020 – *p. 42*

6. WORKSHOP:

A. REGIONAL TRANSPORTATION PLAN – GENERAL PLAN CIRCULATION ELEMENT AMENDMENT

Staff: Gerry LeFrancois – p. 44

7. REPORTS

A. DIRECTOR

B. COMMISSIONERS

8. INFORMATIONAL

DISTRICT #1
COMMISSIONER
Patricia Robertson

DISTRICT #2
COMMISSIONER
Roberta Lagomarsini

DISTRICT #3
COMMISSIONER
Daniel Roberts

DISTRICT #4
COMMISSIONER
Scott Bush

DISTRICT #5
COMMISSIONER
Chris I. Lizza

9. ADJOURN to regular meeting November 19, 2020

***NOTE:** Although the Planning Commission generally strives to follow the agenda sequence, it reserves the right to take any agenda item – other than a noticed public hearing – in any order, and at any time after its meeting starts. The Planning Commission encourages public attendance and participation.

In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the Commission secretary at 760-924-1804 within 48 hours prior to the meeting to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

Agenda packets are posted online at www.monocounty.ca.gov / Planning Commission under the “Government, Boards and Committees” menu / Agendas and Minutes. For inclusion on the e-mail distribution list, send request to mbell@mono.ca.gov

Interested persons may appear before the Commission in the remote meeting to present testimony for public hearings, or prior to or at the hearing file written correspondence with the Commission secretary. Future court challenges to these items may be limited to those issues raised at the public hearing or provided in writing to the Mono County Planning Commission prior to or at the public hearing.

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Remote Meeting Procedures

Instructions for observing the meeting only (no commenting): 1) Click on the “live video” link found on the email/calendar posting for the meeting or 2) search “Mono County Granicus” and click on that link or [here](#) which will bring up the webpage with all live stream County meetings, find the appropriate meeting under “Upcoming Events” and click on “View Event”.

Instructions for joining the videoconference meeting with option to comment: Click the weblink provided in the agenda or go to <https://zoom.us/join> and input the *Meeting ID* and Passcode posted on the agenda. Audio conferencing options will pop up; join through your computer speaker and microphone, or by phone by dialing (669) 900-6833 and entering the same *Meeting ID* and Passcode that is posted on the agenda.

Instructions for joining the meeting by phone only (no video) with option to comment: Dial (669) 900-6833 and enter same *Meeting ID* and *Passcode* posted on the agenda.

Upon Meeting Entry

- All participants will be muted and video will be off. *Please remain muted and keep your video off until asked to speak by the meeting moderator.*
- Participants may only chat with the host on technical issues. Any comments of substance on projects should be stated in the meeting and will not be answered or read from the Zoom chat.

To comment

- **Time Limits:** Please limit comments to the time specified by the Chair. Do not restate points that have already been made; instead, state your agreement with previous speakers.
- **On the Zoom videoconference meeting:** When the Chair calls for public comment, please select “Participants” at the bottom of the screen and then select “Raise Hand.” Wait for the meeting moderator to call your name and unmute you. At that time, you may turn on your video if you wish. Once you have finished speaking, please turn off your video and mute yourself.
- **On the phone:** When the Chair calls for public comment, please dial *9 to raise your hand and be placed in the comment queue. Wait for the meeting moderator to ask you to speak and unmute you. Once you have finished speaking, please mute yourself (*6).
- **Written comments:** Written comments will be accepted until the start of the meeting at cddcomments@mono.ca.gov. Written comments will not be accepted during the meeting; participants can provide comments and testimony via the Zoom meeting.
- Planning Commissioners will not respond to comments in the Chat Room. The chat for participants with each other is disabled.

Meeting Decorum and Ground Rules

- Verbal comments and video must remain respectful and appropriate with the same expectations as a physical meeting.
- Participants shall remain muted and with video off until asked to speak by the meeting moderator.
- The connection will be terminated immediately with no warning for “Zoom bombing.”

Technical Support: For technical support during the meeting, email cddcomments@mono.ca.gov or post a comment to staff hosts in the Zoom chat room.

Mono County Community Development Department

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Planning Division

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October 15, 2020

To: Mono County Planning Commission

From: April Sall, Planning Analyst

Re: Use Permit 20-005/Meadowcliff Lodge & We Are Everywhere RV for replacement of a nonconforming sign

Recommendation

It is recommended the Planning Commission take the following actions:

1. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15301 and instruct staff to file a Notice of Exemption;
2. Make the required findings as contained in the project staff report; and
3. Approve Use Permit 20-005 subject to Conditions of Approval.

Background

The proposal is to replace a sign at the Meadowcliff Lodge and We Are Everywhere RV Park located at 110437 US 395 (APN 002-060-043 and 002-060-42) between the communities of Walker and Coleville on parcels with land use designations of Rural Resort and Mixed Designation (RU and MD). The Mixed Designation parcel includes Rural Residential and Rural Resort (RR and RU) land use designations. Recreational Vehicle (RV) parks and motels are allowed on RU subject to a Use Permit. The parcels currently have a resort comprised of a 20-unit motel and a 43-site RV park as part of a Kampgrounds of America (KOA) franchise (see Figure 2). There is a 10-unit motel building on both the RU and the MD (RR/RU) parcels. The RV park is located on the MD (RR/RU) parcel. The signage addressed in this Use Permit 20-005 sits on the RU land use designation parcel with the office and one of the motel buildings.



Figure 1: We Are Everywhere RV, 110437 Hwy. 395
APN 002-060- 042

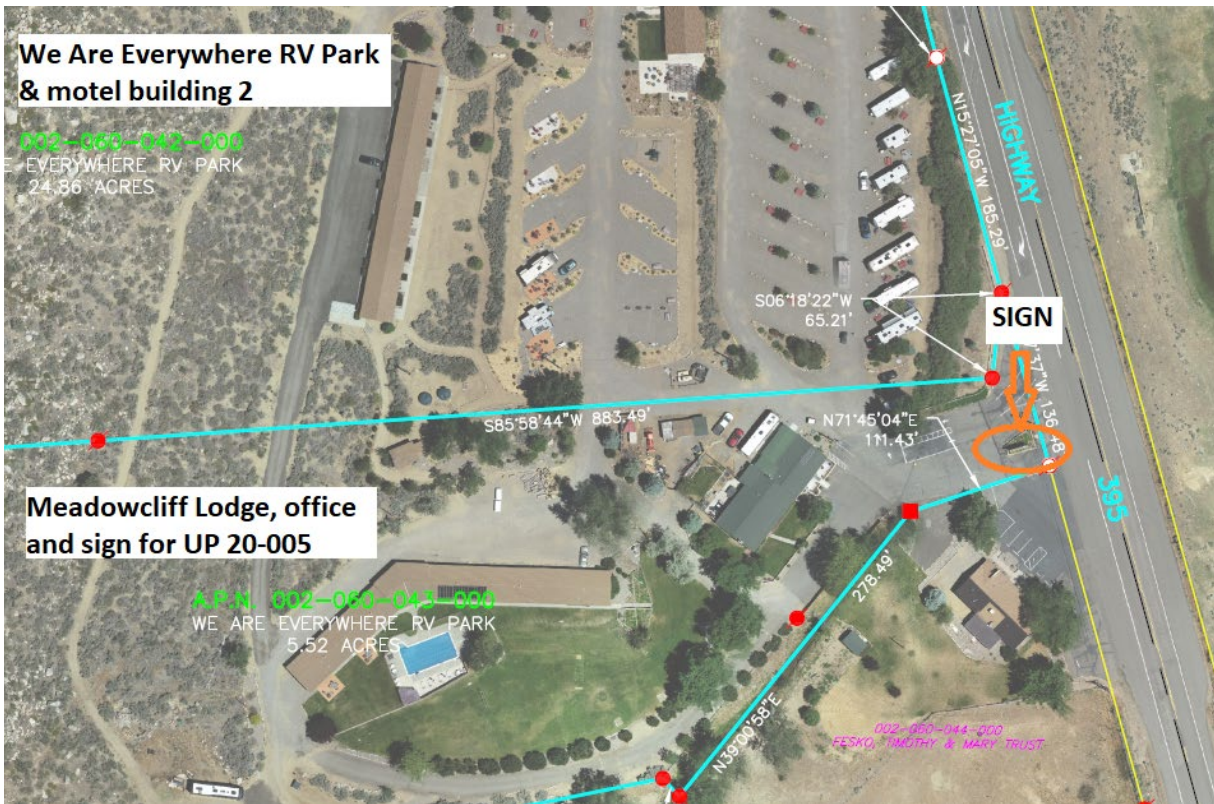


Figure 2: Meadowcliff Lodge and We Are Everywhere RV Park Site Plan

Conditional use permit (CUP) 31-97-03 was approved in August 1997 and memorialized the signs at the time as existing nonconforming, requiring that "...any future signs shall meet the requirements of Mono County Zoning and Development Code 19.35 'Signs.'" The signage at that time included a combination of large sign faces as part of a single freestanding sign on the RU motel and office parcel (-043), as well as a separate sign on another parcel to the south which was permitted under a CUP modification in 2007 and is not affected by this proposal. For the RU parcel (-043), one freestanding sign included approximately 172 square feet (sf) of signage, including a monument sign, marquee sign, neon 'Restaurant', neon 'No Vacancy,' and 'Propane tank fill' sign (see Figure 3).

In 2019, the Meadowcliff Lodge and We Are Everywhere RV Park was sold and the new owner changed the previous nonconforming freestanding signage (see Figure 3). The new/current signage includes an approximately 55 sf free-standing internally lit monument sign and a light emitting diode (LED) marquee sign (see Figure 4). The new signage resulted in a code compliance complaint and a Notice of Violation (NOV) was issued in November 2019 for the new LED signage. At the time of inspection, the LED sign had two violations, including 1) replacement of the nonconforming neon Vacancy sign with a prohibited internally lit sign that intensified lighting and 2) had an animated, scrolling typeface of "Closed, Open March...". The animation and scrolling were subsequently removed from the sign.



Figure 3: Previous signage under UP 31-97-03



Figure 4: Signage at the time of Notice of Violation November 2019

The applicant then applied for a Director Review (DR) Permit in February 2019 to permit the LED sign on the freestanding sign per General Plan Land Use Element Chapter 7, section 7.030.C. The DR permit was denied because the LED sign increases lighting intensity of the past nonconforming use and therefore violates General Plan Land Use Section 07.070.A. Expansion: *A nonconforming sign may not be increased in area or lighting intensity...* and Section 07.040.B. Sign Illumination: *For those signs to be lit, indirect illumination from a separate light source is required, with the exception of channel letters. Use of neon and internal lighting is prohibited unless integrated with an overall architectural or design theme and is subject to Director's approval. An indirectly illuminated sign is defined as any sign whose illumination is reflected from its source by the sign display surface to the viewer's eye, the source of light not being visible from the street or from abutting property.*

While the LED sign could be considered a “Changeable Copy Sign (or Marquee)” under Section 07.020.B., the definition of which includes electronically changing copy, and is therefore allowed outright, LED signs have not been permitted in the county due to inconsistency with the indirect lighting requirement in Section 07.040.B. In addition, a second sign definition applies to this “Changeable Copy Sign” due to the method of sign mounting, i.e., Freestanding sign, which requires a DR permit (see Section 07.030). General Plan Land Use Chapter 23, Dark Sky Regulations, do not apply to this property.

The denial of the DR permit was appealed by the applicant and heard by the Planning Commission on May 21, 2020 (see Attachment 1 for staff report). The Commission discussion raised the fact that the new signage is an improvement over the old sign and questioned why electronically changing copy which, presumably, would require LED or backlit lighting, is not allowed outright under the definition of a “Changeable Copy Sign (or Marquee)” in Section 07.020.B. As noted above, a second sign definition applies to this particular sign (and probably most types of “Changeable Copy Signs”) in addition to the direct conflict with Section 07.040.B. Sign Illumination. The Planning Division has historically not permitted LED signs to prevent proliferation across the county, which would be a likely outcome if LEDs were interpreted as allowed outright as a changeable copy sign. Per direction from the Planning Commission, a process to modify the regulations of Chapter 7 has been initiated to clarify and improve sign regulations and will be brought back as a future General Plan Amendment.

The Commission ultimately upheld the applicant’s appeal and directed staff to process a permit to consider allowing the new sign. Because of the initial complaint, code violation, and appeal, the project is considered to

be controversial and therefore was elevated from a Director Review Permit to a Use Permit per General Plan Land Use Element Section 31.010.

Discussion

The new KOA backlit sign is considered a “change of copy” of a nonconforming sign which is permitted under Chapter 7, Section 07.070, as long as the sign area, lighting intensity, or location is not changed (see Attachment 3). This sign is considered to be compliant; however, the bright yellow color of the sign is addressed below as part of the overall design theme.

The LED sign, however, was the sign that received the complaint, and it does not comply with Section 07.070 due to the increase in lighting intensity and, as explained above, inconsistency with the indirect lighting provisions of Section 07.040.B. Sign Illumination. The LED sign is therefore proposed to be permitted under the following excerpt from Section 07.040.B. Sign Illumination:

- *Use of neon and internal lighting is prohibited unless integrated with an overall architectural or design theme and is subject to Director’s approval. (Emphasis added.)*

The new sign results in a nearly fifty percent reduction overall of internally lit sign area compared to the previous nonconforming sign (see Figure 2), and therefore the “design theme” in this case is an approximately 50% reduction in nonconforming signage. The previous signage totaled approximately 172 square feet and the new signage is approximately 94 square feet, resulting in a reduction of approximately 78 square feet (about 48%). In addition, the number of signs attached to the Freestanding Sign has been reduced from four to two (see Figure 3).

The yellow color of the KOA sign face that qualifies under a “change of copy” is included in the project as part of the overall KOA design theme and branding requirements (see Attachment 2).

The new LED sign is a Model TVQ3216RG made by TV Liquidators. The lumens can be adjusted to decrease the lighting intensity from 500 to 5000 lumens and a maximum brightness of 500 lumens from sunset to sunrise has been added as a use permit condition. The sign measures 78 inches by 16 inches including the outer frame.

The Planning Commission will need to determine that the overall sign replacement of both the conforming freestanding sign and the LED sign are permissible under a design theme, consistent with Mono County General Plan (MCGP) Section 07.040.B., that reduces the overall nonconforming signage by about half of the sign area and as part of the KOA theme and branding.

Land Development Technical Advisory Committee

LDTAC met on August 17, 2020, to review and accept the UP application for processing.

Noticing & Public Comments

The project was noticed in a newspaper of record on October 3, 2020, (Attachment #3) and a notice was mailed to property owners within 300 feet on October 5, 2020. No comments were received prior to the drafting of this staff report.

General Plan Consistency

MONO COUNTY LAND USE ELEMENT, Chapter 7 Signs

07.010 Intent

The replacement of existing nonconforming signage to reduce nonconformance is consistent with the adopted standards set forth in MCGP Land Use Element Chapter 7, Signs. The new signage meets the intent of Chapter 7 by improving the aesthetics and safety of the previous nonconforming sign through a reduction in the number of signs and the overall nonconforming square footage, while also providing clearer information and thus enhancing safety.

07.020 Permitted signs.

The LED sign is attached to the freestanding sign and was interpreted by the Planning Commission as a “Changeable Copy (or Marquee) Sign” which is defined in 07.020.B. as:

A sign that contains removable letters (or uses electronically changing copy) and provides information that is subject to change. This includes amenities available for motels or resorts, movies at theaters, and current events at an auditorium.

The new LED signage conveys information about the amenities and availability for the resort.

07.030 Signs subject to Director Review.

The LED sign is also a freestanding sign as defined in 07.030.C. and is subject to Director Review and was elevated to a Use Permit since it was the subject of a complaint and thus interpreted as controversial (per Section 31.010).

The following signs are subject to Director Review as specified in Chapter 31:

C. Freestanding and Monument Signs: One freestanding or monument permitted for parcels with a minimum of 100 feet of street frontage. Shopping centers with 10 or more shops/offices may have one for each street frontage.

Freestanding:

Definition: A sign anchored directly to the ground or primarily supported from the ground rather than a building.

Requirements: The maximum height of the sign shall be 20 feet or the height of the associated building, whichever is less. Freestanding signs may occupy 1 sq. ft. for every 3 lineal feet of street frontage, up to a maximum of 100 sq. ft. Freestanding signs shall be set back a minimum of 5 feet from the property line. Additional square footage may be awarded as specified in Section 7.050, Design Excellence.

7.040 General provisions.

The LED sign must be part of a design theme in order to comply with sign standards Section 07.040.B. Sign Illumination as excerpted below:

- *Use of neon and internal lighting is prohibited unless integrated with an overall architectural or design theme and is subject to Director’s approval. (Emphasis added.)*

The overall design theme for the LED sign is the reduction in existing nonconforming signage by about 50%, the reduction of the number of signs on the freestanding sign from four to two, and compliance with KOA branding and design requirements. The new signage is a significant reduction in previous nonconforming signage, defined

in 07.070 as “signs that were in existence at the time of adoption of land development regulations that do not conform with the provisions of this chapter”. The overall design theme improves the aesthetics and safety of the signage, meeting the intent and provisions of Chapter 7.

Lot Coverage

The resort is over on lot coverage but remains the same as approved in CUP 31-97-03 and modification.

Setbacks

The RU Land Use Designation requires minimum front, rear and side setbacks of 30'. The new sign does not meet setbacks but replaces the previous nonconforming sign approved in CUP 31-97-03 without expanding the nonconforming setbacks, and therefore meets the provision of Section 07.070.A.

CEQA Compliance

The project qualifies for a categorical exemption under California Environmental Quality Act (CEQA) Guideline 15301, Existing Facilities. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Examples include but are not limited to:

- Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances;
- New copy on existing on and off-premise signs;
- Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; or
- Conversion of a single-family residence to office use.

The proposed project falls within a Class 1 exemption because the sign replacement reduces the square footage of the previous nonconforming sign and the limitation of 500 lumens at night limits lighting to at least the same approximate intensity, and therefore is considered a minor alteration to a private structure.

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) The previous nonconforming signage was permitted in the approved CUP 31-97-03 for the resort.
 - b) The new sign is a replacement of an existing nonconforming sign and does not expand nonconformities related to yards, walls and fences, loading, and landscaping approved in CUP 31-97-03 and the modification.
 - c) Project qualifies under 7.040.B. due to design theme that reduces the existing nonconforming sign square footage by approximately half, reduces the number of sign faces on the freestanding sign from four to two, and complies with overall KOA branding and design requirements.
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:*

The site is accessed from Highway 395. Traffic and circulation patterns are not expected to change as a result of the new signage from that approved in CUP 31-97-03.

3. *The proposed use will not be detrimental to the public welfare or injurious to property or improvements in the area on which the property is located because:*
 - a) The proposed use is not expected to cause significant environmental impacts. Commercial lodging and visitor service uses are expected to have signs, this proposal is a reduction in nonconforming sign square footage from the signage memorialized in CUP 31-97-03.
 - b) The applicant shall comply with requirements established in Mono County General Plan Chapter 7.070 nonconforming signs. Signage shall not be further modified without appropriate approvals from the Community Development Department.
 - c) The use permit process provides the public the opportunity to comment on the proposal, and no comments have been received in opposition to the project since the LED scrolling feature was turned off or in response to the public notice at the time this staff report was drafted.
4. *The proposed use is consistent with the map and text of the Mono County General Plan because:*
 - a) The new signage creates a nearly 50% reduction in existing nonconforming signage on the parcel, reduces the number of sign faces on the freestanding sign from four to two, and complies with overall KOA branding and design requirements as required by Section 07.040.B. The granting of the use permit for the sign fulfills the requirements of Section 07.030.C.

Attachments

1. Staff Report from Appeal to PC May 21, 2020
2. KOA branding and theme requirements
3. Public Hearing Notice

MONO COUNTY

Planning Division

NOTICE OF DECISION & USE PERMIT

USE PERMIT: 20-005

APPLICANT: Scott Burkard

ASSESSOR PARCEL NUMBER: 002-060-043

PROJECT TITLE: Use Permit 20-005/Meadowcliff Lodge & We Are Everywhere RV

PROJECT LOCATION: 110437 Hwy 395, Coleville CA

CONDITIONS OF APPROVAL

- 1) *“Animated signs, such as those that rotate, move, flash, reflect, blink or effect changes in hue or intensity of illumination”* are prohibited (MCGP 07.060.B.) except when changing between day and night intensities.
- 2) The lumens of the LED sign shall be limited to a maximum of 500 lumens from sunset to sunrise.
- 3) The applicant shall comply with requirements established in Mono County General Plan Chapter 7.070 nonconforming signs, and signs shall not be further modified without appropriate approvals from the Community Development Department.
- 4) Future development shall meet requirements of the Mono County General Plan, Mono County Code, and project conditions.
- 5) Project shall comply with all Mono County Building Division, Public Works, Code Compliance and Environmental Health requirements.
- 6) 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.

**Mono County
Community Development Department**

Compliance Division

PO Box 8, Bridgeport, CA 93517 / 760.932.5424 jsuppa@mono.ca.gov

May 21, 2020

To: Mono County Planning Commission

From: Jake Suppa, Code Compliance Staff

Re: Appeal by We Are Everywhere RV Park of a decision by the Land Development Technical Advisory Committee (LDTAC) to not accept a Director Review permit application

RECOMMENDATION

It is recommended the Planning commission take the following action:

1. Uphold the LDTAC decision to deny acceptance of a Director Review permit application for a sign that does not comply with General Plan requirements.
2. Alternatively, if the Commission chooses to overturn the LDTAC decision and directs staff to process a permit application for the sign, the recommendation is to upgrade the project to a use permit due to the controversial nature of the matter.

BASIS FOR APPEAL

This staff report describes an appeal by the applicant of a staff-level determination made by the Land Development Technical Advisory Committee (LDTAC) to deny acceptance and processing of a Director Review permit for an LED sign at Meadow cliff Lodge in Walker/Coleville. Mono County General Plan Land Use Element §47.020(a), Appeals, provides for an appeal of a staff determination or interpretation of the provisions of the General Plan if filed within 10 calendar days of the action (see Attachment 1). The Planning Commission may affirm, affirm in part, or reverse the staff determination that is the subject of appeal, provided that an appeal is not to be granted when the relief sought should be granted through a variance or amendment.

The LDTAC determination was made on April 6, 2020, and the appeal was received on April 10, 2020. The appeal must be agendized for consideration by the Planning Commission within 60 days.

DISTRICT #1	DISTRICT #2	DISTRICT #3	DISTRICT #4	DISTRICT #5
COMMISSIONER	COMMISSIONER	COMMISSIONER	COMMISSIONER	COMMISSIONER
Patricia Robertson	Roberta Lagomarsini	Daniel Roberts	Scott Bush	Chris I. Lizza

BACKGROUND

We Are Everywhere RV Park, AKA Meadowcliff Lodge, is located at 110437 Highway 395, between the communities of Coleville and Walker, CA. The parcel has a mixed land use designation of Rural Resort (RU) and Rural Residential (RR), contains 43 RV lots with drains, and is a part of the Kampgrounds of America (KOA) franchise.



The original entitlements of the Resort and required conditions were established by conditional use permit (CUP) 31-97-03 approved in August 1997 which memorialized the signs at the time as existing nonconforming and required that "...any future signs shall meet the requirements of Mono County Zoning and Development Code 19.35 'Signs.'" One freestanding sign included approximately 100 square feet (sf) of signage, including a monument sign, marquee, neon 'Restaurant', neon 'No Vacancy', and 'Propane tank fill' sign. Also, a separate freestanding sign that is not part of this appeal was permitted under a CUP modification in 2007.

In 2019, a new property owner replaced the nonconforming signs and a complaint was received. The current signage includes an approximately 55 sf free-standing internally lit monument sign and a light emitting diode (LED) safety/required sign. A Notice of Violation (NOV) was sent on November 22, 2019 (Attachment 2), to the applicant regarding the new LED sign installation. At the time of inspection, the LED sign had two violations, including replacement of the non-conforming neon Vacancy sign with a prohibited internally lit sign that intensified lighting and had an animated, scrolling typeface of "Closed, Open March...". The animation was subsequently removed from the sign.



Signage under CUP 31-97-03



Signage at the time of NOV 19-034

DISCUSSION:

The new, main KOA backlit sign is considered a change of copy of a nonconforming sign which is permitted under General Plan Land Use Element Chapter 7, Section 07.070, as long as the sign area, lighting intensity, or location is not changed (see Attachment 3). This sign is considered to be compliant. The LED sign, however, does not comply with Chapter 7 sign standards for the following reasons:

- If evaluated under Section 07.070, Nonconforming Signs, the LED sign does not comply with 07.070.A. The entire sign face can be lit with bright internal LED lighting, which is an increase in lighting intensity over the single neon tube on the previous No Vacancy sign and is therefore an expansion of a nonconforming sign.
- If evaluated as a new sign, the LED sign qualifies as a Safety or Required Sign under Section 07.020, Permitted Signs, as it provides information such as “open/closed” and “vacancy/no vacancy.” A Safety or Required Sign is limited to three square feet (sf), and this sign face is approximately 1’ x 3.8’ or ~3.8 sf.
- In addition, neon and internal lighting in new signs are prohibited unless approved through a Director Review as part of an overall design theme (Section 07.040.B).

The applicant and owner of We Are Everywhere RV KOA submitted a Director Review (DR) permit application for the LED sign (Attachment 4), which the LDTAC agendized for acceptance at the April 6, 2020, meeting. The applicant proposed that the LED sign would display the business’ “Vacancy/No Vacancy” information and discussed that the overall design reduces nonconforming signage by 66%. The application is requesting approval of internal sign lighting as part of an overall design theme. Further, the applicant interprets the illuminated type of the sign to be within the threshold of three sf because he would craft his message to fit within that required area. However, Section 07.040.A.1 specifies the “...area of a sign is to be measured as the number of square feet of the smallest rectangle within which a single sign face can be enclosed.” The entire LED face can be used as a sign and therefore is the smallest rectangle for the purpose of calculating the area of the sign regardless of how much area is used to provide messaging.

At the staff level, a design theme is typically considered to be a branding, logo or similar design theme, such as typical on gas stations. Most recently, the Community Development Department issued a DR for the Valero gas station in Bridgeport to utilize internal lighting with Dark Sky shielding to provide for consistency with their branding design.

There was commentary from Cal Trans towards meeting State requirements, and two public letters stating opposition toward the sign.

The LDTAC denied acceptance of the DR application because the sign size does not comply with Chapter 7, Section 07.020. The applicant then submitted an appeal application (Attachment 5).

The two letters of opposition, as well as the documented complaint, suggest the project is controversial and, if the LDTAC decision is overturned and staff is directed to accept an application, the project should be elevated to a Use Permit per General Plan Land Use Element Chapter 31, Section 31.010: *If the Director determines during the application review that the project is controversial, is environmentally sensitive, or is not Categorical Exempt from CEQA, then a use permit shall be required per Chapter 32.*

This staff report has been reviewed by the Community Development Director.

ATTACHMENTS:

1. Mono County General Plan Land Use Element Chapter 47 – Appeals
2. NOV 19-34
3. Mono County General Plan Land Use Element Chapter 7 – Signs
4. Director Review permit application by We Are Everywhere RV KOA
5. Appeal application by We Are Everywhere RV KOA

PROCEDURES

CHAPTER 47 – APPEALS

Sections:

47.010	General provisions.
47.020	Procedures & fees.
47.030	Public notice of appeal.
47.040	Appeal hearing.
47.050	Action of appeal.
47.060	Withdrawal of appeal.
47.070	Reinitiation of project.
47.080	Finality of appeal.

47.010 General provisions.

Appeals of any action of the Planning Division or Planning Commission may be made by a party adversely affected by the action. Appeals shall be made in accordance with this chapter. The taking of any appeal stays proceedings in the matter appealed until a decision is rendered on the appeal. For purposes of this section, a party adversely affected by the action shall mean any party who, upon exhaustion of administrative remedies, would have standing to challenge the action in court.

47.020 Procedures & fees.

Appeals shall be filed in the manner specified below and shall be accompanied by the appropriate filing fee set by the Board of Supervisors:

- A. **Planning Division Determinations.** Appeals of a Planning Division determination or interpretation of the provisions of this General Plan, including consistency with the Land Use Element, shall be made by filing a written notice of appeal on a form provided by the division with the secretary of the Planning Commission within 10 calendar days following the division’s action; and
- B. **Planning Commission Determinations.** Appeals of any decision of the Planning Commission may be made to the Board of Supervisors by filing a written notice of appeal, on a form provided by the division, with the Community Development director within 10 calendar days following the Commission action. The Director will determine if the notice is timely and if so, will transmit it to the clerk of the Board of Supervisors to be set for public hearing as specified in Section 47.030.

47.030 Public notice of appeal.

Within 30 days of the acceptance of a Notice of Appeal, the Community Development director, in the case of an appeal of a Planning Division determination, or clerk of the Board of Supervisors, in the case of an appeal of a Planning Commission determination, shall set the matter for hearing and shall give notice of the date, time and place of the hearing to the appellant, the applicant, and to any other party who has requested in writing to be so notified. All appeals shall be scheduled for a hearing, which shall commence within 60 days of the date of filing the appeal.

47.040 Appeal hearing.

Appeals shall be de novo (i.e., the appeal body is not limited to a review of the record before the decision maker and the entire case may be repeated), except that the scope of the appeal shall be limited to those matters from which an appeal is taken. In hearing any such appeal, the appeal body may affirm, affirm in part, or reverse

the previous determination that is the subject of appeal, provided that an appeal is not to be granted when the relief sought should be granted through a variance or amendment.

The hearing may be continued from time to time by the appeal body.

47.050 Decision.

The appeal body may render its decision at the conclusion of the hearing or at any time within 30 days following the hearing.

47.060 Withdrawal of appeal.

Any person who files an appeal of any decision rendered under any of the procedures included in the chapter may withdraw that appeal in accordance with the following:

- A. All withdrawals shall be in writing and signed by all persons who signed the appeal; and
- B. Any appeal may be withdrawn by the appellant prior to the giving of the Notice of Hearing on appeal with the consent of the Director, who shall have the discretion to withhold such consent if he/she is of the opinion that such withdrawal might act to deprive other interested persons of an opportunity to oppose the action appealed from.

Any withdrawal effectively made pursuant to the above rules shall be an abandonment of the appeal and the decision appealed from shall be reinstated as though no appeal had been made.

47.070 Reinitiation of project.

No matter appealed from and denied/disapproved by the Board of Supervisors or Planning Commission may be reconsidered for a period of one year from the date of final action unless such action was specifically stated to be without prejudice.

47.080 Finality of appeal.

The appeal of any decision to the Board of Supervisors, pursuant to the provisions of this chapter, constitutes the administrative appeal and remedy procedure for all land use decisions of the County. The decision of the appeal body, pursuant to 47.050, shall be final for all purposes unless a judicial action challenging the same is commenced within the time provided by law. Failure to make timely utilization of the administrative remedies of this chapter and the exhaustion of same shall bar further review.

Mono County Community Development Department

Compliance Division

PO Box 8 / Bridgeport, CA 93517 / 760.932.5424, fax 924.1801 / jsuppa@mono.ca.gov

November 22, 2019

We Are Everywhere RV Park
110437 US Highway 395
Coleville, CA 96107

Notice of Violation

Complaint No. 2019/034 – Regarding violations of the Mono County General Plan, Mono County Code, and California Building Code. We Are Everywhere RV Park, 110437 Hwy 395, Coleville, CA, Assessor’s Parcel No. 002-060-042.

To We Are Everywhere RV Park,

Please be advised that the Mono County Compliance Division received a complaint regarding signage located on your property located at 110437 Hwy 395. A site inspection occurred regarding the above-mentioned complaint, and the following violations do exist on your property – Mono County Assessor’s Parcel No. 002-060-042.

You are hereby notified that you are in violation of the following code sections:

Violation No. 1 – Mono County General Plan 04.020 B “Uses Permitted”

Buildings, structures, and land shall be used, designed, erected, structurally altered or enlarged only for the purposes listed in the land use designation in which such building, structure or land is located, and then only after applying for and securing all permits and licenses required by law.

Your parcel’s land use designation is rural resort (RU). The signage memorialized within Use Permit Modification 31-97-03 provides the baseline of pre-existing, non-conforming use. The addition of the L.E.D. scrolling signage has not been permitted as a land use entitlement and is in violation of MCGP §04.020B. Further, as an expansion of a non-conforming use and a prohibited signage type, the L.E.D. scrolling sign cannot be permitted.

Violation No. 2 – Mono County General Plan Section 07.070 Nonconforming signs.

Non-conforming signs are those that were in existence at the time of adoption of land development regulations that do not conform to the provisions of this chapter. Such signs may be continued as follows

- A. Expansion. A nonconforming sign may not be increased in area or lighting intensity or moved from its location after the effective date of this chapter.

The inclusion of the L.E.D. scrolling signage is an expansion of a nonconforming use and is out of compliance with MCGP §07.070.

Violation No. 3 – Mono County General Plan, Signs, 07.060 Prohibitions:

07.060 Sign Prohibitions: The following signs and sign types are prohibited:

B. Animated signs, such as those that rotate, move, flash, reflect, blink or effect changes in hue or intensity of illumination.

The scrolling L.E.D. signage meets the definition of a prohibited sign type and is a violation of MCGP §07.060..

Violation No. 4 – Mono County Code Section 7.20.020 Nuisance Prohibition.

No person shall commit, create or contribute to the creation of a public nuisance in the county, nor shall anyone allow a condition constituting a public nuisance to exist on property in the county that is within their ownership or control. Mono County Code Section 7.20.010 D.1 defines a “Public Nuisance” as any violation of any provision of the Mono County Code, the **Mono County General Plan**, any county area or specific plan, airport land use plan, any variation or subpart of the foregoing, or any other land-use planning document duly approved by the board of supervisors or the planning commission.

Violation No. 1-3 are determined to be a “Public Nuisance” and are a violation of the Mono County Code Section 7.20.020.

Directive No. 1

On or before **December 22, 2019**, remove the L.E.D. signage. Also, when the non-conforming signage was removed, there is a new signage baseline. The removed items cannot be retrofitted back into the previous placement.

As per Mono County Code Sections 1.12.010, 1.12.020 and 1.12.030, failure to comply with a County Regulation will result in the issuance of an Administrative Citation (fines & penalties).

An Administrative Fine is established in the amount of **\$100.00** per day for each violation of a County Regulation, applicable for each of the first five days of noncompliance. After the initial five-day period, the fine will then be **\$500.00** per day for each violation for each day thereafter.

If you have any additional questions regarding the approved uses of your property, please feel free to call me at (760) 932-5424

Thank you for your attention to this matter, and I look forward to your voluntary compliance.

Sincerely,

Jake Suppa, Compliance Analyst
Mono County Compliance Division

DEVELOPMENT STANDARDS
CHAPTER 07 – SIGNS**Sections:**

07.010	Intent.
07.020	Permitted signs.
07.030	Signs subject to Director Review.
07.040	General provisions.
07.050	Design excellence (optional).
07.060	Prohibitions.
07.070	Nonconforming signs.

07.010 Intent.

It is the intent of this chapter to establish sign standards that will enhance and preserve the unique scenic beauty of Mono County and promote pedestrian, bicycle, vehicle, and traffic safety. Thus, aesthetics and safety are the primary objective of the following sections. Signs shall be located to be compatible with their surroundings in terms of size, shape, color, texture and lighting. They should not compete visually with other signs. Because signs are important in providing information to the public and reducing hazards and confusion to pedestrians, bicyclists, and motorists, they should be simple in design and easy to read and should not obstruct vision from roadways or interfere with official traffic signs or signals.

Further, the provisions of applicable area plans will apply if more-restrictive regulations are contained therein. For example, a use permit is required for freestanding signs in a scenic highway corridor.

07.020 Permitted signs.

The following signs are permitted (some require a Building Division permit). These regulations, where more restrictive, override applicable building and/or other code requirements:

A. Awning or Canopy Sign:

Definition: An awning sign is painted, stenciled, stitched, sewn or stained onto the exterior of an approved awning or canopy. Signs hanging from or attached to a canopy are not permitted under this definition (see Hanging Signs).

Requirements: No awning sign may have less than 8 feet of clearance from the bottom of the awning to the sidewalk. When an awning is the main signage for a business, the flap should be a minimum of 12 inches wide with 8-inch letters so that the sign can be easily read from across the street.

B. Changeable Copy Sign (or Marquee):

Definition: A sign that contains removable letters (or uses electronically changing copy) and provides information that is subject to change. This includes amenities available for motels or resorts, movies at theaters, and current events at an auditorium.

Requirements: Maximum size permitted is 20 sq. ft. This sign area shall be counted against the overall sign area permitted for any corresponding monument/freestanding signs or attached/projecting signs on the subject parcel.

C. Political Signs:

Definition: A sign that indicates or displays the name or picture of an individual seeking election or appointment to a public office or relates to a forthcoming public election or referendum or advocates a person's, group's or party's political views or policies.

Requirements:

1. Political signs shall be posted only so long as needed to convey the message intended by the posting and shall be removed immediately thereafter.
2. Political signs that have an adhesive backing shall not be affixed directly to any structure. Such a sign with adhesive backing shall first be affixed to a temporary backing of wood, paper or plastic for support that can be removed easily from its posted location.

D. Real Estate Signs:

Definition: A sign that advertises the sale, rental or lease of property on which it is erected and maintained.

Requirements: A maximum of one sign per parcel is permitted and shall be removed within 15 days after the close of escrow or close of the rental/lease agreement. The sign must be located entirely within the subject property and shall not be lit. Maximum sign areas and heights shall be permitted as follows:

<u>Parcel Size</u>	<u>Sign Size</u>	<u>Sign Height</u>	<u>Minimum Setback from Edge of Road</u>
10 acres or smaller	4 sq. ft.	4'	5'
10 acres and larger	12 sq. ft.	8'	20'

E. Projecting Signs:

Definition: A sign that projects outward perpendicularly or at an angle from a wall or building face and is primarily attached to that wall or building face.

Requirements: A projecting sign may not extend more than three feet from the wall or building face and not exceed 10 sq. ft. with a minimum clearance of eight feet from the bottom of the sign to the sidewalk. Additional bonus square footage may be awarded as specified in Section 07.050, Design excellence.

F. Hanging Signs:

Definition: A hanging sign is similar to a projecting sign except that the primary sign face is hanging or suspended from a support bracket that projects outward from the wall or building face. A hanging sign may also hang from an awning.

Requirements: A hanging sign may not extend more than 4 feet from any building or wall face. It shall not exceed 10 sq. ft. with a minimum clearance of 8 feet from the bottom of the sign to the sidewalk. Additional square footage may be awarded as specified in Section 07.050, Design excellence.

G. Residential Identification Sign: The following residential identification signs are allowed without permit approval:

1. Private individual residence identification signs, limited to the names of the occupants and a total of 2 sq. ft. in size; and
2. Multifamily projects, limited to one permanent identification sign with a maximum area of 20 sq. ft., attached to an approved wall or facade. Freestanding or monument signs are subject to Director

Review as specified in this chapter. A total signing program will be required as part of the use permit requirements for any new multifamily residential project of four or more units. Additional square footage may be awarded as specified in Section 07.050, Design excellence.

H. Safety or Required Signs:

1. Signs required for the public safety and convenience shall be permitted in conjunction with permitted business identification signs and shall not be counted against the allowable identification sign area. Safety or required signs shall not exceed 3 sq. ft. in each sign area and may contain any combination of the following words or symbols: "Parking"; "Park Here"; "Customers Only"; "Open"; etc. and shall not contain the name of the business.
2. Required signs include those mandated by a federal, state or local agency, and include display of gas prices by retail gasoline distributors. Gasoline price signs shall not exceed more than one set of signs per street frontage. Each line of letters or numbers cannot exceed 6 inches in height, and total sign area may not exceed 24 sq. ft.
3. If the name or logo of the business appears integrated along with any safety or required sign, the total sign area shall be counted against the allowable sign area.

I. Special Events and Holiday Signs:

Banners, signs or decorative materials are permitted in conjunction with a holiday season or an event conducted in accordance with Section 02.1080, Special Events. Such signs and decorative materials are not to be erected more than 30 days preceding the event and shall be removed upon its conclusion. Temporary signs in residentially designated areas shall be limited to garage sales and open-house signs, and shall be limited to 3 sq. ft. Political signs and signs displaying noncommercial messages are not subject to this paragraph.

J. Window Signs:

Definition: Sign(s) painted on, attached to, designed or placed so as to be read principally through the windows from outside the business.

Requirements: The total of all permanent window signs shall cover no more than 20% of total window area. Temporary sales and special event signs may be displayed over this 20% maximum, but shall be removed immediately upon conclusion of the sale or special event, in no case to exceed 30 days.

K. Building Identification and Directory Plaques:

Definition: A plaque mounted flush to a building to denote the building's identity, tenants or historical information. This sign shall not be counted against the allowable sign area.

Requirements: If the parking lot entrance and the main building entrance front on different streets, there may be one sign at each entrance. The total sign area shall be limited to a maximum size of 8 inches by 48 inches and letters shall not exceed 3 inches.

L. Flags:

Definition: A rectangular piece of fabric or other flexible material that is used as a symbol, signage device, or decoration. Flag does not include temporary banners associated with special events or holidays, which are subject to regulation in accordance with paragraph I of this section.

Requirements: Flags displaying noncommercial messages (for example, flags of a nation, state, or local entity, or flags of a religious or civic organization), when not used as an advertising device (i.e., to promote a commercial transaction) shall be permitted. Flags displaying commercial messages or used

as an advertising device (i.e., to promote a commercial transaction) shall be considered signs and shall be subject to regulation in accordance with the provisions of this chapter applicable to signs generally, based on the individual characteristics of the flag in question (e.g., freestanding, attached, hanging, etc.).

07.030 Signs subject to Director Review.

The following signs are subject to Director Review as specified in Chapter 31:

A. Attached:

Definition: A sign mounted flush and affixed securely to a building wall that projects no more than 6 inches from the face of a building wall, and does not extend vertically or horizontally beyond the building.

Requirements:

1. Attached signs may occupy 1 sq. ft. for each 2 lineal feet of business frontage upon which the sign is located. In intensive commercial and industrial areas (e.g., C, IP and I), the maximum area of any attached sign shall not exceed a 100 sq. ft., but need not be less than 25 sq. ft. In rural, agricultural, residential and neighborhood commercial areas, the maximum area of any attached sign shall not exceed 50 sq. ft., but need not be less than 15 sq. ft.
2. When two or more separate businesses (located in separate offices, spaces, or buildings) are located on one parcel, each shall be eligible for at least the minimum square footage (i.e., 15 or 25 sq. ft.).
3. Further, the maximum height of the sign shall be 20 feet or the height of the building, whichever is less. A maximum of two attached signs per occupancy is permitted, but in total combined area cannot exceed the maximum permitted. Additional square footage may be awarded as specified in Section .050, Design excellence.

B. Community and Historical:

Definition: A sign erected by a Chamber of Commerce or similar organization that identifies local communities or points of historical interest.

Requirements: There are no specific square footage or height restrictions. However, such signs shall be visually compatible and shall not compete with the area in which they are placed. The sign may identify a city or unincorporated community and may contain the name, sub-name or slogan of the area, but without other advertising.

C. Freestanding and Monument Signs: One freestanding or monument permitted for parcels with a minimum of 100 feet of street frontage. Shopping centers with 10 or more shops/offices may have one for each street frontage.

1. Freestanding:

Definition: A sign anchored directly to the ground or primarily supported from the ground rather than a building.

Requirements: The maximum height of the sign shall be 20 feet or the height of the associated building, whichever is less. Freestanding signs may occupy 1 sq. ft. for every 3 lineal feet of street frontage, up to a maximum of 100 sq. ft. Freestanding signs shall be set back a minimum of 5 feet from the property line. Additional square footage may be awarded as specified in Section 7.050, Design Excellence.

2. Monument:

Definition: A freestanding sign attached continuously at grade.

Requirements: The maximum height of monument signs shall be 8 feet. Monument signs are computed the same as freestanding signs (above), except that the minimum need not be less than 45 sq. ft. and the maximum cannot exceed 125 sq. ft. Additional square footage may be awarded as specified in Section 7.050, Design excellence.

D. Directional:

Definition: A sign that provides needed directions to remotely located business and scenic, recreation areas such as pack stations, lodges, resorts and lakes.

Requirements: Directional signs will be approved only upon a demonstrated need. It will be limited to the name of the business or area, and direction to its location. Signs cannot exceed 3 sq. ft.

E. Informational Kiosks and Freestanding Directory Boards:

The following sign types will be allowed only when submitted as part of a total signing program for a shopping center, community improvement district, etc.:

1. Directory Boards: Provides information as to the location of businesses in a pedestrian-oriented business area, not to exceed 3 sq. ft. in area and, if hung, shall not be higher than 6 feet; and
2. Kiosks: May provide information as to the location of businesses in a pedestrian-oriented business area, as well as a surface for handbills, posters and fliers to be affixed to. The total area of a kiosk display surface is not to exceed 40 sq. ft. or 8 feet in height. Kiosks are to be separated from adjacent structures by a minimum of 6 feet. Kiosks shall be maintained with a neat appearance and outdated materials shall be removed promptly.

07.040 General provisions.

The provisions of this section are applicable to all signs constructed or altered after the effective date of this chapter except as otherwise provided by this chapter. No person except a public officer or employee in the performance of a public duty shall paint, paste, display, construct, erect, alter, use or otherwise maintain any sign except in accordance with the provisions of this chapter.

A. Sign Measurements:

1. Area: The area of a sign is to be measured as the number of square feet of the smallest rectangle within which a single sign face can be enclosed, as follows:
 - a. Sign Faces Counted: Where a sign has two faces containing sign copy that are oriented back-to-back, are separated by not more than 3 feet at any point, and are parallel to each other; the area of the sign is to be measured using the face of the larger sign;
 - b. Wall-mounted Letters (channel letters): Where a sign is composed of letters individually mounted or painted on a building wall, without a border or decorative enclosure; the sign area is that of the smallest single rectangle within which all letters and words can be enclosed;
 - c. V-Shaped Signs: The area of a V-shaped sign shall be calculated the same as if it were a single sign face; and
 - d. Monument Signs: Area shall be calculated for that portion of the sign enclosed by the decorative border or frame and shall not include the foundation for the sign (however, the 8-foot height limit does include the foundation).

2. Height: The height of a sign shall be measured as the vertical distance from the adjacent grade to the uppermost point on a sign or sign structure.
- B. Sign Illumination: For those signs to be lit, indirect illumination from a separate light source is required, with the exception of channel letters. Use of neon and internal lighting is prohibited unless integrated with an overall architectural or design theme and is subject to Director's approval. An indirectly illuminated sign is defined as any sign whose illumination is reflected from its source by the sign display surface to the viewer's eye, the source of light not being visible from the street or from abutting property.
 - C. Sign Copy Changes: Any sign erected in conformance to the provisions of this chapter may be repainted, maintained, and the copy changed as long as there is no increase in existing sign area or the sign face relocated; otherwise, the sign will be considered as a new sign and shall be subject to all provisions of this chapter. Where the sign is not in conformity to the provisions of the chapter, any change shall be in accordance with the provisions of Section 07.060, Nonconforming Signs.
 - D. Shopping Centers, Malls, Office Complexes and Multifamily Projects: Any new proposal requiring a use permit and containing more than four residential units or four shops/offices shall include a total signing program with its use permit application. This signing program shall include total number, size and type of signs proposed, as well as elevations illustrating proposed design and materials to ensure that the signage will be integrated into the project's planning and design.

07.050 Design excellence (optional).

Any sign permitted (except real estate, temporary, and safety, or permitted by Director Review, has the option to apply for additional sign area under the provisions of this section.

Depending upon the quality and design excellence of any new sign, as determined by the Director, additional sign area up to 25% over stated maximums may be awarded.

Factors to be considered in the design excellence of any proposed sign include method of construction and material, color, lighting, relationship of the sign to the building, and relationship of the sign to the community. These are described in more detail as follows:

A. Materials and method of construction:

Materials and construction style should harmonize with the natural surroundings. Thus, wood and stone are encouraged, along with metal finishes that accent the county's mining past.

Wooden signs can be routed, carved or sandblasted to get the effect of raised letters. Raised letters can also be attached to a wooden signage band. These can also be metal or precast and molded. Paint can also be directly applied to a flat wooden signage band.

Metal signs can also be used effectively by applying raised letters as described above or on a metal band. Paint and lettering can be applied, although a galvanized or baked enamel finish is required to avoid rusting.

Signage can be painted directly on the facade of a building. The use of tile can also be applied onto the wall surface if stucco walls are used instead of wood.

Use of natural materials and landscaping is an effective way to soften and accent monument and freestanding signs.

B. Colors and visibility:

Colors should relate to and complement the materials or paint scheme of the buildings, including accenting highlights and trim colors. The number of colors on any sign should be limited to three. This heightens readability (visibility); especially when one color is a dark hue, the second a medium hue, and the third a light accent color. These three combine to produce a highly legible sign. Additional colors only compete with one another. Fluorescent colors are not permitted.

C. Relationship of the sign to the building:

The location and size of signs on any building should relate to the architecture of that particular structure. The sign should reinforce the existing features of the building by fitting them within other lines and shapes. Flat signs, parallel to the facade, are excellent because they do not compete with the building. Wall signs should complement one another in color and shape and, if possible, be located in the same position over storefronts. In pedestrian areas signs should be located to be visible to both motorist and pedestrian.

D. Relationship of the sign to the community:

Signs should not be out of scale with the street or visually disruptive, and should be visible by both passing motorists and pedestrians. Where feasible, relate new signs to others on the block by aligning them with existing signs or other horizontal elements, such as molding bands above store windows. A sign should complement and reinforce a community's character, creating harmony without uniformity.

07.060 Prohibitions.

The following signs and sign types are prohibited:

- A. No sign shall exceed 20 feet in height.
- B. Animated signs, such as those that rotate, move, flash, reflect, blink or effect changes in hue or intensity of illumination.
- C. Portable signs, including but not limited to, trailer-mounted marquees and sandwich boards.
- D. Signs that project over any property line except into a public right of way with applicable agency permits or extend more than 4 feet from any building or wall except where such signs are an integral part of an approved canopy or awning.
- E. Signs placed above the eave line, except in the case of an A-frame building where no other option is available or where the theme or design of the building warrants such sign as determined by the Director.
- F. Vehicular-mounted freestanding signs.
- G. Off-site advertising signs or billboards.
- H. Signs that advertise a home occupation, unless permitted by Expanded Home Occupation permit.
- I. Modification of the location or size of any sign granted under the provisions of Section 07.030, Director Review. All modifications of such signs shall be reviewed by the Director.
- J. Use of neon or internal lighting unless in conformance to Section 07.040-B, Sign Illumination.
- K. Attachment of signs to utility poles or natural features, including trees and rocks, etc.
- L. Removal or pruning of trees within any public right of way to increase the visibility of any sign.

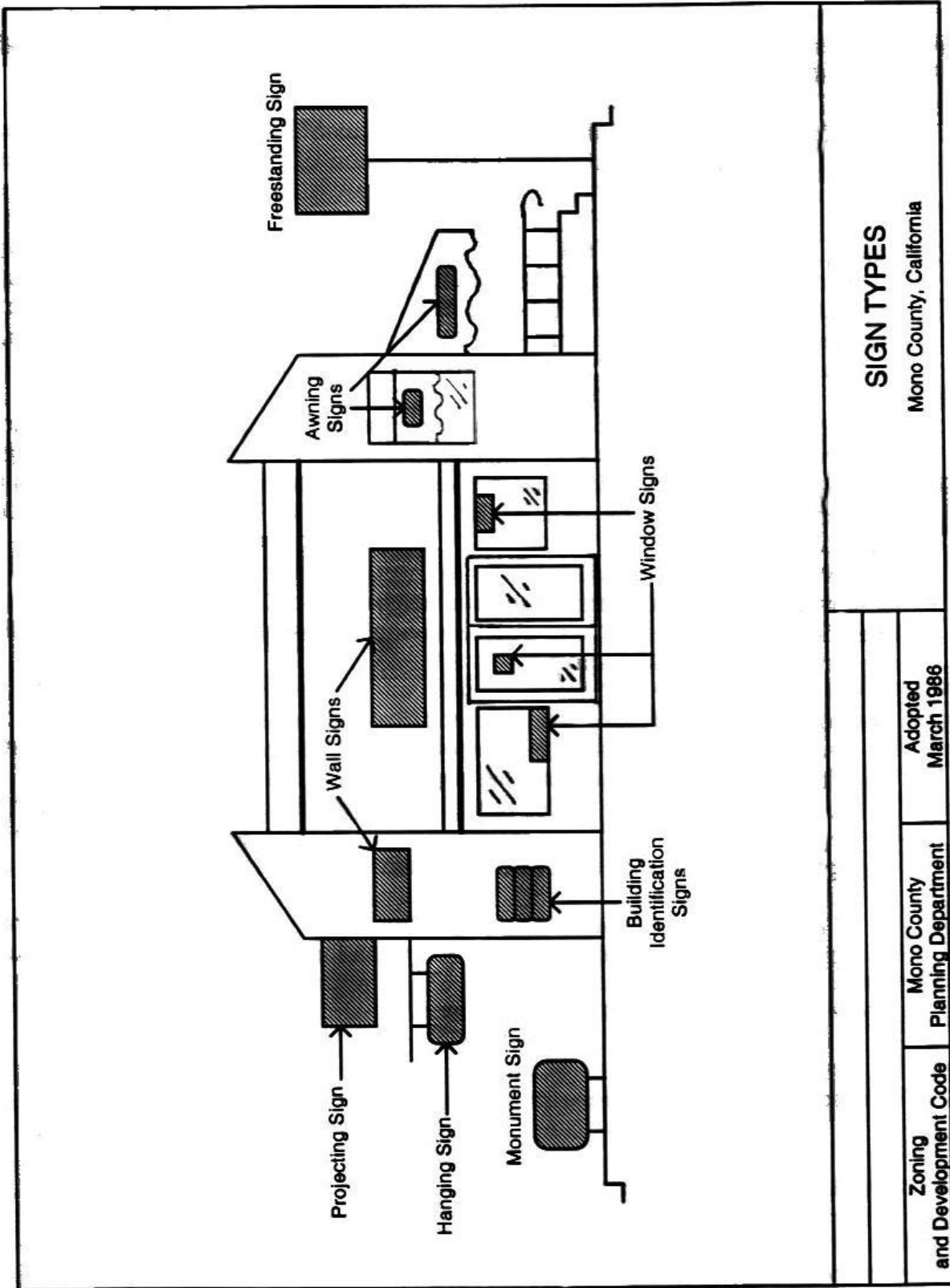
- M. Placement of private advertising signs on public property.
- N. Signs that interfere with, obstruct the view of, or may be confused with any authorized traffic sign or interfere with or obstruct driver, pedestrian, or bicyclist visibility from any street, road, or highway.

07.070 Nonconforming Signs.

Nonconforming signs are those that were in existence at the time of adoption of land development regulations that do not conform to the provisions of this chapter. Such signs may be continued as follows:

- A. Expansion. A nonconforming sign may not be increased in area or lighting intensity or moved from its location after the effective date of this chapter.
- B. Sign Copy. The advertising copy on a nonconforming sign may be changed except as provided by subsection A, expansion of nonconforming signs, of this section.
- C. Discontinued use. If the use of a building or land associated with a nonconforming sign is discontinued for six months or more, all signs shall thereafter conform to the provisions of this chapter. Where a business operates on a seasonal basis and for which there is an active Mono County business license, the provisions relating to discontinued use will not apply.
- D. If the size or configuration of a lot or building is changed by the subdivision of the property or by alterations, identification signs and outdoor advertising signs on the resulting properties shall be required to conform to the sign regulations applicable to the newly created lot or lots at the time the change becomes effective.
- E. Removal. If a nonconforming sign is removed for any reason other than those specified in subsection C and this section, all subsequent signs must conform to the provisions of this chapter.
- F. Destroyed Signs and Advertising Structures.
 1. If a nonconforming sign is destroyed or partially destroyed to the extent of 50% or more of the replacement cost of the total sign before destruction by fire, explosion or act of God, the destroyed sign may be replaced or reconstructed, provided that it is brought into conformity to all applicable requirements of this chapter.
 2. If a nonconforming sign is partially destroyed to less than 50% of its replacement cost, it may be restored to its former nonconforming status.

FIGURE 13: SIGN TYPES



SIGN TYPES

Mono County, California

Adopted
March 1986

Mono County
Planning Department

Zoning
and Development Code

TABLE 07.010. SIGN STANDARD SUMMARY

Sign Type	Maximum Number	Maximum Sign Size	Maximum Height	Level of Dept. Review	Designations Permitted	Other Standards
Awning	One per street or parking lot frontage	10 sq. ft.	Minimum 8' ground clearance	Permitted with building permit	ER, RR, RU, SP, AP C, SC	
Changeable Copy/Marquée	One per business	20 sq. ft. (counted against maximum allowed for freestanding or attached)	20'	Permitted with building permit	C, SC	
Political	Not specified	Not specified	Not specified	Permitted	All districts	1. Must be removed when purpose for posting ceases. 2. If adhesive backing, affix to temporary backing.
Real Estate	One per parcel	4 sq. ft. on parcel ≤10 acres	4'	Permitted	All districts	1. Sign must be removed within 15 days of close of escrow.
		12 sq. ft. on parcels >10 acres	8'			
Projecting or Hanging	One per business (can be double-faced)	10 sq. ft.	Minimum 8' ground clearance 20'	Permitted with building permit	ER, RR, RU, MFR, SP, C, SC, IP, I	1. May not project more than 3' from any wall
	One per business (can be double-faced)	10 sq. ft.	Minimum 8' ground clearance 20'	Permitted with building permit	ER, RR, RU, MFR, SP, AP, C, SC, IP, I	1. May not project more than 4' from any wall.
Window	Not specified	20% of window area	Limited to first-floor windows	Permitted	All districts	1. No maximum for sales or special event signs.
Director Plaque	One per building (two permitted if main entrance from both street and parking lot)	8" x 48"	Not specified	Permitted	All districts	1. Individual letters limited to 3" in height.

Sign Type	Maximum Number	Maximum Sign Size	Maximum Sign Height	Level of Dept. Review	Designations Permitted	Other Standards
Attached (wall)	Two per business	a. Up to 20 sq. ft. in MFR, RU, SP, AP b. Up to 50 sq. ft. in ER, RR, IP c. Up to 100 sq. ft. in C, SC, I	20'	Director Review	As specified under sign area	1. Except for multifamily projects in MFR, RU, SP, AP districts, sign area is calculated at 1 sq. ft. for each 2 lineal feet of business frontage. 2. Cannot project more than 6" from building face.
Monument or Freestanding	One per business (can be double-faced)	Up to 125 sq. ft.	8' from grade	Director Review	ER, RR, MFR, SP, AP C, SC, IP, I	1. Required a minimum of 100' of street frontage. 2. Sign area is calculated at 1 sq. ft. per each 3' of street frontage.
	One per business (can be double-faced)	Up to 100 sq. ft.	20'	Director Review	ER, RR, MFR, SP, AP C, SC, IP, I	1. Required a minimum of 100' of street frontage. 2. Sign area is calculated at 1 sq. ft. per each 3' of street frontage. 3. Sign shall be set back a minimum of 20' from the street.
Directional	One per business (can be double-faced)	3 sq. ft.	Not specified	Director Review	All districts	1. Must demonstrate need in order to erect.
<p>NOTE: This summary is for informational purposes only. Refer to the applicable sections of Chapter 07 for detailed requirements.</p> <ul style="list-style-type: none"> • Eligible for additional square footage under the provisions of the Design Excellence Section 07.050. • Noted signs are permitted in these districts only as part of a total signing program (see Sections 07.020 G2 and 07.040 D). 						

Mono County Community Development Department

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

DIRECTOR REVIEW APPLICATION

APPLICATION # _____	FEE \$ _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT # _____	CHECK # _____ (NO CASH)

APPLICANT/AGENT We Are Everywhere RV Park dba: Coleville KOA Holiday and Meadowcliff Lodge

ADDRESS 110437 US Highway 395 CITY/STATE/ZIP Coleville, CA 96107

TELEPHONE (530) 495-2255 E-MAIL stay@meadowcliff.com

OWNER, if other than applicant Scott Burkard and Timothy Tack

ADDRESS 110437 US Highway 395 CITY/STATE/ZIP Coleville, CA 96107

TELEPHONE (530) 495-2255 E-MAIL scottburkard@me.com

DESCRIPTION OF PROPERTY:

Assessor's Parcel # 002-060-042 General Plan Land Use Designation Resort

PROPOSED USE: Applicant(s) should describe the proposed project in detail, using additional sheets if necessary. Note: An incomplete or inadequate project description may delay project processing.

Update Entrance Sign by eliminating 2/3 of sign, removing large neon "Restaurant", Large 5 foot by 5 ft back lit replaceable letter sign on top, and eliminate neon "No Vacancy" Sign. These action reduce the height of the sign by 18 feet, and reduce the lighting by 55%. We will add a new energy efficient LED sign at that is 1 foot by 5 feet, to message travelers of availability, vacancy, etc.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, or owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Scott Burkard Digitally signed by Scott Burkard
Date: 2020.03.12 07:51:32 -0700'

Signature 

Signature _____ Date 03/12/2020

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

P.O. Box 8
Bridgeport, CA 93517
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www.monocounty.ca.gov

PROJECT INFORMATION

(To be completed by applicant or representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets if necessary.

I. TYPE OF PROJECT (check any permit(s) requested):

- Director Review Use Permit Lot Line Adjustment Land Division (4 or fewer)
 Subdivision Specific Plan Variance General Plan Amendment
 Other _____

APPLICANT We Are Everywhere RV Park, dba: Coleville KOA Holiday and Meadowcliff Lodge

PROJECT TITLE Update Entrance Sign

LOT SIZE (sq. ft./acre) 22 ASSESSOR'S PARCEL # 002-060-042

PROJECT LOCATION 110437 US Highway 395, Coleville CA 96107

Has your project been described in detail in the project application? Yes No

Please Specify:

Number of Units 63 Building Height/# of floors 1
 Number of Buildings 4 Density (units/acre) 22

Total lot coverage/impervious surface (sq. ft. & %) n/a
 a. Buildings (first-floor lot coverage /sq. ft. & %) _____
 b. Paved parking & access (sq. ft. & %) _____

Landscaping/screening and fencing:

- a. Landscaping (sq. ft. & %) n/a
 b. Undisturbed (sq. ft. & %) _____

Total parking spaces provided:

- a. Uncovered n/a
 b. Covered _____
 c. Guest/Handicapped 3

II. SITE PLAN

Are all existing and proposed improvements shown on the Plot Plan (see attached Plot Plan Requirements)? Yes No

III. ENVIRONMENTAL SETTING

Use one copy of the Tentative Map or Plot Plan as needed to show any necessary information. Attach photographs of the site, if available.

More on back...

1. VICINITY MAP:

Attach a copy of assessor's parcel pages or a vicinity map showing the subject property in relation to nearby streets and lots or other significant features.

2. EXISTING DEVELOPMENT:

Vacant If the site is developed, describe all existing uses/improvements such as structures, roads, etc. Does the Plot Plan show these uses? Yes No
n/a

3. ACCESS/CIRCULATION:

Name of Street Frontage(s) US Highway 395

Paved Dirt No existing access

Are there any private roads, drives or road easements on/through the property?

Yes No

Has an encroachment permit been submitted to Public Works or Caltrans? Yes No

Does the property have any existing driveways or access points? Yes No

Are any new access points proposed? Yes No

Does the Plot Plan show the driveways or access points? Yes No

Describe the number and type of vehicles associated with the project None

4. ADJACENT LAND USES:

A. Describe the existing land use(s) on adjacent properties. Also note any major man-made or natural features (i.e., highways, stream channels, number and type of structures, etc.).

LAND USE

LAND USE

North Vacant Land

South Vacant Land

East Vacant Land

West Vacant Land

B. Will the proposed project result in substantial changes in pattern, scale or character of use in the general area? Yes No If YES, how does the project propose to lessen potential adverse impacts to surrounding uses? _____

5. SITE TOPOGRAPHY:

Is the site on filled land? Yes No Describe the site's topography (i.e., landforms, slopes, etc.) _____

6. DRAINAGES:

A. Describe existing drainage ways or wetlands on or near the project site (i.e., rivers, creeks and drainage ditches 12" or deeper and/or within 30' of the property) n/a

B. Are there any drainage easements on the parcel? Yes No

C. Will the project require altering any streams or drainage channels? Yes No If YES, contact the Department of Fish and Game for a stream alteration permit. IF YES TO ANY OF THE ABOVE, show location on plot plan and note any alteration or work to be done within 30 feet of the stream or drainage.

7. VEGETATION:

A. Describe the site's vegetation and the percentage of the site it covers (map major areas of vegetation on the Plot Plan) n/a

B. How many trees will need to be removed? 0

- C. Are there any unique, rare or endangered plant species on site? Yes No
- D. Has the site been used for the production of agricultural crops/trees or grazing/pasture land in the past or at the present time? Yes No
- E. Is landscaping/planting of new vegetation proposed? Yes No
8. WILDLIFE:
- A. Will the project impact existing fish and wildlife? Yes No
Describe existing fish and wildlife on site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife _____

- B. Are there any unique, rare or endangered animal species on site? Yes No
9. CULTURAL RESOURCES:
- A. Are there any cemeteries, structures or other items of historical or archaeological interest on the property? Yes No Specify _____

10. SITE GRADING:
- A. Will more than 10,000 square feet of site area be cleared and/or graded? Yes No If YES, how much? _____
- B. Will the project require any cuts greater than 4' or fills greater than 3'? Yes No
- C. Will the project require more than 200 cubic yards of cut or fill? Yes No If YES, how much? ____ If YES to A, B or C, contact the Department of Public Works for a grading permit.
- D. Will site grading of 10% or more occur on slopes? Yes No
- E. Note any measures to be taken to reduce dust, prevent soil erosion, or the discharge of earthen material off site or into surface waters _____

11. AIR QUALITY:
- A. Will the project have wood-burning devices? Yes No If YES, how many? _____
- B. What fuel sources will the proposed project use? Wood Electric Propane/Gas
- C. Will the proposal cause dust, ash, smoke, fumes or odors in the vicinity? Yes No
12. VISUAL/AESTHETICS:
- A. How does the proposed project blend with the existing surrounding land uses?
Opens up visual, less obstruction as signage is dramitacally reduced

- B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads? Opens up visual, less obstruction as signage is dramitacally reduced

- C. If outdoor lighting is proposed, describe the number, type and location _____
Main sign to remain backlight, Programable Letter sign to be energy efficent LED lighting

13. NATURAL HAZARDS:
- A. Is the site known to be subject to geologic hazards such as earthquakes, landslides, mudslides, ground failure, flooding, avalanche or similar hazards? Yes No
(Circle applicable hazard[s]).
- B. Will any hazardous waste materials such as toxic substances, flammables or explosives be used or generated? Yes No
- C. Does the project require the disposal or release of hazardous substances? Yes No
- D. Will the project generate significant amounts of solid waste or litter? Yes No

E. Will there be a substantial change in existing noise or vibration levels? Yes No
If YES to any of the above, please describe _____

More on back...

14. OTHER PERMITS REQUIRED:

List any other related permits and other public approvals required for this project, including those required by county, regional, state and federal agencies:

- Encroachment Permits from *Public Works or Caltrans.*
- Stream Alteration Permit from *Department of Fish and Game*
- 404 Wetland Permit from *Army Corps of Engineers*
- Grading Permit from *Public Works*
- Building Permit from *County Building Division*
- Well/Septic from *County Health Department*
- Timber Land Conversion from *California Department of Forestry*
- Waste Discharge Permit from *Lahontan Regional Water Quality Control Board*
- Other _____

IV. **SERVICES**

1. Indicate how the following services will be provided for your project and the availability of service.

Electricity No change

Underground Overhead (Show location of existing utility lines on Plot Plan)

Road/Access N/A

Water Supply N/A


Sewage Disposal N/A

Fire Protection N/A

School District N/A

2. If an extension of any of the above is necessary, indicate which service(s), the length of extension(s), and the infrastructure proposed _____

CERTIFICATION: I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to prepare a Specific Plan in compliance with state law.

Signature Scott Burkard  Digitally signed by Scott Burkard Date: 2020.03.12 08:00:33 -0700 Date 03/12/2020

For We Are Everywhere RV Park

NOTE: Failure to provide any of the requested information will result in an incomplete application and thereby delay processing.

Mono County Community Development Department

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www.monocounty.ca.gov

APPEAL APPLICATION

In order to be valid,
appeal must be filed within
10 days of action date.

APPLICATION # _____	FEE \$ _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT # _____	CHECK # _____ (NO CASH)

APPELLANT We Are Everywhere RV Park

ADDRESS 110437 US Highway 395 CITY/STATE/ZIP Coleville, CA 96107

TELEPHONE (530) 495-2255 E-MAIL stay@meadowcliff.com

APPLICATION # BEING APPEALED _____

DATE OF ACTION 4/6/2020 **DATE OF APPEAL** 4/10/2020

NATURE OF APPEAL: Describe what is being appealed. If it is a condition of approval, attach a copy of the project conditions and indicate which conditions are being appealed.

We are appealing the Director's Review denying the exception of a 5 square foot LED sign at
business entrance, vs. the current allowable 3 square foot LED Sign.

REASON FOR APPEAL: Describe why the decision is being appealed.

We have 2 business, (1 RV Park, 1 Lodge/Motel Rooms) both have separate vacancies. 12% of guests
are driving through and have not made reservations, (represents Approx \$40,000 gross revenue and
\$4800 TOT to county). Overall lighting of Entrance sign has been reduced by 66% with elimination of old

APPLICATION SHALL INCLUDE:

- A. Completed application form.
- B. Deposit for project processing: See Development Fee Schedule.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: legal owner(s) of the subject property,
 corporate officer(s) empowered to sign for the corporation or authorized legal agent, or
other interested party.


Signature

 4/10/2020
Signature Date

Director Review Appeal Form Continued.

...old entrance sign. In addition to be most energy efficient, the LED signage is less bright. The sign is set for 1000 NITS (approximately 3246 lumes) during daylight hours. Evening hours (Dusk to midnight) the LED lighting is 500 NITS or approximately 1713 lumes.

Of the customers that travel by without reservation and "walk-in" they are traveling south to north. If they don't know we have either vacancy in the RV park, or vacancy in the Lodge rooms, they continue driving north to the Nevada border and spend their dollars in NV. Customers that stay overnight with us, whether the RV Park or Lodge Rooms, also support other local businesses in Walker and Bridgeport purchasing food, groceries, fuel, etc.

Dear Mono County Planning Commission,

Concerning Appeal 20-001/We are everywhere.

The General Plan Sign Chapter reads: "It is the intent of this chapter to establish sign standards that will enhance and preserve the unique scenic beauty of Mono County and promote ... safety. Thus, aesthetics and safety are the primary objective... Signs shall be located to be compatible with their surroundings in terms of size, shape, color, texture and lighting."

Section 07.060 Prohibitions lists prohibited signs which includes "Animated signs, such as those that rotate, move, flash, reflect, blink or effect changes in hue or intensity of illumination" and the "Use of neon or internal lighting..."

These sign standards were established for a good reason and are the result of extensive work by the Planning Department staff, the AVRPAC and others.

Bright LED lighting, moving or not, degrades the scenic beauty of Antelope Valley. They may also pose a traffic hazard by distracting drivers. The size of this sign size was increased with out review or permit.

I do not support the granting of any variance concerning the sign and urge the Commission to require that all* signs associated with this property be brought into compliance under the existing standards. Developers have the responsibility to insure that their activities are in compliance with regulations and the county has the responsibility to enforce the regulations.

Sincerely,

Mark Langner
Coleville, CA

*The two other signs advertising this property - which were noted in the original complaint - were not included in this compliance action. Both these signs are fluorescent yellow; the GP Sign Chapter design excellence section states "Fluorescent colors are not permitted". A billboard (located on adjacent property) and sign on the north end of the RV property appear to exceed the number of signs allowed for a business.



September 16, 2020

Coleville/Walker KOA Holiday and Meadowcliff Lodge
110437 US Highway 395
Coleville, CA 96107
Ph: 530-495-2255

Scott,

Due to the KOA Brand Positioning Requirement developed in 2013 all KOA campgrounds must become a KOA Journey, KOA Holiday or KOA Resort. In coordination with the requirements of each brand, each KOA's entrance sign and corresponding logo use must change in reflection of the position they enter. The deadline for completion is December 31 of 2020.

Sincerely,

Whitney Scott
VP, Marketing
wscott@koa.net
(406) 254 - 7445
Kampgrounds of America, Inc.

KOA sign requirements provided by the applicant, Scott Burkhard, via email on Sept. 16, 2020.

KOA Entrance Signs Are Your Welcome Mat

KOA Entrance Signs

The entrance sign is the most visible and most important sign on any campground. This signage should be clean, crisp and well-maintained in order to convey a good first impression of the campground to all visiting campers. The following are guideline specifications for properly maintaining and installing KOA entrance signs.

- The KOA sign face must be the dominant feature of all KOA entrance signs.
- Logo must be reproduced in proper proportion (refer to the [Logos & Usage section](#)).
- The KOA logo must be used and the registration mark must be included.
- The correct PANTONE MATCHING SYSTEM® colors must be used: Black (or PANTONE® Process Black), KOA Yellow (or PANTONE 109) and KOA Red (or PANTONE 185).
- The background color must be KOA Yellow (or PANTONE 109).

Entrance Sign Face Size & Type

Proper sizing of entrance signs depends on placement location, traffic speed and viewing time. A larger sign attracts attention from a distance to your entrance road. However, if your sign is located in a constricted area or in an isolated area with slow moving traffic, then a smaller size would be more appropriate.

The following sizes and types of KOA entrance signs are approved for use. All new signs must be purchased from a KOA-approved supplier.

- **8' x 10'** Metal sign, two-piece construction with single face (use two signs to double face)
- **5' x 6'** Metal sign, two-piece construction with single face (use two signs to double face)
- **4' x 5'** Metal sign, one-piece construction with single or double face
- **5' x 7'** Flex or plastic yellow background replacement panels for existing internally illuminated signs

- **8' x 14'** Double-faced internally illuminated sign
- **6' x 10'** Double-faced internally illuminated sign

[Click Here to View the KOA Entrance Sign Color Specifications Diagram](#)

[Click Here to View the KOA Entrance Sign Brand Position Color Specifications Diagram](#)

[Click Here to View the KOA Entrance Sign Face Size and Type Diagrams](#)

Entrance Sign Logo Proportions

The grid overlaid with the KOA logo will help you or your sign producer determine the proper logo proportions. It is critical that the logo be represented accurately. Please note that the “KOA” is not created using a font or typestyle. In the logo, “KOA” is an art element, and should only be reproduced using the digital logo files provided upon request.

KOA’s Brand Position Entrance Sign Reimbursement Program

KOA will be providing co-op funding for the replacement of entrance signs with the Brand Positioning program. The amount of reimbursement is currently defined as \$1,000 per campground through December 2019.

Want details on the Sign Reimbursement Program? See page 3 of the [KOA Brand Positioning Criteria book](#).

Sign Audit

Internal and external signage affects campers’ perceptions of our campgrounds. Viewing internal and external signage together gives a holistic examination that can help campgrounds understand and plan for improvements.

The best approach to understanding the full effect is to produce a sign audit of your property. A sign audit is a rigorous exercise for evaluation and helps strategically plan and assess what signs need to be updated, taken down or left in place.

Below is an audit that your campground can use as a guide for this process. Once an audit is complete, you can utilize the many tools, templates and vendors we provide to ensure your first impression is a GREAT one!”

Click on the link to download the [SIGN AUDIT](#).

Mono County Community Development Department

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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Mono County Planning Commission will conduct a public hearing on **October 15, 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 943 3859 4545, Password: 1234) where members of the public shall have the right to observe and offer public comment, to consider the following: **9:05 a.m. CONDITIONAL USE PERMIT 20-005/ Burkard/ We Are Everywhere RV Park** for a new sign to replace the existing non-conforming signage at 110437 Highway 395 (APN 002-060-043) between the communities of Walker and Coleville. The new sign is proposed for approval under a design theme that reduces the existing non-conforming sign and lighting by more than half. The Land Use Designation (LUD) is Rural Resort (RU).

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/meetings?field_microsite_tid_1=597 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 **3 pm on Wednesday, October 14** 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, 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:

April Sall, Planning Analyst
PO Box 347
Mammoth Lakes, CA 93546
(760) 932-5423, asall@mono.ca.gov



MONO COUNTY PLANNING COMMISSION

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September 30, 2020

To: The Sheet

From: Melissa Bell

Re: Legal Notice for **October 2nd** edition

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 on **October 15, 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 943 3859 4545, Password: 1234) where members of the public shall have the right to observe and offer public comment, to consider the following: **9:00 a.m. CONDITIONAL USE PERMIT 20-005/ Burkard/ We Are Everywhere RV Park** for a new sign to replace the existing non-conforming signage at 110437 Highway 395 (APN 002-060-043) between the communities of Walker and Coleville. The new sign is proposed for approval under a design theme that reduces the existing non-conforming sign and lighting by more than half. The Land Use Designation (LUD) is Rural Resort (RU). In accordance with the California Environmental Quality Act, a Notice of Exemption will be filed. Project materials are available for public review online at by calling 760-924-1800 and hard copies are available for the cost of reproduction. 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 3 pm on Wednesday, October 14th**, to ensure timely receipt, by email at 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.

###

MONO COUNTY PLANNING COMMISSION

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DRAFT MEETING MINUTES

August 20, 2020 – 10 a.m.

COMMISSIONERS: Scott Bush, Roberta Lagomarsini, Chris Lizza, Patricia Robertson **ABSENT:** Dan Roberts

STAFF: Wendy Sugimura, director; Michael Draper, planning analyst; Kelly Karl, assistant planner; April Sall, planning analyst; Christy Milovich, deputy county counsel; Gerry Le Francois, principal planner; Bentley Regehr, planning analyst; Sean Robison, engineering technician; Melissa Bell, planning commission clerk;

PUBLIC: Angela Plaisted, Darlene Batatian

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Chair Scott Bush called the meeting to order at 10:01 am in Zoom meeting room and attendees recited the pledge of allegiance to the flag.
2. **REVIEW OF REMOTE MEETING MANAGEMENT & PROTOCOLS:** Wendy Sugimura reviewed meeting procedures and format.
3. **PUBLIC COMMENT:** No public comment.
4. **MEETING MINUTES**
 July 16, 2020 minutes:
 MOTION: Approve July 16, 2020 minutes.
 Lizza/Lagomarsini. Roll-call vote- Ayes: Lizza, Robertson, Lagomarsini, Bush. Absent: Roberts.
5. **PUBLIC HEARING:** None
6. **WORKSHOP:**
 - A. **GENERAL PLAN AMENDMENT – SAFETY ELEMENT:** Proposed amendments to the General Plan Safety Element as required after the Housing Element update cycle, and for consistency with CalFire requirements and the recently adopted Local Hazard Mitigation Plan.
 - Kelly Karl presented and answered questions by the Commission. Commissioners provided comments. Notes and edits were made to the Safety Element, based on feedback and comments provided by the Commission.
 - No public comment.
 - B. **GENERAL PLAN AMENDMENT – LAND USE ELEMENT CHAPTER 16 (ACCESSORY DWELLING UNITS):** Proposed amendments to General Plan Land Use Element Chapter 16, Accessory Dwelling Units, to ensure consistency with recent state law changes.
 - Bentley Regehr presented, shared a written public comment by Darlene Batatian, and answered questions by the Commission. Commissioners provided comments and discussion followed.

DISTRICT #1
COMMISSIONER
Patricia Robertson

DISTRICT #2
COMMISSIONER
Roberta Lagomarsini

DISTRICT #3
COMMISSIONER
Daniel Roberts

DISTRICT #4
COMMISSIONER
Scott Bush

DISTRICT #5
COMMISSIONER
Chris I. Lizza

7. REPORTS

A. DIRECTOR: Director Wendy Sugimura provided a report on upcoming projects and staff updates.

B. COMMISSIONERS: Commissioner Lizza requested a 9am start time for future remote meetings. No other reports.

8. INFORMATIONAL: None**9. ADJOURN** at 11:51am to the next regular meeting on September 17, 2020.

Prepared by Melissa Bell, Planning Commission clerk

Mono County Community Development Department

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October 15, 2020

FROM: Gerry LeFrancois, Principal Planner

SUBJECT: Workshop on the Regional Transportation Plan (RTP) / Circulation Element (CE) update

RECOMMENDATION

Receive presentation and provide any direction to staff.

BACKGROUND

The Mono County Local Transportation Commission (LTC) is required to adopt a Regional Transportation Plan (RTP) every four years with the most recent adoption in 2019. Mono County is also required to adopt a General Plan with a Circulation Element as one of seven mandated elements. Mono County has used the RTP as the Circulation Element since 2004.

DISCUSSION

The Regional Transportation Plan (RTP) is a 20-year-planning-horizon transportation planning policy document. The RTP provides a clear vision of the region's transportation goals, policies, needs, and assessments.

Although the most-recent adopted RTP is highly comprehensive, staff continuously works to update the document to reflect the current transportation network needs, as well as adding additional technical information that is required of the RTP.

The following revisions have been integrated into the RTP/CE update:

- Language describing the LTC's public involvement process as it relates to transportation planning (Title 23, CFR part 450.210);
- A clearly defined plan purpose and need statement;
- A comparison with the California State Wildlife Action Plan (Title 23 CFR part 450.2(j));
- Quantifiable performance measures to better align with State goals;
- Updated demographic data;
- Updated mileage data;
- Updated average daily traffic (ADT) data;
- Language pertaining to measuring and analyzing vehicle miles traveled (VMT) rather than levels of service (LOS);
- Updated Financial Element (Title 23 CFR 450.322 and Government Code 65080);
- Updated maps and appendices;
- Formatting of chapters; and
- References of the EV charging policy document and wayfinding plan.

Because the Mono County LTC's jurisdiction includes the Town of Mammoth Lakes, the RTP includes transportation policies and programs for the Town. However, these Town policies and programs have no force and effect as part of the County's General Plan Circulation Element.

ATTACHMENTS

- PowerPoint Presentation
- 2020 Mono County RTP / Circulation Element:
https://monocounty.ca.gov/sites/default/files/fileattachments/local_transportation_commission_ltc/page/617/adopted_2019_rtp_12.09.2019.pdf

2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Overview and Purpose of the Regional Transportation Plan (RTP) / Circulation Element (CE)

- Provide a clear vision of the regional transportation goals, policies, objectives and strategies
- Provide an assessment of the current modes of transportation and the potential of new travel options within the region
- Identify and document specific actions necessary to address the region's mobility and accessibility needs
- For Mono Co, serves two purposes as required by state law – Regional Transportation Planning Agency (RTPA or LTC) and the Circulation Element of the General Plan

2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Overview of RTP / CE

- Mono County and Town of Mammoth Lakes agreed to 4 yr RTP update which permits agency Housing Element to an 8 year adoption cycle with Housing and Community Development
- Regional Transportation Plan mandated & updated every 4 yrs (GC 65080)
- A Circulation Element is a required element of a General Plan (GC 65302 (b))

2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Circulation Element Requirements

- A circulation element consisting of the general location and extent of existing and proposed major thoroughfares, transportation routes, terminals, any military airports and ports, and other local public utilities and facilities, all correlated with the land use element of the plan
- Upon any substantive revision of the circulation element, the legislative body shall modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan
- “users of streets, roads, and highways” mean bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors



2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Regional Transportation Plan requirements

- A policy element that describes the transportation issues in the region, identifies and quantifies regional needs, and describes the desired short-range and long-range transportation goals, and pragmatic objective and policy statements. The objective and policy statements shall be consistent with the funding estimates of the financial element
- RTP may also include other factors of local significance as an element of the regional transportation plan, including, but not limited to, issues of mobility for specific sectors of the community, including, but not limited to, senior citizens



2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Regional Transportation Plan overview

- Chapter 1 Planning Process and Coordination
- Chapter 2 Existing Transportation Network
- Chapter 3 Needs Assessment
- Chapter 4 Regional Policy Element
- Chapter 5 Community Policy Element
- Chapter 6 Action Element
- Chapter 7 Financial Element

- Appendices including maps, traffic projections, scenic highways, local projects, current programming and financing, Mono Co Regional Blueprint, Mono Co Trails Plan, and Bicycle Transportation Plan



2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Why this update

- Mono County and Town of Mammoth Lakes agreed to 4 year RTP update which permits Housing Element 8 year adoption cycle with Housing and Community Development
- Various technical changes to RTP/Circulation Element such as:
 - ❖ Adoption of the 2020 Regional Transportation Improvement Program (RTIP)
 - ❖ Electrical Vehicle Charging Plan (incorporated by reference)
 - ❖ Update to Mono County Roadway Improvement Program
 - ❖ Update to Mono County and Town of Mammoth Lakes programming and financial tables for operation costs regarding roadway, airports, and transit

2020 REGIONAL TRANSPORTATION PLAN / CIRCULATION ELEMENT WORKSHOP

Commission questions and comments

Next Steps

- **Coordinate this update with other General Plan updates in process**

