

MONO COUNTY PLANNING COMMISSION

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AGENDA

February 13, 2014 – 10 a.m.

Supervisors Chambers, County Courthouse, Bridgeport

*Videoconference: BOS Conference Room, third floor, Sierra Center Mall, Mammoth Lakes

Full agenda packets, plus associated materials distributed less than 72 hours prior to the meeting, will be available for public review at the Community Development offices in Bridgeport (Annex 1, 74 N. School St.) or Mammoth Lakes (Minaret Village Mall, above Giovanni's restaurant). Agenda packets are also posted online at www.monocounty.ca.gov / boards & commissions / planning commission. For inclusion on the e-mail distribution list, interested persons can subscribe on the website.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT:** Opportunity to address the Planning Commission on items not on the agenda
3. **MEETING MINUTES:** Review and adopt minutes of January 9, 2014 – *p. 1*
4. **PUBLIC HEARING:** None
5. **WORKSHOP:**
 - A. **RESOURCE EFFICIENCY PLAN & COUNTY ENERGY PROGRAM PRIORITIES.** *Staff: Associate Analyst Wendy Sugimura – p. 5*
 - B. **DEVELOPMENT STANDARDS.** *Planning staff – p. 47*
 - C. **PLANNING COMMISSION RULES & REGULATIONS.** *Staff: Planning Commission Secretary C.D. Ritter – p. 48*
6. **REPORTS:**
 - A. **DIRECTOR**
 - B. **COMMISSIONERS**
7. **INFORMATIONAL:** No items.
8. **UPCOMING AGENDA ITEMS:** Workshop on Waste Management Plan update
9. **ADJOURN** to March 13, 2014

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 in order to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

More on back...

DISTRICT #1
COMMISSIONER
Mary Pipersky

DISTRICT #2
COMMISSIONER
Rodger B. Thompson

DISTRICT #3
COMMISSIONER
Daniel Roberts

DISTRICT #4
COMMISSIONER
Scott Bush

DISTRICT #5
COMMISSIONER
Chris Lizza

*The public may participate in the meeting at the teleconference site, where attendees may address the commission directly. Please be advised that Mono County does its best to ensure the reliability of videoconferencing, but cannot guarantee that the system always works. If an agenda item is important to you, you might consider attending the meeting in Bridgeport.

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Interested persons may appear before the commission 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. Project proponents, agents or citizens who wish to speak are asked to be acknowledged by the Chair, print their names on the sign-in sheet, and address the commission from the podium.

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DRAFT SPECIAL MEETING MINUTES

January 9, 2014

COMMISSIONERS PRESENT: Scott Bush, Chris Lizza, Mary Pipersky, Dan Roberts, Rodger B. Thompson

STAFF PRESENT: Scott Burns, CDD director; Courtney Weiche, associate planner; Garrett Higerd, Jeff Walters (videoconference) & Walt Lehmann (videoconference), public works; Louis Molina, environmental health director; Stacey Simon, assistant county counsel (videoconference); C.D. Ritter, commission secretary

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE: Chair Dan Roberts called the meeting to order at 10:09 a.m. in the board of supervisors room at Sierra Center Mall, Mammoth Lakes, and led the pledge of allegiance.

2. PUBLIC COMMENT: Supervisor Fred Stump thanked Public Works and IT for US Fish & Wildlife Service meeting yesterday in Bridgeport and resetting this room.

3. CONSENT ITEM:

A. APPROVAL OF FINAL PARCEL MAP 32-56/Mead. Parcel Map 32-56, which was approved March 11, 2010, will divide APN 006-120-002, totaling approximately 120 acres, into three lots of 38.71, 38.80, and 38.87 acres, with an open-space easement for lands outside prescribed building envelopes and road access easements. This site is midway between Walker and Bridgeport, approximately two miles off US Highway 395 and accessed off Burcham Flat Road. *Staff: Garrett Higerd & Walt Lehmann, Department of Public Works*

Garrett Higerd reviewed actions over past four years. Issues included emergency road access, with variance on width from Cal Fire and modifications by Department of Public Works. All map conditions have been complied with.

MOTION: Approve Final Parcel Map 32-56/Mead. *(Bush/Pipersky. Ayes: 4. Absent: Lizza.)*

4. MEETING MINUTES:

MOTION: Adopt minutes of November 14, 2013, as submitted. *(Pipersky/Thompson. Ayes: 5 [Lizza just arrived])*

5. PUBLIC HEARING:

A. SPECIFIC PLAN AMENDMENT & TENTATIVE TRACT MAP MODIFICATION/Rock Creek Ranch.

The proposal is to reduce the number of parcels from 55 to 23, including elimination of the package sewage-treatment facilities, evaporation pond, pool clubhouse and other common elements. In accordance with the California Environmental Quality Act, an addendum to the existing Specific Plan EIR is being utilized. *Staff: Courtney Weiche, associate planner*

Courtney Weiche presented background on the project. When Housing Mitigation was suspended, applicant had to amend both specific plan and tract map. Since then, he has further reduced number of lots for varied reasons, which increases lot size to one to two acres. Group amenities have been eliminated. Access road is to be realigned and second access has been set up.

Sandra Bauer reviewed environmental process. New element is emergency loop road connected to BLM road. CEQA 15162 says no subsequent EIR is required unless substantial changes occur. CEQA 15164 requires an addendum, whose basis is no new significant impacts or increase in severity. Dr. Jim Paulus

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concluded shift from larger small lots to small larger lots would benefit deer. No need to reevaluate impacts. Several recent changes: 1) traffic signage; 2) pets; and 3) water system. All proposals reviewed by CEQA.

Noticing/outreach: LDTAC twice; representatives of Cal Fire and Paradise FPD; property-owners; Paradise meeting Jan. 6, 2014; and Daniel Moore, Round Valley school superintendent, who sent comment letter. Changes: Table 3-3 updated to reflect accurate lot sizes and buildable area; pet regulations (no horses on site, pets on leash or restrained by fencing); and "intersection ahead" sign recommended by traffic engineer.

OPEN PUBLIC COMMENT: Mike O'Sullivan thought density reduction was a significant improvement. California Legal Code, Title 14 fire-safe regulations sets constraints on emergency access. Address public-safety element now to avoid ongoing contentious issues at Mono City and Swall Meadows. Dead-end road means one ingress/egress point, maximum length limit 1,300'. Secondary access off BLM two-track road cannot handle fire trucks. He asked commission to slow process and look at emergency access. Ask developer to bear expense, not county residents.

Liz O'Sullivan expressed concern of no provisions in specific plan for school bus or kids to cross Lower Rock Creek Road. Road is under-designed for amount of use, hairpin curve services many users; no safe access to trailhead. She asked commission to consider road design to mitigate user conflict and not make residents bear cost of potential lawsuits.

Matthew Lehman, developer, responded: 1) school bus was addressed in earlier map with larger development; 2) no trail will connect to existing trail; 3) spoke with Cal Fire, aware of road length, ingress/egress proposed by Cal Fire; and 4) reducing disturbed area by 25% with better project addressing current market conditions and public demand for larger parcels.

Courtney Weiche stated Cal Fire's Chief Hardy was available by phone, but nobody requested his input. Kids: Daniel Moore described small GMC van that alters routes and stops; no concerns driving to project site at designated spot(s). **CLOSE PUBLIC COMMENT.**

DISCUSSION: Commissioner Lizza noted width and angle of turn on north side. Weiche stated emergency loop is only for emergencies, not public access. Add condition and address in Specific Plan. Lehman cited up-sloping topography and wants front yards on downslope. Turning radius was proposed by Chief Hardy and Triad/Holmes Associates.

Commissioner Thompson noted 15% grade for 700' was no issue for Cal Fire, but expressed concern with structure protection equipment downslope in winter. Lehman noted the grade was same as Westridge Road across the canyon. Thompson thought turnouts could help. Worst fire conditions can occur in winter.

Septic issues? Louis Molina stated soil work showed soil is conducive to septic systems and it's consistent with approved systems. No requirements beyond those of Paradise Estates. Previous proposal was sketchy and would have gone to regional board.

Commissioner Lizza noted emergency access concerns like Mono City. Gate? Who would gain access? Locked gate with bolt cutters attached?

Chief Michael House, Paradise FPD, saw many positive changes, and continues to review fire access road. All access roads in original project were paved, but not now. Driving up 15% grade on ice with chains is a challenge. Access has increased importance during summer brush fires.

Hydrant system? *Hydrants are similar to Paradise setup.* Curve negotiable by equipment? *Longer-term concerns with what happens to dirt road over time.*

Thompson indicated turning radius was not an impairment except at dead end. Chief House has small trucks, so it's OK.

Thompson believed that people react by "muscle memory," what they know, so would head out normal driveways, not emergency road. Turnouts could mitigate issues effectively. Burns asked if revised layout should include turnouts. Thompson stated yes; successful on dead-end roads. Garrett Higerd, however, stated that entrance road is two-lane, and Cal Fire needs turnouts with less than two full lanes.

Weiche noted one condition is a will-serve letter from Paradise FPD. Recommendations by Chief House might be heeded.

Stacey Simon noted that if FPD and owner discussions result in significant changes, come back for revision to map and specific plan as well. A map amendment might be needed.

Mr. O'Sullivan: Strong southwest wind would push fire where significant brush fuel load exists, in direction where fire is coming from, and that secondary access does not meet fire-safe laws. Cliff face is quite a bottleneck. More work is needed so future cost would not be borne by citizens.

Thompson referred to fire-safe laws on State Responsibility Areas, so rules do not apply to federal land. Had 60 lots with same access, now reduced to 23.

Do most vehicles leave on paved road? Thompson noted only one way out onto Rock Creek Road. Equipment could still get in/out on paved road. Lehman clarified that Cal Fire required secondary road for emergency vehicle ingress/egress.

Mr. O'Sullivan: Law doesn't compel BLM. Once subdivision is built, it would be hard to satisfy everybody.

Lehman: Had these discussions with community and FPD.

Access road maintenance? Weiche: Maybe designate as homeowner responsibility in CC&Rs.

Higerd noted that the proposed road is private, not a County road. Have language address both roads.

Ms. O'Sullivan: HOA might not be up to Mono standards. North-facing entrance would hold ice and snow.

Thompson: Fuel loading/fire break are part of maintenance. Who would maintain access safety? Pipersky would be satisfied if Chief House were OK with it.

Cal Fire is wildland agency but, as Chief House indicated, for first 15 minutes, the FPD is all there is. Lehman stated rocky cliff provides natural break. Mr. O'Sullivan countered that wind-driven fire will throw embers up cliff and ignite. Can't make feds react, but LADWP land is on southern edge. He suggested bypassing BLM lands entirely.

Lizza thought decreased density was much better. He encouraged the development, but wanted emergency access road to be clarified. Thompson noted project really scaled down; wanted maintenance on second access point. Bush indicated it was better than before. Roberts was disappointed at urban-type development.

MOTION: Adopt Resolution R14-01 recommending that Mono Supervisors approve Specific Plan Amendment 13-002 and second amendment to Tentative Tract Map Modification/Rock Creek Ranch with revisions described by staff: 1) Condition #24 – "shall" instead of "may"; 2) Condition #45 – add gate onto BLM land; 3) Condition #47 – add "intersection ahead" sign; 4) HOA to maintain emergency access road and loop road; 5) homeowner front yards face paved road; 6) a plan to control access to emergency road; 7) lots adjoining loop road cannot take primary access from loop road; and 8) fuel break and loading reduction program with ongoing maintenance. *(Thompson/Bush. Ayes: 5-0.)*

6. WORKSHOPS:

A. RESOURCE EFFICIENCY PLAN & COUNTY ENERGY PROGRAM PRIORITIES: *Staff: Associate Analyst Wendy Sugimura (continued to a later meeting)*

B. HOUSING ELEMENT UPDATE: Associate Analyst Brent Calloway introduced the Housing Element as part of General Plan update. He met with state Housing & Community Development in late October at Mammoth. The HCD seemed amenable to working with staff and helped with data. The Housing Element, which comprises more than 200 pages in General Plan, is the only element that requires State review and strict update timeline (every five years), but is not used very much. By time get through all hoops, it's more a State document that doesn't pertain to Mono County.

Goals include providing decent housing for every Californian, facilitating cooperation of government and private sector, and having lands available to provide housing. Demographic analysis was updated using 2010 Census data, with format change to short form that statisticians like better. However, American Community Survey data was bad; e.g., households by income overpaying for housing = 307 of 305. The HCD recommended Census data from 2000 and 2010. Other agencies involved with housing include Health, IMACA, etc. June Lake Area Plan has its own Housing Element that should be integrated into General Plan so housing data is in one place. Parcel analysis shows list of vacant parcels, but Mono's shows only developed parcels, not vacant.

Commissioner Bush departed at noon.

The Housing Element has no maps. The HCD offers a streamlined review process if a county has a local density bonus ordinance and allows emergency shelters without discretionary permits in at least one land use

designation (Public Facility [PF]). Could designate community centers. Elsewhere emergency shelters focus on homeless, not emergencies. Must answer 117 questions to see if qualify for streamlined version.

How to deal with density bonus and emergency shelters? Public participation is encouraged by HCD. Take to RPACs later and also engage Mono's 38%-40% Hispanic or Spanish-speaking population.

Scott Burns noted density is not really an issue in Mono County (densest was Inrawest at June Lake). Regulations are in place. Density bonuses were not suspended in Housing Mitigation Ordinance. No multifamily (MF) housing in some communities. It's OK for staff to refine proposals.

Commissioner Lizza thought Commercial could include homeless shelter(s). Calloway stated that technically, PF designation satisfies the State.

Commissioner Lizza departed at 12:24 p.m.

7. REPORTS:

A. DIRECTOR: Endangered species: At public meeting by USFWS Mono wanted to exclude water bodies used for recreation, and USFWS seemed willing. Frogs/toads: Hearing on at end of January. Sage grouse: Deadline extended to Feb. 10. Consultant mapping. Bi-State planning effort to avoid listing. Exemption for agricultural and Bi-State plan areas.

B. COMMISSIONERS: None.

C. COUNTY COUNSEL: Stacey Simon and Gerry Le Francois attended MP-1 hearing yesterday with Mono, LIUNA and Ormat. Ruling should be issued in a month or so.

8. INFORMATIONAL: No items.

9. ADJOURN at 12:31 to February 13, 2014.

Prepared by C.D. Ritter, commission secretary

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February 13, 2014

To: Mono County Planning Commission

**From: Wendy Sugimura, Associate Analyst
Scott Burns, Director**

Re: Workshop on Resource Efficiency Plan

Action Requested

Review Resource Efficiency Plan inventory, targets, and proposed greenhouse gas emission (GHG) reduction policies, and provide any feedback.

Discussion

The Resource Efficiency Plan consists of four components: 1) government and community GHG consumption inventories (Attachment A); 2) GHG emission forecast and reduction targets (Attachment B); 3) GHG reduction policies (Attachment C); and 4) a monitoring and reporting tool.

The goals of the Resource Efficiency Plan are to 1) meet state law¹ for analyzing greenhouse gas (GHG) emissions in the California Environmental Quality Act (CEQA) documentation for the General Plan Update, 2) provide energy and resource reduction measures that result in cost savings for the County and local residents, and 3) potentially streamline CEQA for future development through tiering (§15183.5).

On December 17, 2013, the Board of Supervisors reviewed the goals of the Plan and provided direction for policy development based on a set of statewide “best practices” published by the Local Government Commission. The Board requested a few concepts be removed, and that language “encourage” rather than “require” specific actions by the private sector. The purpose of this workshop is to review the proposed policy language resulting from that direction, along with the GHG emission inventory and reduction targets. The intention is to incorporate the policies directly into the relevant General Plan elements, and utilize the inventory and targets in the EIR that will accompany the General Plan Update.

In addition, the Board has focused specifically on the subset of information from the Resource Efficiency Plan related to energy consumption. At the February 4, 2014, Board meeting, direction was given to schedule a workshop for a commercial and residential Property Assessed Clean Energy (PACE) program administered by a third party, waive building permit and environmental health fees for solar and geothermal water/space conditioning projects, and develop a program to achieve zero net energy in County facilities. The Board will be considering fuel reduction measures for the vehicle fleet separately at the February 11, 2014, meeting. These specific programs and projects are provided for in the GHG reduction policies (Attachment C).

In reviewing the inventory (Attachment A), it may be helpful to note that solid waste contributes a disproportionate amount of GHG emissions due to methane generated from waste-in-place. The

¹ AB 32, the Global Warming Solutions Act of 2005.

majority of this waste originates in the Town of Mammoth Lakes, which these policies have no authority to address. Once the waste leaves the Town and is deposited in the County's landfill, the methane generated from decomposition becomes part of the County's GHG inventory.

To help develop context for the inventory, it may also be helpful to note the following scales of GHG emission generation:

- The average California residence generates 2 metric tons of carbon dioxide equivalent (MTCO₂e) from energy use annually.
- The average vehicle driven 10,000 miles per year generates 4.5 MTCO₂e annually.
- 26 trees at full maturity are needed to sequester 1 MTCO₂e of GHG emissions.

In reviewing the proposed policy language, it may be helpful to note that some of these efforts are underway and ongoing. In those cases, the County will receive "credit" for GHG emission reductions resulting since 2010 through the monitoring and reporting tool.

Staff will briefly review each of the attachments, and incorporate any direction from the commission into the final draft. The monitoring and reporting tool is still under development, and could be brought back to the commission if desired.

Please contact Wendy Sugimura at 760.924.1814 or wsugimura@mono.ca.gov with any questions.

Attachments:

- A. Baseline Greenhouse Gas Emissions Inventory Report
- B. Greenhouse Gas Emissions and Target Setting Memo
- C. Proposed Greenhouse Gas Emissions Reduction Policies



Mono County Resource Efficiency Plan

9/18/2013

Baseline Greenhouse Gas Emissions
Inventory Report

Prepared for Mono County by **PMC**[®]

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Mono County Resource Efficiency Plan

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY REPORT

INTRODUCTION

In 2012, Mono County received a grant from the California Strategic Growth Council (SGC) to prepare a targeted update to the County's General Plan to integrate sustainability and greenhouse gas (GHG) reduction objectives into County policies. The County's approach to identifying the most effective and appropriate GHG emissions reduction strategies is to prepare a Resource Efficiency Plan (REP) consisting of (1) a baseline GHG emissions inventory, (2) a GHG emissions forecast and reduction target, and (3) policies and programs to achieve the adopted target.

The following memo presents the first component of the REP, consisting of two baseline GHG emissions inventories: an inventory of activities and resulting emissions in unincorporated Mono County (community inventory), and an inventory of activities and resulting emissions for Mono County government operations (government operations inventory). This memo describes baseline emissions in the calendar year 2010 and provides a starting point for the County to understand the local emissions profile of both the community and County government operations as well as the County's role in reducing statewide emissions consistent with the goals of the California Global Warming Solutions Act of 2006 and the California Environmental Quality Act (CEQA) Guidelines.

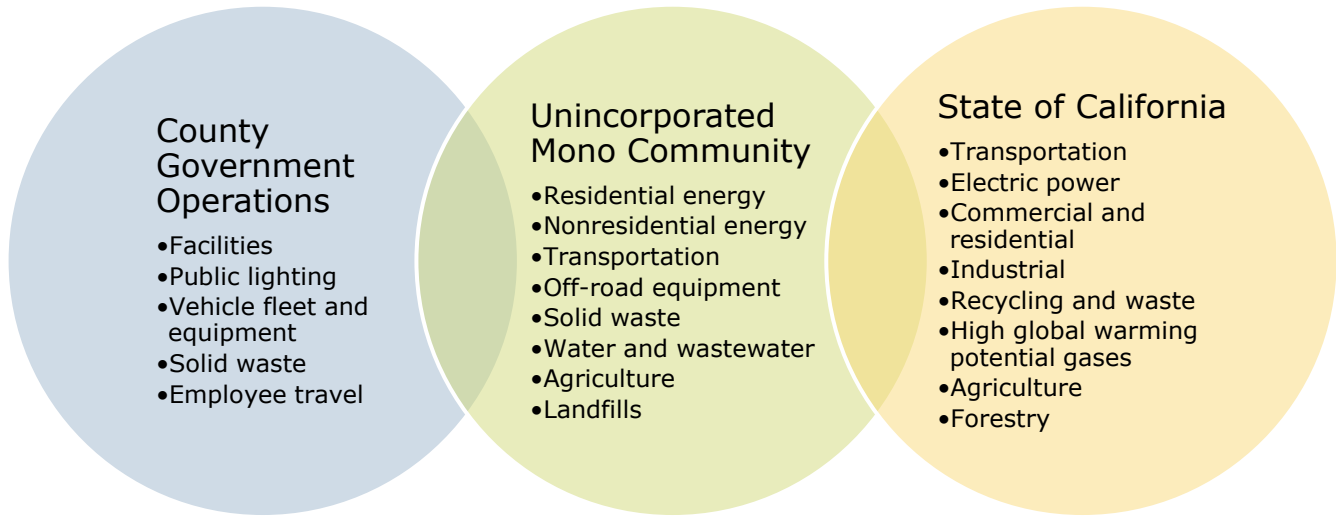
For purposes of supporting the General Plan Environmental Impact Report (General Plan EIR) and compliance with CEQA, the County must assess existing conditions using the most current information available. It is common for agencies or companies such as the California Department of Transportation (Caltrans) or Pacific Gas and Electric (PG&E) to take a year or longer to collect, analyze, and release the activity data needed to assess GHG emissions from the close of each calendar year. Thus, the County has prepared a community inventory and a County government operations inventory that address calendar year 2010. The content of this memo has been drafted specifically for use in the Existing Setting portions of the General Plan EIR Greenhouse Gas Emissions and Energy Use sections.

BASELINE GREENHOUSE GAS EMISSIONS

Over the last several years, several professionals, agencies, and organizations throughout the United States and California have collaborated to develop a set of established protocols to assist communities in assessing GHG emissions from government operations and community activities. In California, many communities utilize the US Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (2012), commonly referred to as the US Community Protocol, to identify and assess community activities, and the California Air Resources Board (CARB) Local Government Operations Protocol (2010), commonly referred to as LGOP, to identify and assess GHG emissions from local government activities.

While these protocols are not regulatory, they identify relevant sources or activities, recommend methods to estimate GHG emissions from each source, and provide consistency in the identification, assessment, and presentation of emissions results across multiple jurisdictions. The County government operations and community inventories for Mono County are consistent with the US Community Protocol and LGOP and include the sources identified in **Figure 1**. For comparison purposes, the activities considered in the State of California's GHG emissions inventory are also presented in **Figure 1**.

Figure 1 – County Government, Community, and State Inventory Emissions Sectors



County Government Operation Emissions

Consistent with LGOP, Mono County’s government operation emissions inventory identified and analyzed the emissions from activities under the County’s operational control. The activities included in the government operations inventory include:

- Facilities
- Public lighting
- Vehicle fleet and equipment
- Solid waste
- Employee travel

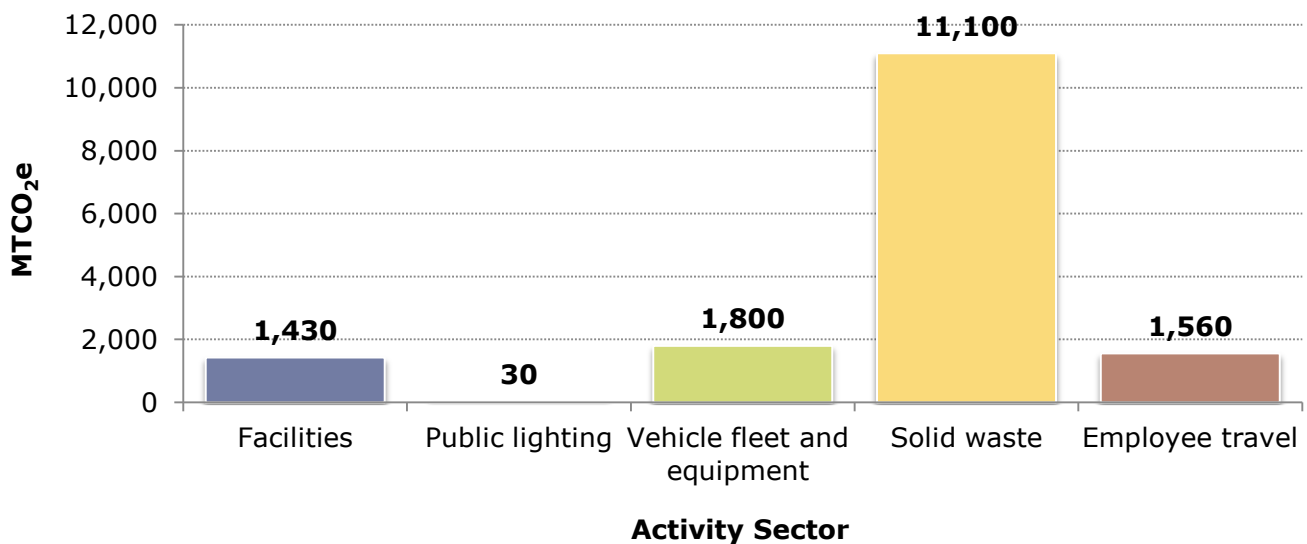
GHG emissions from Mono County government operations in 2010 totaled approximately 15,920 metric tons of carbon dioxide equivalent (MTCO₂e) emissions, as shown in **Table 1** and **Figure 2**. The solid waste sector, including landfills operated by the County, represented the largest source of emissions, accounting for 11,100 MTCO₂e, or 70% of all County government operation emissions. The second largest source of emissions was the County’s vehicle fleet and equipment (1,800 MTCO₂e, 11%), followed by emissions from employee travel (1,560 MTCO₂e, 10%), and energy used at County facilities (1,430 MTCO₂e, 9%). The remaining government operation emissions (30 MTCO₂e, less than 1%) were attributed to public lighting, which includes streetlights owned or maintained by the County. **Table 1** summarizes the government operations inventory results. A detailed description of how emissions were calculated for each activity is provided in the activity data and energy use methods section of this memo.

Table 1: 2010 Government Operation Emissions by Sector

Sector	GHG Emissions (MTCO ₂ e)	Percentage of Total
Facilities	1,430	9%
Public lighting	30	<1%
Vehicle fleet and equipment	1,800	11%
Solid waste	11,100	70%
Employee travel	1,560	10%
Total*	15,920	100%

** Due to rounding, totals may not equal the sum of individual sectors.*

Figure 2: 2010 Government Operation Emissions by Sector



Unincorporated Mono Community Emissions

2010 Community Emissions

Consistent with the US Community Protocol, Mono County’s community inventory includes GHG emissions from the following activities that occur in the unincorporated county:¹

- Residential energy
- Nonresidential energy
- Transportation
- Off-road equipment
- Solid waste
- Water and wastewater
- Agriculture
- Landfills

Similar to most California communities, transportation (on-road vehicles) was the largest source of emissions (38,340 MTCO₂e, 27%) in Mono County in 2010, followed by nonresidential energy use (30,390 MTCO₂e, 22%), residential energy use (26,210 MTCO₂e, 19%), and agricultural activities (21,920 MTCO₂e, 16%). The remaining community emissions (24,400 MTCO₂e, 17%) were attributed to landfills, off-road equipment, water and wastewater, and solid waste disposal activities. **Table 2** and **Figure 3** summarize the community inventory results. A detailed description of how emissions were calculated for each activity is provided in the activity data and energy use methods section of this memo.

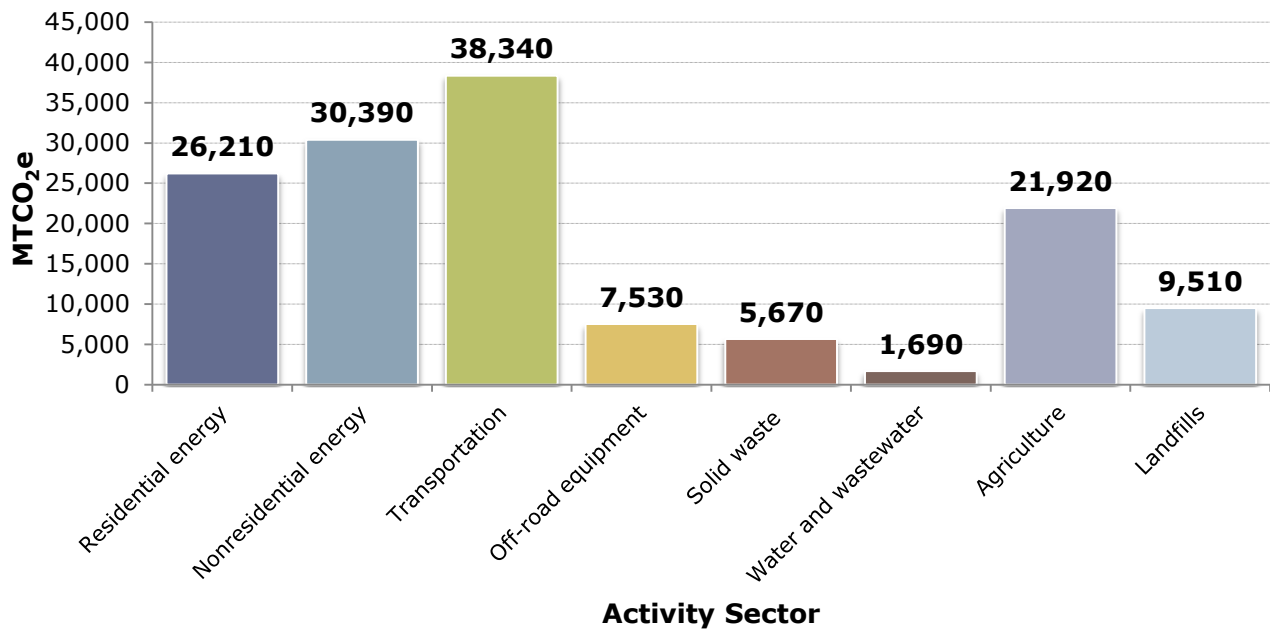
¹ Including activities by government agencies other than the County such as the US Forest Service, Bureau of Land Management, Caltrans, etc.

Table 2: 2010 Community Emissions by Sector

Sector	MTCO ₂ e	Percentage of Total
Residential energy	26,210	19%
Nonresidential energy	30,390	22%
Transportation	38,340	27%
Off-road equipment	7,530	5%
Solid waste	5,670	4%
Water and wastewater	1,690	1%
Agriculture	21,920	16%
Landfills	9,510	7%
Total*	141,260	100%

* Due to rounding, totals may not equal the sum of individual sectors.

Figure 3: 2010 Community Emissions by Sector



Comparison to 2005 Community Emissions

While the California Global Warming Solutions Act of 2006 (Assembly Bill [AB] 32) identifies a statewide goal to reduce emissions to 1990 levels by 2020, the availability of data can compromise a jurisdiction’s ability to accurately assess emissions generated from activities in the community in 1990. In lieu of 1990 emissions estimates, CARB recommends that jurisdictions assess emissions for a calendar year between 2005 and 2008, and determine an appropriate amount to reduce emissions by 2020. CARB’s AB 32 *Climate Change Scoping Plan* (2008) identifies a reduction of approximately 15% below 2005 emissions by 2020 as equivalent to 1990 emissions. To maintain consistency with CARB guidance, the County has prepared a community inventory for 2005 to provide a basis to establish an appropriate emissions reduction target.

Mono County Resource Efficiency Plan

GHG emissions from activities occurring in unincorporated portions of the county totaled approximately 126,490 MTCO_{2e} in 2005. Between 2005 and 2010 emissions increased approximately 11.7% (see **Table 3**), with all sectors except solid waste observing an increase in emissions. Emissions in the solid waste sector decreased by 15% between 2005 and 2010.

Table 3: 2005 and 2010 Community Emissions by Sector

Sector	GHG Emissions				% Change 2005–2010
	2005		2010		
	MTCO _{2e}	%	MTCO _{2e}	%	
Residential energy	23,270	18%	26,210	19%	12.6%
Nonresidential energy	29,900	24%	30,390	22%	1.6%
Transportation (on-road)	32,410	26%	38,340	27%	18.3%
Off-road equipment	7,000	6%	7,530	5%	7.6%
Solid waste disposal	6,670	5%	5,670	4%	-15.0%
Water and wastewater	1,540	1%	1,690	1%	9.7%
Agriculture	18,390	15%	21,920	16%	19.2%
Landfills	7,310	6%	9,510	7%	30.1%
Total*	126,490	100%	141,260	100%	11.7%

** Due to rounding, totals may not equal the sum of individual sectors.*

Per Capita Greenhouse Gas Emissions

To assist in comparing emissions with other jurisdictions or between years where population varies, these totals can also be presented as per-capita emissions, as shown in **Table 4**. Because Mono County emissions are heavily influenced by tourism, per-capita emissions can be calculated both for the permanent population and for the effective annual population (described in “Additional Methods and Protocols” below).

Table 4: 2005 and 2010 Unincorporated Per Capita Greenhouse Gas Emissions

	2005	2010
Total emissions (MTCO _{2e})	126,490	141,260
Permanent resident population	5,880	5,970
Emissions per permanent resident population (MTCO _{2e})	21.5	23.7
Effective annual population	9,960	11,170
Emissions per effective annual population (MTCO _{2e})	12.7	12.6

State of California Emissions

For comparison purposes, the State of California emitted approximately 451.61 million metric tons of carbon dioxide equivalent (MMTCO_{2e}) emissions in 2010. As shown in **Table 5**, the largest source of statewide emissions in 2010 was transportation, primarily passenger vehicles and trucks, totaling approximately 173.18 MMTCO_{2e}, or 38% of statewide emissions. Emissions from statewide electricity generation were the second largest sector (93.30 MMTCO_{2e}, 21%). The industrial sector was the next largest contributor (85.96 MMTCO_{2e}, 19%), followed by natural gas and other fuel

use in residential and commercial buildings (43.89 MMTCO₂e, 10%). The remaining emissions (55.28 MMTCO₂e, 12%) were attributed to recycling and waste, agricultural activities, forestry, and high global warming potential gases.

Since 2005, California has observed a 6.4% decrease in statewide emissions levels (482.5 MMTCO₂e). CARB estimates that California was the second largest mass emitting state in the United States behind Texas (CARB 2008) and was responsible for approximately 2% of the world’s CO₂ emissions in 2005 (CEC 2006). However, California’s carbon intensity when considered on a per person or GHG emissions per unit gross state product was relatively low, ranking 46th among states (CARB 2008). In 2010, California’s per capita emissions were estimated at 12.1 MTCO₂e per person, slightly lower than Mono County’s per capita emissions at 12.6 MTCO₂e.

Table 5: 2010 Statewide Baseline Emissions by Sector

Sector	GHG Emissions (MMTCO ₂ e)	Percentage of Total
Transportation	173.18	38%
Electric power	93.30	21%
Commercial and residential	43.89	10%
Industrial	85.96	19%
Recycling and waste	6.98	2%
High global warming potential	15.66	3%
Agriculture	32.45	7%
Forestry	0.19	0%
Total gross emissions*	451.61	100%

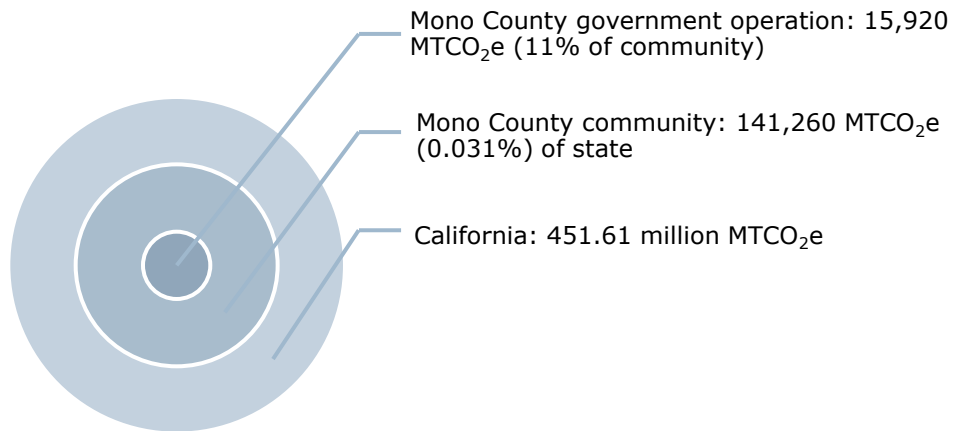
** Due to rounding, totals may not equal the sum of individual sectors.*

Emissions Summary

The state, community, and government operations inventories should be considered as subsets of one another. County government activities often occur wholly or partially within the unincorporated county and thus are included in the aggregated community activity data and resulting emissions. Likewise, community emissions identified in the unincorporated county are a part of the California statewide inventory. The relationship between the three inventories illustrates the scale at which Mono County contributes to California’s emissions, and emphasizes the shared role of the state, community, and County government to reduce emissions.

In 2010, Mono County community emissions constituted 0.031% of statewide GHG emissions (see **Figure 4**). In other words, California’s total emissions were about 2,811 times those for unincorporated Mono County. In turn, Mono County government operation emissions accounted for 11% of community GHG emissions.

Figure 4: Comparison of 2010 Statewide, Community, and Government Operation Inventories



* Figure for graphic representation only. Not to scale.

ACTIVITY DATA AND ENERGY USE METHODS

The following section describes the sources, methods, and results for calculating emissions from each activity analyzed in the County government operations and community inventories. This information and activity data also provides the technical foundation for assessing the effectiveness of future policies and programs at reducing both GHG emissions and the consumption of resources.

Electricity

In 2010, approximately 18,888,200 kilowatt hours (kWh) of electricity were consumed in unincorporated Mono County for residential use, while about 29,344,800 kWh were consumed for nonresidential uses (electricity consumed by commercial, industrial, and agricultural operations, as well as street lighting and institutional buildings such as schools and community facilities). Electricity in Mono County is currently supplied by two utility providers: Southern California Edison (SCE) and Liberty Utilities (formerly Sierra Pacific Power Company). **Table 6** identifies total electricity use in 2010 by utility provider and use or rate class.

Table 6: 2010 Electricity Use and Emissions by Utility Provider

Sector	Utility Provider	Total kWh	MTCO ₂ e
Residential	SCE, Liberty Utilities	18,888,200	4,910
Nonresidential	SCE, Liberty Utilities	29,344,800	8,570
Total		48,233,000	13,480

SCE’s service territory covers the majority of Mono County, including the communities of Benton, Bridgeport, Chalfant, Crowley Lake, Crestview, June Lake, Lee Vining, Paradise, Pumice Valley, and Toms Place. In 2010, SCE provided approximately 83% of the electricity used in the unincorporated county.

Beginning in 2011, Liberty Utilities assumed responsibility from Sierra Pacific Power Company to provide electricity service to the northern portion of Mono County, including the unincorporated

communities of Coleville, Topaz, and Walker. In 2010, Liberty Utilities provided approximately 17% of the electricity used in the unincorporated county.²

In 2010, electricity use provided by SCE and Liberty Utilities in residential and nonresidential buildings, accounted for 13,480 MTCO₂e (8% of total community emissions and included as a subset of the residential energy and nonresidential energy sectors in Table 3). Residential electricity use contributed 4,910 MTCO₂e, or approximately 36% of electricity emissions, while electricity use at nonresidential buildings emitted 8,570 MTCO₂e (64%).

Electricity used to support government operations resulted in 470 MTCO₂e in 2010. Electricity provided by SCE constituted 440 MTCO₂e (94% of these emissions), while electricity service from Liberty Utilities accounted for the remaining 30 MTCO₂e (6%).

Heating Fuels

In more populated areas of California, heating for buildings is largely provided by natural gas, delivered through a network of pipelines. This service is not provided in unincorporated Mono County. Instead, wood and propane are the primary heating fuels, with small amounts of other sources, such as kerosene. Approximately 5.3 million gallons of propane were used in 2010. Propane is used in some residential (979,070 gallons) and nonresidential buildings (3.63 million gallons). Wood is the other source of heating fuel emissions. Approximately 9,930 tons of wood were used to heat residential buildings in 2010. **Table 7** identifies the quantity of fuel used for residential and nonresidential purposes. Mono County government buildings and facilities relied mostly on propane, with limited diesel use for backup generators.

Table 7: 2010 Heating Fuel Sources and Emissions by Use

Sector	Amount	Unit	MTCO ₂ e
Residential propane	979,070	Gallons	5,880
Residential wood	9,930	Tons	15,420
Nonresidential propane	3,632,850	Gallons	21,820
Total	n/a		43,120

In 2010, heating fuels contributed about 43,120 MTCO₂e to the community inventory. Propane use accounted for the largest volume of emissions in 2010 (27,700 MTCO₂e, 64% of heating fuel emissions). Wood burning accounted for the remaining 15,420 MTCO₂e (36%).

Emissions from fuels used for government operations totaled 910 MTCO₂e in 2010, with 900 MTCO₂e (99%) from propane use and 10 MTCO₂e (1%) from diesel use.

Vehicle Fuel Consumption

In 2010, on-road vehicle use in unincorporated Mono County resulted in approximately 57 million vehicle miles traveled (VMT), resulting in emissions of 38,340 MTCO₂e (see **Table 8**). These totals include VMT and emissions from residents and tourists in the unincorporated county, and exclude pass-through trips from residents and tourists in the Town of Mammoth Lakes or from other counties.

² Since Liberty Utilities did not have records for electricity use in 2010, the reported electricity sales for 2011 were used as a proxy.

Table 8: 2010 Vehicle Travel Emissions

Sector	Amount	Unit	MTCO ₂ e
On-road passenger vehicles	57,039,040	VMT	38,340
Total	57,039,040	VMT	38,340

Vehicle use for government operations was divided into two categories: the County’s on-road vehicle fleet, and employee commute and travel using private vehicles or public transportation. In 2010, the County’s vehicle fleet (not counting fuel used for equipment) used 101,260 gallons of fuel, resulting in 980 MTCO₂e of GHG emissions (720 MTCO₂e from gasoline, 260 MTCO₂e from diesel). County employee commutes accounted for 1,200 MTCO₂e, while employee travel for business purposes emitted 360 MTCO₂e.

Off-Road Equipment Fuel Consumption

The off-road equipment sector is made up of vehicles and machinery that consume gasoline or diesel fuels but do not travel on roads. There are nine categories of off-road equipment, consisting of construction and mining equipment, lawnmowers and other landscaping equipment, boats, and off-road recreational vehicles, among others. In 2010, use of this equipment in the unincorporated county resulted in emissions of 7,530 MTCO₂e, or 5% of community emissions. The two largest sources of off-road equipment emissions were construction and mining equipment, which contributed 2,890 MTCO₂e (38%) and agricultural equipment (2,740 MTCO₂e, or 36%), respectively.

Table 9: 2010 Off-Road Equipment Emissions

Sector	MTCO ₂ e
Agricultural equipment	2,740
Construction and mining	2,890
Entertainment	10
Industrial	30
Lawn and garden	290
Light commercial	330
Oil drilling	90
Pleasure and Recreation	830
Transportation Refrigeration Units	320

The County government also operates a variety of off-road equipment, including dump trucks, graders, and snowblowers. In 2010, these pieces of equipment used 75,320 gallons of fuel, most of which (74,000 gallons, or 98%) was diesel fuel. Fuel use from County off-road equipment in 2010 resulted in 810 MTCO₂e of GHG emissions.

Annual fuel use and GHG emissions from community off-road equipment use is provided at a countywide level by CARB. For agricultural equipment use and oil drilling, all equipment use is assumed to occur in unincorporated Mono County. Emissions for the other seven categories were allocated using effective annual population estimates.

The County provided fuel use for its off-road equipment, which was used to calculate greenhouse gas emissions following LGOP methods and figures.

Waste Disposal and Landfill Management

In 2010, residents, businesses, and visitors to the unincorporated areas of Mono County sent 6,400 tons of solid waste to landfills. Much of this material was sent to the Benton Crossing Landfill (4,990 tons, or 78%), with smaller amounts to other facilities. To comply with state and federal standards, at the end of each operational day, landfills must cover disposed waste with tarps, soil, or other materials, known as alternative daily cover (ADC) to help reduce odor, control litter, deter insects, wildlife, or rodents, and protect public health. In 2010, 1,540 tons of ADC was also disposed of at landfills, resulting in a total of 7,940 tons of waste placed in landfills in 2010. As waste decomposes over time in the oxygen-free environment of landfills, methane, a potent GHG, is produced. Emissions from the future decomposition of landfilled materials deposited in landfills in 2010 accounted for 5,670 MTCO₂e (4%) of community emissions.

Table 10: 2010 Waste Disposal and Emissions by Type

Sector	Amount	Unit	MTCO ₂ e
Municipal solid waste	6,400	Tons	4,720
Alternative daily cover	1,540	Tons	950
Total	7,940	Tons	5,670

In 2010, refuse collected at County government facilities totaled approximately 970 tons of solid waste. The decomposition of this waste constituted 720 MTCO₂e (2%) of the government operations inventory.

In addition to waste disposed in 2010, Mono County operates three active landfills: Benton Crossing, Pumice Valley, and Walker. Each landfill generates methane based on previous waste disposal. By 2010, approximately 628,000 tons of waste had been deposited at these three facilities since they were permitted in the early 1970s. The Benton Crossing Landfill is the primary disposal site for waste generated in Mono County and the Town of Mammoth Lakes. Benton Crossing accounted for 94% of the total waste disposal in the county in 2010. Although 75% of the materials deposited in 2010 at county landfills comes from the Town of Mammoth Lakes, the management of each landfill is the responsibility of the County, thus they are included in the County government operations inventory. The location of these landfills in unincorporated Mono County further warrants their inclusion in the community inventory as an activity. County landfills released methane equivalent to approximately 9,510 MTCO₂e from decomposing materials deposited in each landfill in 2010, representing 70% of government emissions and 7% of community emissions.

The California Department of Resources Recycling and Recovery (CalRecycle) provides annual data describing the solid waste and ADC for all jurisdictions and landfills in the state. These disposal tonnage figures were converted into greenhouse gas emissions using CARB's landfill modeling tool, which uses climate and waste composition data to calculate GHG emissions. While this method differs from the US Community Protocol, it is considered more accurate and appropriate for use in California.

Water Use and Wastewater Disposal

In 2010, residents, businesses, and visitors in the unincorporated areas of Mono County used 1,270 million gallons (MG) of water. Based on data from area water providers, approximately 70% of this water was supplied from surface water bodies and 30% from groundwater. According to Environmental Health Department staff, there are approximately 1,435 community and private wells located in the unincorporated county. These wells use energy to pump and extract water from the ground. In 2010, approximately 2,292,230 kWh of electricity was used to pump, treat, and distribute surface and groundwater, resulting in emissions of approximately 620 MTCO₂e.

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Following consumption by residential, commercial, or agricultural uses, nearly 40% of this water is conveyed for wastewater treatment. The remaining 60% evaporates, is absorbed into the ground, or runs into water bodies or storm drains. Wastewater treatment in the unincorporated areas of Mono County is provided by individual septic tanks or through small-scale community sewer treatment facilities. Septic tanks are used by approximately 65% of the population, while sewer treatment facilities accommodate the remaining 35%. According to County Environmental Health staff, there are approximately 2,200 septic systems located in the unincorporated county. Additionally, the County's Municipal Service Reviews of local districts indicate there are an estimated 1,171 sanitary sewer connections to the Bridgeport Public Utilities District (PUD), Hilton Creek Community Service District, June Lake PUD, and Lee Vining PUD.

Wastewater in a septic tank is decomposed by microorganisms, producing methane gas. In 2010, septic tanks located throughout unincorporated Mono County produced approximately 1,020 MTCO_{2e} of GHG emissions. The sewer systems in the unincorporated county treat water using a trickling filter, which results in substantially lower emissions. In 2010, approximately 170 MG of unincorporated county water was treated through a sewer system, producing less than 10 MTCO_{2e} of GHG emissions. These systems require some electricity to operate, resulting in an additional 50 MTCO_{2e}.

Water use figures were provided by the US Geological Survey, while information on water sources was obtained from local water providers. County staff and local sewer operators provided information describing the number and types of wastewater treatment systems located in the unincorporated area. The California Energy Commission and the US Community Protocol provided data on emissions from different water sources and wastewater treatment systems. Emissions factors for electricity use were provided by SCE.

Table 11: 2010 Water-Related Emissions by Activity

Sector	Amount	Unit	MTCO _{2e}
Water-related energy use	2,292,230	kWh	620
Wastewater-related energy use	166,400	kWh	50
Process emissions from wastewater treatment	1,171	sewer connections	< 10
Septic tanks	2,200	septic tanks	1,020
Total			1,690

Agriculture

Agricultural operations generate GHG emissions through crop and livestock production practices. In addition, energy, water, and equipment fuel use are staples of the region's agricultural economy, although the GHG emissions associated with these activities are captured in other sectors. The agriculture sector of the community inventory includes two sources of emissions: enteric fermentation (a digestive process) from cattle and sheep, and nitrogen applied to field crops as a fertilizer. These sources contributed 21,920 MTCO_{2e} of GHG emissions in 2010, making agriculture the fourth largest emissions sector in the community inventory (16%).

Within the agricultural sector, enteric fermentation is the primary source, with approximately 59,750 heads of cattle and sheep present in the county annually contributing a total of 21,920 MTCO_{2e} (99% of agricultural emissions). The remaining 60 MTCO_{2e} (less than 1%) came from nitrogen fertilizer used on crops.

Table 12: 2010 Agriculture Emissions

Sector	Amount	Unit	MTCO ₂ e
Domesticated animal production	59,750	Heads	21,860
Crop fertilization	16,170	Acres	60
Total			21,920

The number of animals and the acreage of crops were provided by the Counties of Inyo and Mono Agriculture Department. The total number of livestock present annually was adjusted based on seasonal conditions to assume that livestock were not present in the county for more than six months per year. Information on emissions from enteric fermentation per animal was provided by CARB, while emissions from nitrogen fertilizer per acre of crop were obtained from CARB, the University of California Cooperative Extension, and the National Agricultural Statistical Survey.

ADDITIONAL METHODS AND PROTOCOLS

The following discussion describes some additional key methods, metrics, and protocols used to quantify and estimate community and County government operation emissions.

Effective Annual Population

Several data items used to estimate GHG emissions from energy use and transportation occurring in Mono County are only available at the countywide level (i.e., include both unincorporated Mono County and the Town of Mammoth Lakes). While population and households are often appropriate metrics used to estimate emissions within a city or county, the heavy influence of visitors and tourism on the local economy in Mono County dictates the need for a modified approach that considers how tourism influences energy use, travel patterns, and resulting GHG emissions.

To ensure countywide emissions sources and activities are appropriately assigned to the Town of Mammoth Lakes and to unincorporated Mono County, effective annual population metrics that account for both permanent residents and visitors have been identified for 2005 and 2010 (see **Table 7**). These metrics rely on 2010 US Census data for the permanent populations of the town and county, in addition to data from Mono County’s *Economic Impact Visitor Profile Study* (2008), the California Travel and Tourism Commission’s *2010 Annual Report on Travel Impacts by County* (2011), and the Mammoth Community Water District’s *Urban Water Management Plan* (2011) to estimate annual visitors. This effective annual population metric has been applied to propane use, water use, and on-road transportation to assign countywide results to the unincorporated county.

The Town of Mammoth Lakes has already determined an effective annual population. The unincorporated county effective annual population uses countywide tourism for the effective population for all of Mono County, then subtracts the effective population of the Town of Mammoth Lakes.

Table 13: 2005 and 2010 Residents, Visitors, and Effective Annual Population

		2005	2010
Resident population	Town of Mammoth Lakes	7,887	8,234
	Unincorporated County	5,876	5,968
	Mono County Total	13,763	14,202
	% in unincorporated	43%	42%
Annual visitor days	Town of Mammoth Lakes	2,888,245	3,104,325
	Unincorporated County	1,489,801	1,899,603
	Mono County Total	4,378,046	5,003,928
	% in unincorporated	34%	38%
Adjusted visitor population (<i>annual visitor days divided by 365</i>)	Town of Mammoth Lakes	7,913	8,505
	Unincorporated County	4,082	5,204
	Mono County Total	11,995	13,709
	% in unincorporated	34%	38%
Effective annual population	Town of Mammoth Lakes	15,800	16,739
	Unincorporated County	9,958	11,172
	Mono County Total	25,758	27,911
	% in unincorporated	39%	40%

As shown in **Table 13**, the number of average daily visitors rises from 2005 to 2010 much faster than the corresponding growth in resident population. While it is difficult to point to a particular cause, this growth in number of visitors may be in part related to the recession of 2007–2008, which caused visitors who had previously stayed in the Town of Mammoth Lakes to seek less expensive accommodations nearby in unincorporated Mono County, such as campgrounds. This conclusion is consistent with California Travel and Tourism Commission (CTTC) (2011) estimates describing annual expenditures on various travel accommodations.

Protocols

These inventories were prepared using data collected by Mono County and from multiple external sources. Protocols identify the sources of emissions that should be included in an inventory and recommended methods to calculate the volume of emissions for each source.

The community inventory was prepared in a manner consistent with the best practices and methods recommended by ICLEI’s US Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (2012). The US Community Protocol identifies specific sources of greenhouse gas emissions that should be included in a community inventory. **Table 14** lists the required sources under the US Community Protocol and explains, when applicable, why a source has been excluded. This table does not list all sources included in the inventory, as some sources were not required for the inventory but were still included (e.g., agriculture).

Table 14: US Community Protocol Required Emissions Sources

Source	Included in Community Inventory?	Reason for Exclusion
Heating fuels, and other residential and commercial stationary fuel use	Yes	
Use of electricity by the community	Yes	
On-road passenger vehicles	Yes	
Solid waste	Yes ¹	
Energy associated with water use	Yes	
Energy associated with wastewater treatment	Yes	
¹ Emissions from solid waste were calculated using a California-specific tool from CARB. This is a different method than that specified in the protocol, but provides more accurate information reflective of conditions specific to California’s waste characterization and climate.		

The government operations inventory was prepared in a manner consistent with the best practices and methods recommended by the CARB Local Government Operations Protocol (LGOP) (2010). LGOP identifies specific sources of GHG emissions that should be included in a government operations inventory. **Table 15** lists the required sources under LGOP and explains, when applicable, why a source has been excluded.

Table 15: Local Government Operations Protocol Required Emissions Sources

Name of Source	Included in Government Operations Inventory?	Reason for Exclusion
Heating fuels and other stationary combustion	Yes	
Government electricity use	Yes	
Government steam and districting heating/cooling use	No	Does not occur
On-road fleet vehicle and equipment use	Yes	
Government-operated solid waste facilities	Yes	
County government wastewater facilities	No	Does not occur
Refrigerant leaks from government equipment	Yes	
Employee commute	Yes	

Emissions Accounting Practices

When aggregating emissions, it is important to identify and avoid “double-counting” emissions whenever possible. Double-counting occurs when a single emissions source or activity is counted in multiple emissions categories (such as sectors) or in multiple jurisdictions. In the community inventory, double-counting is avoided when possible by reporting activities and sources as line items rather than as larger aggregated groups. Communities often aggregate sources and activities into sectors or other groups, due to a limited ability to disaggregate data, which can lead to double-counting.

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The following overlap or double-counting of emissions may occur within the community inventory and are considered to be an unsubstantial portion of the community emissions:

- Electricity use and water-related energy use
- Solid waste disposal and landfilled waste

The County government operations inventory is intended to be a subset of the community emissions inventory, as most County government activities occur in the unincorporated county. For presentation purposes, the two inventories should not be added together. Rather, the County government operations inventory should be considered a portion of the community inventory, as illustrated in **Figure 4**.

Terminology

Baseline year: Emissions are presented for the calendar year of 2010.

Carbon dioxide equivalent (CO₂e): The universal unit for representing the six different GHGs (see definition of greenhouse gas emissions) in one single unit by converting each gas into the equivalent potency of carbon dioxide. CO₂e is commonly expressed in MTCO₂e. A metric ton equals 2,205 pounds.

Greenhouse gas emissions: Gases that trap heat in the earth's atmosphere are called greenhouse gases, or GHGs. GHGs include carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF₆). While many of these gases occur naturally in the atmosphere, modern human activity has led to a steep increase in the amount of GHGs released into the atmosphere over the last 100 years. Collectively, these gases intensify the natural greenhouse effect, thus causing global average surface temperatures to rise, which in turn affects global climate patterns. GHGs are often quantified in terms of CO₂ equivalent, or CO₂e, a unit of measurement that equalizes the potency of GHGs.³

Sector: Emissions are grouped by the type of activity that generates the emissions, such as on-road transportation, building energy use, solid waste, etc.

³ Refer to the Intergovernmental Panel on Climate Change for more information: <http://www.ipcc.ch/>.

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Mono County Resource Efficiency Plan

10/4/2013

Greenhouse Gas Emissions Forecast and
Target Setting Memo

Prepared for Mono County by



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Mono County Resource Efficiency Plan

GREENHOUSE GAS EMISSIONS FORECAST AND TARGET SETTING MEMO

INTRODUCTION

An emissions forecast estimates how emissions would grow over time if no action is taken at the federal, state, or local level to reduce them. An emissions forecast has been prepared for Mono County’s government operations and community activities, assuming that 2010 energy consumption, waste disposal, and vehicle travel rates on a per person or per effective population rate remain constant. These 2010 emissions rates are combined with applicable growth indicators identified in the **Growth Indicators and Forecast Methods** section for 2020 and 2035 to determine the anticipated increase in emissions.

The forecast addresses two years: 2020 and 2035. The 2020 forecast aligns with Assembly Bill (AB) 32 targets, while the 2035 target year is a mid-point toward reaching 2050 targets. The **Greenhouse Gas Emissions Forecast** section identifies the anticipated growth in emissions by 2020 and 2035 based on the applicable growth indicators.

Following completion of the greenhouse gas (GHG) emissions inventory and forecasts, the next step in the resource efficiency planning process is to evaluate GHG reduction target options and determine the appropriate level of emissions reductions that Mono County should strive to achieve in the Resource Efficiency Plan (REP). The **Greenhouse Gas Reduction Targets** section outlines considerations for setting a GHG reduction target, identifies different reduction targets the County could set for both County government and community activities, provides examples of GHG reduction targets set by similar jurisdictions, and recommends a preliminary GHG reduction target for the REP.

GROWTH INDICATORS AND FORECAST METHODS

To forecast emissions to 2020 and 2035, a set of indicators determines the extent to which growth may occur and resulting emissions may change. The following growth indicators are essential components to estimating how the emissions in Mono County may increase over time.

County Government Growth Indicators and Methods

County government employee estimates identified by County staff are used to forecast most County government operations emissions for 2020 and 2035 (see **Table 1**). While staffing levels have declined since 2010, when there were 326 employees, the number of County employees is anticipated to return to 2010 levels by 2020. Beyond 2020, the number of County employees is estimated to grow to 388 employees by 2035. This results in a 19% net increase in the number of County employees between 2010 and 2035, which aligns with anticipated growth in the number of residents, employees, and visitors in Mono County over the same time frame.

Table 1 – 2010–2035 County Government Employee Estimates

	2010	2015	2020	2035
Employee Total	326	285	326	388

Source: Mono County 2013

Emissions from County-operated landfills are forecast based on the amount of waste disposed at each landfill by the community (both unincorporated county areas and the Town of Mammoth Lakes). Therefore, emissions from these landfills are forecast using effective countywide population. Landfill emissions forecasts also assume that the Benton Crossing Landfill will no longer accept additional waste after 2023. However, the waste sector forecasts attempt to address how the County will manage waste disposal following closure of the Benton Crossing Landfill.

Community Growth Indicators and Methods

Community growth indicators were derived using a combination of sources, including the California Department of Finance (DOF), the US Census Bureau, the California Air Resources Board (CARB), Caltrans, and California’s Economic Development Department (EDD). **Table 2** identifies growth indicators and sources used to forecast community emissions.

Table 2 – 2010–2035 Demographic Growth Indicators

Growth Indicator	2010	2020	2035	% Growth 2010– 2035	Source
Resident Population	5,970	6,320	7,130	19%	DOF
Effective Annual Population	11,170	11,620	12,520	18%	DOF, EDD
Households	2,550	2,690	3,030	19%	DOF, US Census Bureau
Jobs	3,200	3,500	3,840	20%	EDD, Caltrans
Annual VMT (thousands) ¹	57,039	59,532	62,559	10%	CARB

Note:

1. Annual VMT reflects adjustments made to the countywide annual VMT forecast prepared by CARB to account for effective annual population within the unincorporated area.

Resident population projections are prepared by the DOF for the state and apportioned to counties for the next 50 years based on birth rates, historic growth, and current economic trends. Historic growth rates show that since incorporation of the Town of Mammoth Lakes in 1984, the town population has increased at a rate more than 4 times that of the unincorporated county. Between 1990 and 2000, the town population increased at an average annual rate of 4.8%, while the unincorporated county population increased by an average of 1% per year. Between 2000 and 2010, the town population increased by an average of 1.6% per year, while the unincorporated county population increased by an average of 0.35% per year.

The anticipated rate of countywide growth for Mono County (unincorporated area and Town of Mammoth Lakes) for each five-year increment between 2010 and 2035 was applied to the unincorporated county, resulting in an average annual growth rate of 0.5% between 2010 and 2020, and an average annual growth rate of 0.8% from 2020 to 2035. Both the near-term (by 2020) and long-term (by 2035) growth rates are within the range of historic growth in unincorporated Mono County.

Annual effective population estimates combine these permanent resident population figures with a modest 0.2% increase in visitors per year to unincorporated Mono County, based on EDD projections describing average annual employment growth in the Leisure and Hospitality industry, and the proportion of Leisure and Hospitality jobs anticipated in the unincorporated county.

The growth in the number of occupied households aligns with the anticipated growth in resident population, assuming that the average number of people per household based on 2010 Census data remains constant through the forecast period.

Mono County Resource Efficiency Plan

Growth in all employment sectors is provided by EDD Labor Market Information for the Eastern Sierra region through 2018, combined with average annual growth rate estimates from Caltrans' *Economic Forecasts by County* to estimate 2020 and 2035 jobs.

Countywide growth estimates for vehicle miles traveled (VMT) are developed by the California Air Resources Board (CARB) for use in the agency's EMFAC air quality modeling software. The projected increase in countywide travel is allocated to the unincorporated areas of Mono County using effective annual population.

Changes in population, employment, or other indicators that can be accurately forecast do not necessarily result in proportional changes in local agricultural activity. Due to the difficulties in predicting the nature of agricultural operations in the unincorporated areas of Mono County, activity in this sector is presumed to remain constant through 2020 and 2035. The resident population, effective population, households, and job forecast indicators are applied to the baseline community GHG emissions inventory to determine the emissions growth by applying the growth rates of each indicator to the sectors identified in **Table 3**.

Table 3 - Growth Indicators by Community Sector

Sector	Activity Type	Applicable Indicator
Residential energy	Residential electricity use	Households
	Residential propane use	Households
	Residential wood use	Households
Nonresidential energy	Nonresidential electricity use	Effective annual population
	Nonresidential propane use	Effective annual population
Transportation	On-road passenger vehicles	Annual VMT
Off-road equipment	Agricultural equipment	n/a
	Construction and mining	Effective annual population
	Entertainment	Effective annual population
	Industrial	Jobs
	Lawn and garden	Households
	Light commercial	Jobs
	Oil drilling	Jobs
	Pleasure and recreation	Effective annual population
	Transportation refrigeration units	Jobs
Solid waste	Solid waste disposal	Effective annual population
Water and wastewater	Water-related energy use	Effective annual population
	Wastewater-related energy use	Effective annual population
	Process emissions from wastewater treatment	Effective annual population
	Septic tanks	Effective annual population
Agriculture	Domesticated animal production	n/a
	Crop fertilization	n/a
Landfills	Waste in place	Countywide effective annual population

GREENHOUSE GAS EMISSIONS FORECAST

An emissions forecast estimates how emissions would grow over time if no actions were taken at the federal, state, or local level to reduce them. Emissions forecasts have been prepared for both Mono County's government operations and unincorporated community activities, assuming that energy consumption, waste disposal, and energy efficiency rates remain constant using the forecast indicators described above.

County Government Operations Forecast

The County government operations emissions forecast estimates how emissions would grow if County government resource consumption rates remain constant at baseline levels but the number of employees and buildings increases to provide services and improved amenities to Mono County’s growing number of visitors and residents.

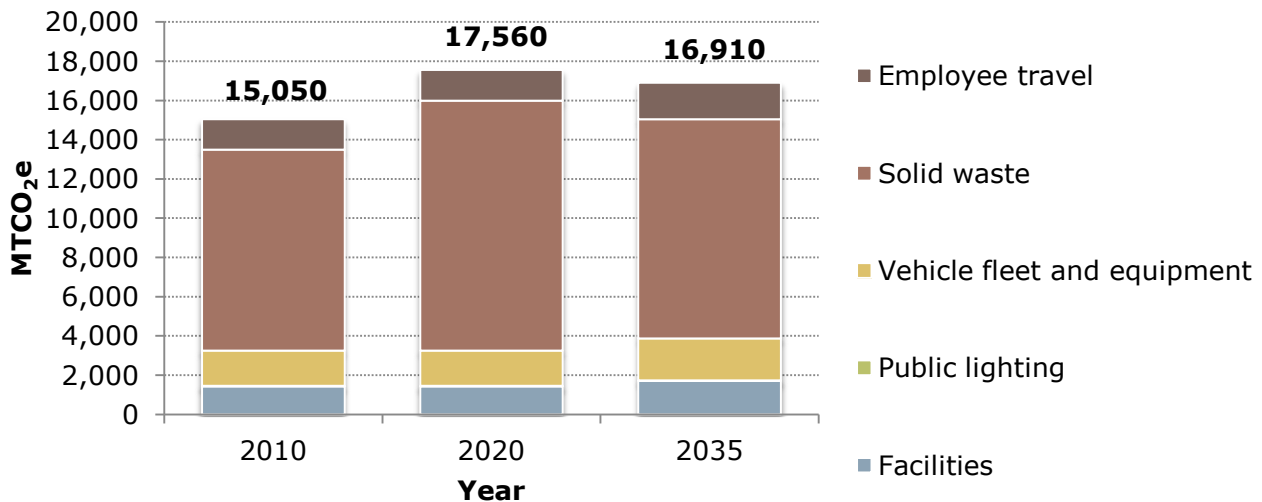
As shown in **Table 4** and **Figure 1**, County government operation emissions are estimated to increase by 17% from 2010 levels by 2020 to 17,560 metric tons of carbon dioxide equivalents (MTCO₂e) and by 12% from 2010 levels in 2035 to 16,910 MTCO₂e. Due to continued disposal of waste and methane generation at County-operated landfills, the only sector anticipated to grow between 2010 and 2020 is the solid waste sector. All other government operations sectors are anticipated to remain constant between 2010 and 2020. Excluding the solid waste sector, County government emissions sectors are anticipated to grow by 19% from 2010 levels by 2035, proportional to the anticipated growth in County employment levels.

The solid waste sector includes methane generation from landfills operated by the County, including the Benton Crossing Landfill, which is expected to close in 2023. The life cycle of a landfill has a methane generation profile similar to that of a bell curve in that it typically peaks within a year or two after a landfill closes and then gradually declines over time. As a result, annual emissions in Mono County’s solid waste sector increase overall between 2010 and 2035 despite a decline between 2020 and 2035 due to closure of the landfill in 2023.

Table 4 – 2010–2035 County Operations Emissions Forecast

Sector	2010 (MTCO ₂ e/yr)	2020 (MTCO ₂ e/yr)	2035 (MTCO ₂ e/yr)	% growth 2010–2035
Facilities	1,430	1,430	2,310	+19%
Public lighting	30	30	40	+19%
Vehicle fleet and equipment	1,800	1,800	2,140	+19%
Solid waste	10,230	12,740	11,170	+9%
Employee travel	1,560	1,560	1,860	+19%
Total	15,050	17,560	16,910	+12%
% growth from 2010	n/a	+17%	+12%	

Figure 1 – 2010–2035 County Operations Emissions Forecast



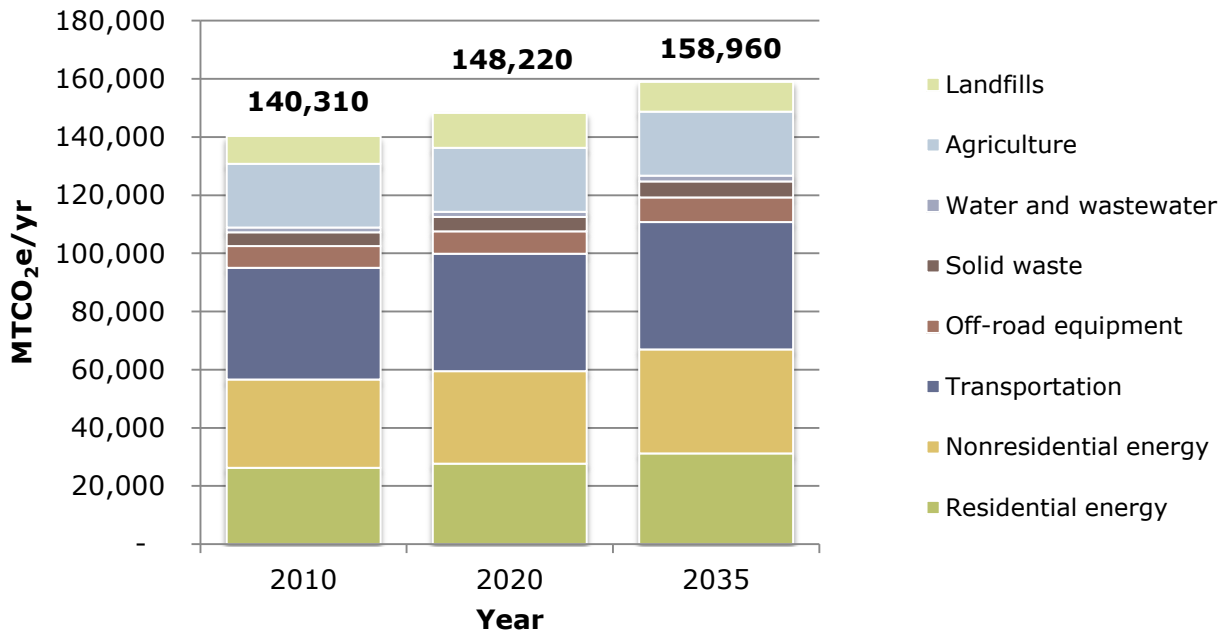
Community Emissions Forecast

The community emissions forecast estimates how emissions would grow if resource consumption rates remain at their 2010 levels, yet the number of people, households, and jobs continues to grow in unincorporated Mono County. Each community sector’s estimated growth in emissions is identified in **Table 5**. Community-wide emissions are anticipated to increase by 6% from 2010 levels by 2020 and by approximately 13% from 2010 levels by 2035 (see **Figure 2**).

Table 5 – 2010–2035 Community Emissions Forecast

Sector	2010 (MTCO ₂ e/yr)	2020 (MTCO ₂ e/yr)	2035 (MTCO ₂ e/yr)	% growth 2010– 2035
Residential energy	26,210	27,650	31,140	+19%
Nonresidential energy	30,390	31,780	35,810	+18%
Transportation	38,340	40,350	43,820	+14%
Off-road equipment	7,530	7,790	8,400	+12%
Solid waste	4,720	4,940	5,560	+18%
Water and wastewater	1,690	1,770	1,990	+18%
Agriculture	21,920	21,920	21,920	0%
Landfills	9,510	12,020	10,320	+9%
Total	140,310	148,220	158,960	+13%
% Growth from 2010	n/a	+6%	+13%	

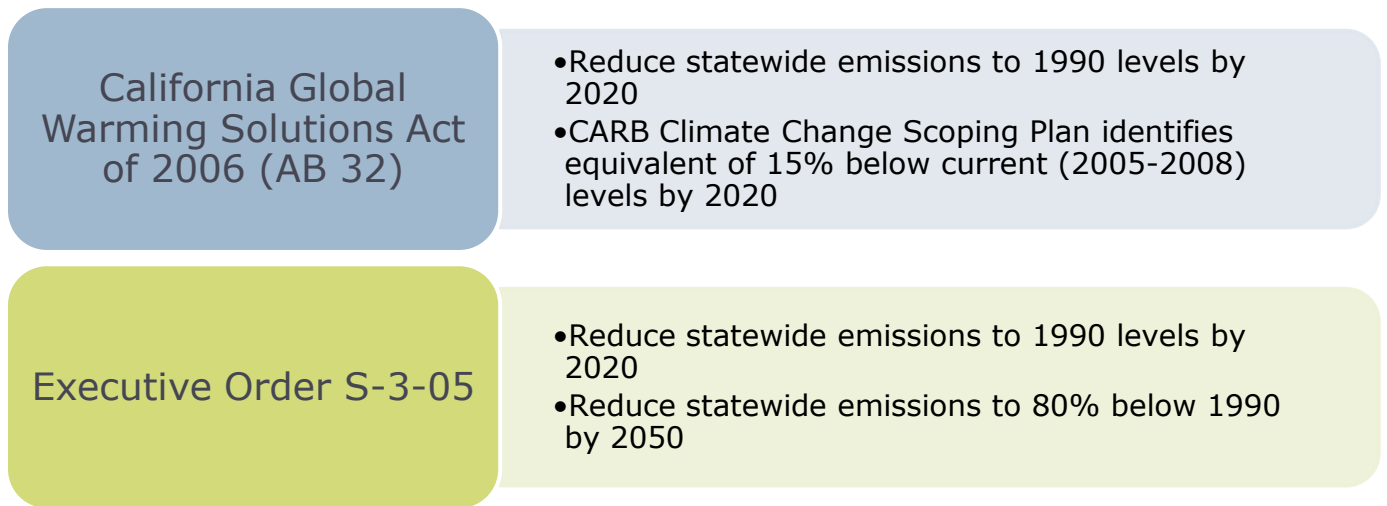
Figure 2 – 2010–2035 Community Emissions Forecast



GREENHOUSE GAS EMISSIONS REDUCTION TARGETS

Many jurisdictions throughout California have considered reducing their community’s GHG emissions by preparing a climate action plan, GHG reduction strategy, or resource efficiency plan. The preparation of these plans is typically motivated by the community’s desire to develop comprehensive sustainability strategies and/or in response to AB 32, Executive Order S-3-05, SB 375 (see **Figure 3**), Attorney General comment letters on general plans, California Environmental Quality Act (CEQA) Guidelines, or air district guidance. This memo describes Mono County’s authority as a CEQA lead agency to identify cumulative emissions thresholds supported by substantial evidence and guidance for assessing GHG impacts in a manner consistent with State CEQA Guidelines Section 15183.5(b).

Figure 3 - GHG Reduction Targets Legislative Context



The County’s approach to addressing GHG reductions within the Resource Efficiency Plan follows a process similar to many other California jurisdictions that includes:

- Completing a baseline GHG emissions inventory and projecting future emissions.
- Identifying a community-wide GHG reduction target.
- Preparing a GHG reduction strategy with policies to meet the reduction target.
- Integrating targets and resource efficiency policies into the General Plan.
- Implementing policies and monitoring effectiveness.

Mono County should consider setting community reduction targets or goals that are consistent with the AB 32 horizon year of 2020 or the Executive Order S-3-05 long-term goal for 2050. In addition to setting a target or goal year, the County should consider the degree to which GHG emissions should be reduced by each horizon year.

Similar Jurisdiction Targets

For consideration and comparison purposes, **Table 6** identifies GHG reduction targets set by other rural counties or small jurisdictions.

Table 6 – Similar Jurisdiction GHG Reduction Targets

Jurisdiction	Population (2010)	Plan Status	Target Type	Community Target
Unincorporated Counties in California				
Solano	18,834	Adopted 2011	% below baseline	20% below 2005 by 2020
Sutter	21,420	Adopted 2010	% below baseline	1990 levels by 2020
Yolo	24,391	Adopted 2011	% below baseline	1990 levels by 2020
Small Jurisdictions				
Aspen, CO	6,658	Adopted 2007	% below baseline	30% below 2004 by 2020
Homer, AK	5,003	Adopted 2007	% below baseline	12% below 2000 by 2012, 20% below 2000 by 2020
Ross, CA	2,415	Adopted 2010		15% below 2005 by 2020

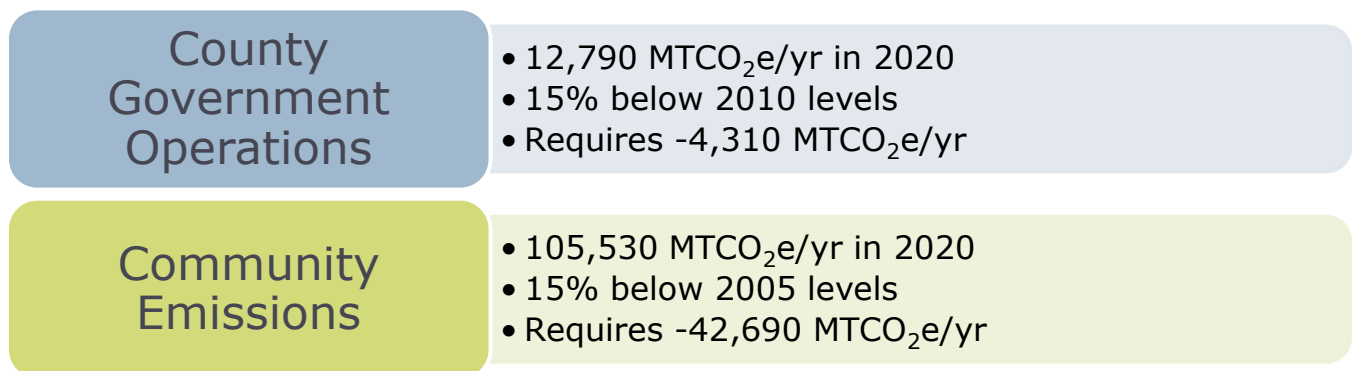
Source: Boswell and Greve 2012

Reduction Target Recommendation

To demonstrate the County’s leadership and commitment to efficient resource use, the County should consider an reduction target for County government operations of 12,790 MTCO₂e per year in 2020. This is equivalent to a 15% reduction below 2010 emissions levels and would require a GHG reduction of 4,310 MTCO₂e per year from 2020 business-as-usual emissions.

On the community side, a target of 105,530 MTCO₂e per year in 2020 would be equivalent to a 15% reduction below 2005 emissions levels. Meeting this target would require emissions reductions of 42,690 MTCO₂e per year.

Figure 4 – Recommended Emissions Reduction Targets



Setting a preliminary target does not preclude the County from considering or setting different GHG reduction targets or goals upon adoption of the REP or for additional horizon years. However, it does ensure that the policies and programs identified for the REP are capable of meeting or exceeding reduction targets.

TERMINOLOGY

Assembly Bill (AB) 32, California Global Warming Solutions Act of 2006: Establishes a comprehensive program of regulatory and market mechanisms to achieve real, quantifiable, cost-effective reductions of greenhouse gases (GHG) for the State of California. Designates CARB as the responsible agency for monitoring and reducing statewide GHG emissions to reduce emissions to 1990 levels by 2020.

Business-as-Usual (BAU): A business-as-usual projection forecasts greenhouse gas emissions without regulatory or technical intervention to reduce GHG emissions.

Executive Order S-3-05: Issued by former Governor Schwarzenegger, Executive Order S-3-05 established the California Environmental Protection Agency (CalEPA) as the agency responsible for coordinating the State's effort to achieve the (nonbinding) progressive greenhouse gas emissions reduction targets outlined in the executive order for the state:

- By 2010, reduce greenhouse gas emissions to 2000 levels;
- By 2020, reduce greenhouse gas emissions to 1990 levels;
- By 2050, reduce greenhouse gas emissions to 80% below 1990 levels.

Indicator: Types of data or information that can be used to determine the extent to which growth in population, households, or employment may occur.

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**PROPOSED GREENHOUSE GAS EMISSIONS REDUCTION POLICIES
FOR THE MONO COUNTY GENERAL PLAN UPDATE**

Conservation and Open Space Element

ENERGY RESOURCES

Goal CO.1. Improve energy efficiency in existing buildings.

Objective CO.1.A. Improve the information and support available to residential and non-residential property owners to reduce energy use.

Policy CO.1.A.i. Work with non-profits and utility providers to provide property owners with technical assistance, energy efficiency programs, and financial incentives.

Action CO.1.A.i.b. Support and publicize compact fluorescent (CFL) or light emitting diode (LED) give-aways, and incandescent bulb exchange programs.

Action CO.1.A.i.c. Work with utility providers to encourage home/commercial audits and energy efficiency retrofits.

Action CO.1.A.i.d. Support or host events that highlight and promote successful programs.

Action CO.1.B.iv.b. Promote and reward energy efficiency efforts of local visitor-serving and recreational businesses.

Policy CO.1.A.ii. Provide green building information and resources in a publicly available format, such as a dedicated page on the County website.

Action CO.1.A.ii.a. Provide green building information and resources.

Action CO.1.A.i.c. Provide information about programs, rebates such as the California Solar Initiative, on-bill financing, or other financial incentives to help residents and businesses complete energy saving measures such as audits and whole-house retrofits.

Action CO.1.A.i.d. Provide information on low-income assistance programs, such as weatherization.

Action CO.1.A.i.e. Provide information to local businesses about resource-efficient procurement opportunities.

Objective CO.1.B. Increase the number of programs available and accessibility to capital to assist residential and non-residential properties with implementation of resource-efficient practices.

Policy CO.1.B.i. Provide programs and information to reduce existing energy use.

Action CO.1.B.i.a. Offer a Property Assessed Clean Energy (PACE) financing program for residential and non-residential energy efficiency.

Action CO.1.B.i.b. Work with the Great Basin Unified Air Pollution Control District to provide incentives to replace older woodstoves with EPA certified, pellet stove, or propane units.

Policy CO.1.B.ii. Encourage energy efficient measures and practices through standard County programs, such as well and building permits.

Action CO.1.B.ii.a. Promote installation of Variable Frequency Drive (VFD) water pumps to serve existing residential buildings.

Action CO.1.B.ii.b. Encourage voluntary upgrades of residential and non-residential HVAC systems.

Action CO.1.B.ii.c. Encourage energy audits and voluntary retrofits for residential and non-residential buildings at the time of sale or major renovation (>50% of building square footage, or addition >500 sf).

Policy CO.1.B.iii. Provide incentives and information to support upgrades to rental properties, non-primary housing, and other types of housing.

Action CO.1.B.iii.a. Promote opportunities to improve energy efficiency and install renewable energy systems in rental or secondary homes.

Action CO.1.B.iii.b. Provide information on programs such as upgrades to mobile homes, blow-in insulation, and double-paned glazed low-e windows.

Objective CO.1.C. Reduce energy use in existing County facilities.

Policy CO.1.C.i. Develop a program to achieve net zero energy use in County facilities.

Action CO.1.C.i.a. Seek funding for and then develop a net zero energy feasibility study for County facilities that would include renewable energy generation, whole-building energy audits, construction costs and return on investment horizons, and potential time frames.

Action CO.1.C.i.b. Consider installing cool roof materials on existing and new County-owned buildings.

Action CO.1.C.i.c. Replace appliances and equipment in County-owned and leased buildings with energy efficient models.

Action CO.1.C.i.d. Develop and implement a schedule, for example through whole-building energy audits, to address no cost/low cost energy retrofit projects in County-owned and leased buildings.

Action CO.1.C.i.e. Reduce energy demand in County-owned buildings by capturing “day lighting” opportunities.

Action CO.1.C.i.g. Collaborate with owners of leased buildings to audit and benchmark energy use, retrofit for efficiency, and develop a preferred leasing agreement that incorporates energy-efficient practices.

Policy CO.1.C.ii. Continue to manage maintenance and ongoing programs that support energy reduction.

Action CO.1.C.ii.a. Periodically audit and benchmark energy use in County-owned buildings to identify opportunities for energy efficiency and conservation.

Action CO.1.C.ii.b. Ensure that HVAC and lighting systems in County-owned and leased buildings are operating as designed and installed.

Action CO.1.C.ii.c. Continue to use energy management software to monitor real-time energy use in County-owned and leased buildings to identify energy usage patterns and abnormalities.

Action CO.1.C.ii.d. Install motion sensors, photocells, and multi-level switches to control room lighting systems in County-owned and leased buildings.

Action CO.1.C.ii.e. Encourage utility providers to install smart meters on County-owned buildings.

Goal CO.2. Reduce energy use in new construction and major renovations.

Objective CO.2.A. Increase green building practices in new construction and major renovations.

Policy CO.2.A.i. Support and promote residential and non-residential “green” building construction.

Action CO.2.A.i.a. Offer incentives (e.g. streamlined permitting, prescriptive designs, fee waivers/reductions) for green building practices, such as verifiable green building practices that exceed state or local minimum standards, ground-source heat pumps, or photovoltaic solar installations.

Action CO.2.A.i.b. Work with utility providers to provide information to businesses about available rebates for new residential and commercial buildings that exceed Title 24 by at least 15%.

Action CO.2.A.i.c. Offer technical expertise and assistance for community members, builders, and businesses undertaking green building projects.

Action CO.2.A.i.d. Provide information on how contractors can attend energy efficiency training.

Policy CO.2.A.ii Continue to transition to green building practices in new County facilities.

Action CO.2.A.ii.a. Consider certification by a third-party rater to ensure all new County facilities and renovations of existing facilities comply with green building standards.

Action CO.2.A.ii.b. Target meeting net zero energy requirements or exceeding minimum Title 24 requirements for new County buildings and renovation of existing facilities.

Goal CO.3. Preserve open space and agriculture to sequester carbon and promote local food production.

Objective CO.3.A. Improve the health and resilience of the natural and agricultural landscape.

Policy CO.3.A.i. Maintain open space and manage open space from fire and erosion.

Action CO.3.A.i.a Proactively manage the County's current parks, open space, recreational facilities and other natural areas owned or operated by the County to ensure the long-term health and viability of trees and other vegetation.

Action CO.3.A.i.b. Evaluate future opportunities to convert closed landfills to parks or open space.

Policy CO.3.A.ii. Encourage other programs that protect natural areas.

Action CO.3.A.ii.a. Promote biomass heat/energy utilization projects meeting environmental standards as a means to incentivize fuel reduction projects for healthy forests by creating an economic market for woody biomass.

Policy CO.3.A.iii Support optimal agricultural practices.

Action CO.3.A.iii.a. To the extent feasible, purchase locally grown food for County events and purposes.

Action CO.3.A.iii.b. Encourage community gardens and farmers markets to support the availability of healthy, locally-grown produce.

Action CO.3.A.iii.c. Promote conservation tillage and other agricultural practices to retain carbon fixed in soils.

Action CO.3.A.iii.d. Provide financial or other incentives for low-income residents to purchase fresh produce at farmers markets.

Action CO.3.A.iii.e. Offer incentives (e.g. development credits, support for the Williamson Act) to promote the preservation of farmland, open space, and sensitive lands.

Action CO.3.A.iii.f. Support the Great Basin Unified Air Pollution Control Districts standards for the burning of agricultural residue.

Action CO.3.A.iii.g. Encourage best practices in fertilizer and pesticide use.

Action CO.3.A.iii.h. Research carbon sequestration programs on agricultural lands.

Goal CO.4. Encourage renewable energy generation throughout the county.

Objective CO.4.A. Increase renewable energy generation that is consistent with the County's visual and aesthetic qualities and values.

Policy CO.4.A.i. Support and incentivize residential and non-residential distributed renewable energy generation.

Action CO.4.A.i.a. Pursue installation of solar photovoltaic systems, power purchase agreements (PPA), or solar collective programs to meet all or part of the electrical energy requirements of County-owned or leased buildings.

Action CO.4.A.i.b. Offer incentives (e.g. streamlined permitting, prescriptive designs, fee waivers/reductions) to encourage installation of photovoltaic systems on new or existing buildings.

Action CO.4.A.i.c. Offer workshops and information for residents and businesses to provide resources and permitting assistance for those interested in adding renewable energy systems to their properties.

Policy CO.4.A.ii. Encourage community-scale (<3 MW) renewable energy development on suitable lands, such as a biomass co-generation facility.

Action CO.4.A.i.a. Support the development of appropriately sited community-scale renewable energy systems that meet critical evaluation criteria, such as environmental standards, sensitive species, financial feasibility, transmission capacity, etc.

Action CO.4.A.ii.b. Work with utility providers, regulatory agencies, and local stakeholders to develop technical, environmental, and social feasibility.

Goal CO.5. Reduce the generation of waste within the county.

Objective CO.5.A. Reduce waste deposited in the County's landfills.

Policy CO.5.A.i. Increase composting and recycling programs, and reduce waste generation, throughout the county.

Action CO.5.A.i.a. Identify and encourage reducing, reusing, and recycling opportunities for construction and demolition waste.

Action CO.5.A.i.c. Establish a program to use the maximum amount of organic waste possible generated within the County to produce compost for use in parks and landscaping.

Action CO.5.A.i.d. Increase opportunities for e-waste and hazardous materials collection and recycling.

Action CO.5.A.i.e. Evaluate current recycling infrastructure relative to future needs and anticipated waste generation. Provide incentives for new recycling infrastructure facilities in the County.

Action CO.5.A.i.f. Encourage the installation of recycling receptacles and containers at multi-family housing developments.

Action CO.5.A.i.g. Explore measures to reduce waste from commercial operations, such as banning single-use bags and polystyrene containers.

Policy CO.5.A.ii. Promote a standard of reduce, reuse, and recycle within County government operations.

Action CO.5.A.ii.a. Provide County staff with information on recycling items such as ink cartridges, toner, batteries, and light bulbs.

Action CO.5.A.ii.b. Encourage paper use reduction through activities such as:

- Promoting a “think before you print” campaign.
- Reducing margins and logos on County templates, letterhead, and memos.
- Setting printer default options to print double-sided pages.
- Using computer software that removes blank pages and images from documents.
- Using “eCopy” machines that allow users to scan and distribute documents via email.
- Uploading bid documents using online resources.
- Requiring fewer or smaller-sized copies of project plans or submittals, and allowing digital submittals.
- Using electronic devices for agendas and notes at public meetings.

Action CO.5.A.ii.c. Review and implement the adopted procurement policy to establish purchasing standards for climate-friendly products.

Policy CO.5.A.iii. Partner with other agencies, such as the Town of Mammoth Lakes, on green procurement, waste reduction, and recycling activities.

Objective CO.5.B. Reduce greenhouse gas emissions from County solid waste operations.

Policy CO.5.B.i. Reduce or off-set methane generation from County landfills.

Action CO.5.B.i.a. Investigate new technologies available to capture methane at County landfills.

Action CO.5.B.i.b. Identify opportunities to install renewable energy systems at County landfills.

Goal CO.6. Ensure a sustainable long-term supply of water and meet or exceed applicable water quality standards.

Objective CO.6.A. Protect and conserve water resources throughout communities.

Policy CO.6.A.i. Encourage reduced water consumption in residential and non-residential properties.

Action CO.6.A.i.a. Encourage and promote the installation of residential gray water systems on existing residential and commercial properties that meet appropriate regulatory standards.

Action CO.6.A.i.b. Encourage installation of water conservation measures in existing homes and businesses.

Action CO.6.A.i.d. Encourage new residential and commercial construction and new County facilities to exceed CalGreen water conservation requirements.

Action CO.6.A.i.c. Encourage prospective home-buyers to conduct water efficiency audits at point of sale for commercial and residential properties.

Action CO.6.A.i.d. Assess, maintain, repair, and program existing irrigation systems to minimize water use, including parking lot landscaping, public restrooms and parks, and recreational facilities.

Action CO.6.A.i.e. Reference to compliance with Landscape Ordinance (language TBD)

Policy CO.6.A.ii. Protect water quality throughout communities.

Action CO.6.A.ii.a. Promote low-impact development solutions (see General Plan Appendix B) for storm water management on private property, such as rain gardens, green roofs, and detention ponds.

Action CO.6.A.ii.b. Use non-toxic fertilizers in County parks and landscaped areas to reduce potential water quality issues through storm water runoff.

Action CO.6.A.ii.c. Maintain drainage systems associated with roads and public infrastructure for storm water management.

Objective CO.6.B. Promote sustainable alternatives to reduce and treat wastewater.

Policy CO.6.B.i. Promote energy efficient wastewater treatment and biosolids recycling practices.

Action CO.6.B.i.a. Work with wastewater service providers to implement an audit, cycling and equipment replacement program to increase energy efficiency for water and wastewater pumps and motors.

Action CO.6.B.i.b. Where feasible, replace septic systems with community package treatment systems.

Goal CO.7. Collaborate with community partners and empower residents and businesses to improve resource efficiency within the County.

Objective CO.7.A. Leverage resources regionally to build capacity for resource efficiency programs.

Policy CO.7.A.i. Work with local schools to support educational opportunities that promote resource efficiency.

Action CO.8.A.i.a. Collaborate with high schools to provide students with resource-based internship opportunities.

Action CO.8.A.i.a. Partner with local community colleges and grade schools to develop classes or workshops with a resource focus.

Policy CO.7.A.ii. Collaborate with local, state, and regional agencies and organizations to identify resource conservation opportunities and share information.

Action CO.7.A.ii.a. Integrate energy conservation discussions and opportunities into projects or efforts with other federal, state, and regional agencies.

Action CO.7.A.ii.b. Utilize the Regional Planning Advisory Committees (RPACs) to create ongoing opportunities for community members to provide feedback on resource policies and programs.

Action CO.7.A.ii.c. Promote the Mono County “Living Light Guide” that outlines steps residents and businesses can take to reduce energy and water use, recycle, and use alternative transportation.

Action CO.7.A.ii.d. Include information in County mailings, websites, and other media about actions that individuals and businesses can take to improve resource efficiency.

Action CO.7.A.ii.e. Participate in the CoolCalifornia Challenge which challenges local agencies to engage residents in taking action to reduce household energy use and vehicle miles traveled.

Policy CO.7.A.iii. Support and participate in the outreach, education and collaboration efforts of the Eastern Sierra Energy Initiative partnership.

Action CO.7.A.iii.a. Distribute give-away items, such as reusable bags and compact fluorescent light bulbs, to encourage environmental responsibility.

Action CO.7.A.iii.b. Develop public service announcements and/or talk shows related to resource efficiency.

Action CO.7.A.iii.c. Use social media to inform the community about resource efficiency activities and opportunities.

Action CO.7.A.iii.d. Host a leadership summit for community leaders, school groups and businesses to gather and share resource conservation experiences, expertise, strategies, and ideas.

Action CO.7.A.iii.e. Provide recognition programs for individuals, groups, and businesses that adopt resource efficiency practices.

Circulation Element/RTP

Goal C.1. Improve connectivity and efficiency of resident and employee transportation within the county.

Objective C.1.A.

Policy C.1.A.i. Provide for viable alternatives to travel in single-occupancy vehicles.

Action C.1.A.i.a. Work with major employers to offer voluntary incentives and services that increase the use of alternative forms of transportation, particularly transit serving visitors and visitor-serving employees.

Action C.1.A.i.b. Provide bicycle access to transit services along transit corridors and other routes that may attract bicyclists, such as routes providing access to visitor-serving locations.

Action C.1.A.i.c. Develop a ridesharing program that utilizes a website and/or mobile technology to connect potential carpoolers.

Action C.1.A.i.d. Adopt a countywide Alternative Transportation Plan (ATP) to support walkable communities, complete streets, and increase multi-modal transportation such as walking and bicycling.

Action C.1.A.i.e. Identify opportunities to offer bicycle-sharing programs within communities.

Action C.1.A.i.f. Encourage the installation of bicycle rack, showers, and/or other amenities as part of new commercial development projects to promote bicycle use by employees and residents.

Policy C.1.A.ii. Improve efficiency of County fleet operations.

Action C.1.A.ii.a. Set fleet efficiency standards for new agency vehicles that can meet climate conditions and needs while reducing fuel use. Consider purchasing fuel efficient or alternative fuel vehicles, including zero or near-zero emission vehicles.

Action C.1.A.ii.b. Utilize technology options (e.g. digital service requests accessible by mobile devices) for field personnel to avoid extra trips back to the office.

Action C.1.A.ii.c. Install battery systems for vehicles with onboard equipment to decrease truck idling while equipment is used.

Action C.1.A.ii.d. When alternative fuel infrastructure (such as electric vehicle charging stations) is installed for County government use, ensure public access and use is considered in the design and operation of such facilities.

Action C.1.A.ii.e. Perform appropriate vehicle maintenance or retrofits to ensure maximum cold weather performance.

Action C.1.A.ii.f. Maintain County off-road vehicles to reduce fuel use and idling time.

Action C.1.A.ii.g. Implement the County's on and off-road equipment replacement plan to comply with CARB's heavy-duty vehicle Tier 4 requirements, to simultaneously reduce fuel use in the County fleet.

Action C.1.A.ii.h. Provide incentives to improve maintenance of agricultural vehicles and equipment to reduce fuel use.

Policy C.1.A.iii. Reduce vehicle miles traveled from employee commutes and County operations.

Action C.1.A.iii.a. Implement a flexible work schedule for County employees incorporating telecommuting, videoconferencing and modified schedules, including remote attendance at meetings, while maintaining necessary customer services.

Action C.1.A.iii.b. Offer County employees incentives to use alternatives to single-occupant commuting, such as flexible schedules, transit incentives, bicycle facilities, bicycle sharing programs, ridesharing services and subsidies, and telecommuting.

Action C.1.A.iii.c. Construct bicycle stations for employees that include bicycle storage, showers, and bicycle repair space.

Action C.1.A.iii.d. Consolidate offices that the public often visit at the same time (such as building permitting and environmental health permitting).

Action C.1.A.iii.e. Continue to utilize a crew-based maintenance plan instead of individual assignments, creating a "carpool effect" that lowers the annual miles traveled for maintenance staff.

Action C.1.A.iii.f. Survey County staff for ideas to reduce vehicle miles traveled while minimizing service delivery impacts.

Policy C.1.A.iv. Encourage the use of alternative fuels in county operations and throughout the community.

Action C.1.A.iv.a. Develop permitting standards and streamline the permitting process for installation of electric vehicle charging stations at residential and commercial buildings.

Action C.1.A.iv.b. Consider installation of electric vehicle charging stations at public facilities, such as at parking lots and airports, for community use.

Action C.1.A.iv.c. Work with electrical providers to develop and implement an electric vehicle charging infrastructure plan.

Action C.1.A.iv.d. Encourage new commercial and visitor-serving projects to include electric vehicle charging stations in parking areas.

Policy C.1.A.v. Improve public transportation infrastructure.

Action C.1.A.v.a. Work with local transit agencies (e.g. ESTA & YARTS) to increase the number of connecting routes and frequency of routes, and/or capacity of Dial-a-ride programs serving Mono County.

Action C.1.A.v.b. Continue to monitor the feasibility of a shuttle service connecting hotels, resorts, and campgrounds to locations such as Bodie, Mono Lake, and the June Mountain Ski Area.

Action C.1.A.v.c. Continue to use and expand, where practical, Global Positioning Systems (GPS) and integrated software to increase reliability and timing awareness for system riders through trip planning and location information.

Policy C.1.A.vi. Implement engineering and enforcement solutions to improve vehicle fuel efficiency.

Action C.1.A.vi.a. Support State/APCD efforts to implement and enforce limitation on idling for commercial vehicles, construction vehicles, buses, and other similar vehicles.

Action C.1.A.vi.b. Consider the use of roundabouts in lieu of signalized intersections or stop signs as a way to improve traffic flow, reduce accidents, and reduce greenhouse gases.

Land Use Element

Note: Text marked with (Existing) is extracted from the current General Plan.

Goal LU.1: Maintain and enhance the environmental and economic integrity of Mono County while providing for the land use needs of residents and visitors . (Existing)

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

Policy LU.1.A.i. Contain growth in and adjacent to existing community areas. (Existing)

Action LU.1.A.i.a. Encourage infill development in existing communities and subdivisions. New residential subdivision should occur within or immediately adjacent to existing community areas. New residential development outside existing community areas and subdivisions should be limited to an overall density of one unit per 40 acres, plus an Accessory Dwelling Unit. (Existing)

Action LU.1.A.i.b. New residential development for permanent year-round residents should be concentrated in existing community areas. (Existing)

Action LU.1.A.i.c. Provide sufficient land to accommodate the expansion of community areas, including sites for affordable housing. (Existing)

Action LU.1.A.i.d. Support the exchange of public lands into private ownership for community expansion purposes if consistent with General Plan policies. (Existing)

Actions LU.1.A.i.e & f - existing

Action LU.1.A.i.g. Utilize the public land ownership pattern and LAFCO's sphere of influence boundaries, and coordination through the multi-agency Landownership Adjustment Program, to focus growth and infrastructure investment in established community areas.

Action LU.1.A.i.h. Through the regional transportation planning process and the multi-agency Landownership Adjustment Program, develop and adopt a land use and transportation scenario that contains growth in and adjacent to existing communities and reduces vehicle miles traveled (VMT).

Policy LU.1.A.ii. Concentrate future tourist-serving and non-residential development around existing and planned transportation routes and stops within communities.

Action LU.1.A.ii.a. Provide incentives and remove potential barriers to the development of future projects near transit stops and along transit routes.

Goal LU.2: Evaluate greenhouse gas emissions and plan for mitigating and adapting to climate change.

Objective LU.2.A.

Policy LU.2.A.i. Reduce GHG emissions through local land use and development plans, and collaborate with local, state, and regional organizations to promote sustainable development.

Action LU.2.A.i.a. Work with the Town of Mammoth Lakes to identify and address existing and potential regional sources of GHG emissions.

Action LU.2.A.i.b. Analyze impacts of development projects on safety and involve emergency responders and public safety staff early and consistently.

Action LU.2.A.i.c. Collaborate with the Town of Mammoth Lakes, and regional and state agencies to share land use and community design-related information.

Action LU.2.A.i.d. Continue to involve a diverse group of stakeholders through the Regional Planning Advisory Committees (RPACs) and the Collaborative Planning Team (CPT) in planning processes to ensure County planning decisions represent community interests and agency collaboration.

Mono County Community Development Department

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

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(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

February 13, 2014

TO: Planning Commission

RE: Development Standards Workshop

RECOMMENDATION

Conduct workshop and provide any desired direction to staff.

BACKGROUND

As a part of the General Plan Update, adjustments to existing development standards and requirements are under consideration. As you may recall, the General Plan has received periodic amendments every year or so to clarify and update sections, such as development standards, to correct errors and/or streamline permitting processes. Workshop items include:

- **RMH Snow Load Requirements**
Section 04.280, F #5 – consider removal to avoid conflicts with state building code requirements.
- **Accessory Structure Height**
Section 04.110 part B, consider amending to allow accessory structure height over 20 ft. subject to less formal “by the Director” rather than by Director Review permit. The section already contains language to mitigate the effects of tall accessory structures making a formal DR unnecessary.
- **Space Between Buildings**
Consider eliminating regulations concerning space between buildings on a single parcel in favor of relying on minimum building code regulations concerning fire safety, light, and ventilation.
- **20’ Manufactured Home Width**
Consider removing existing 20’ minimum width restriction. If unit meets design guidelines such as appropriate materials, style, and site design, is there still a need to restrict narrow manufactured homes?
- **Adjust Use Permit limitation timeframe**
Due to our short construction season and seasonal nature of some businesses, consider extending planning permit term for exercising rights from one year to two years.
- **Home Occupation Findings**
Consider setting findings necessary to grant an Expanded Home Occupation permit.
- **Side Yard Setbacks**
Clarify circumstances for the 5’ minimum standard. Also review and clarify setback requirements for utility improvements.

Mono County, California, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >>
Chapter 2.36 PLANNING COMMISSION >>

Chapter 2.36 PLANNING COMMISSION

Sections:

- [2.36.010 Creation of planning commission.](#)
- [2.36.020 Membership—Terms—Vacancies.](#)
- [2.36.030 Transaction of business.](#)
- [2.36.040 Meetings.](#)
- [2.36.050 Compensation.](#)
- [2.36.060 Duties.](#)

2.36.010 Creation of planning commission.

The Mono County planning commission is created to advise the board of supervisors and planning department and otherwise take such actions as are authorized or required by law.

(Ord. 96-01 § 1 (part), 1996.)

2.36.020 Membership—Terms—Vacancies.

- A. The planning commission consists of five members appointed by the board of supervisors, who shall be eligible voters of Mono County. Each supervisor shall be entitled to nominate one commission member.
- B. The term of each member appointed after the effective date of this section shall expire on March 1st following the date of the expiration of the term of the nominating supervisor.
- C. Vacancies shall be filled by appointment for the unexpired portion of the term.
- D. Members of the planning commission may be removed by a majority of the board of supervisors for the following reasons:
 - 1. Failing to meet the following attendance requirements: a commissioner shall not have three consecutive unexcused absences for regular meetings, nor may a commissioner miss five or more regular meetings in any twelve-month period;
 - 2. Acting inappropriately, in the board's opinion, in matters regarding conflict of interest;
 - 3. Failing to carry out commissioner duties over a period of time due to a frequent inability to vote, caused by repeated conflict of interest issues;
 - 4. Failing to carry out the duties of commissioner by abstaining on issues when there are no apparent conflict of interest issues;
 - 5. Other enumerated causes which, in the opinion of a majority of the board, are reflected in the commissioner's failure to carry out the duties of the commission, or bringing discredit to the county of Mono.

(Ord. 07-01 § 1, 2007; Ord. 96-01 § 1 (part), 1996.)

2.36.030 Transaction of business.

- A. The members of the planning commission shall select a chair, who shall preside at meetings. They shall also select a vice-chair who shall serve in the absence of the chair. The chair and vice-chair shall serve terms of one calendar year. Vacancies shall be filled by appointment for the unexpired portion of the term. The person serving as chair and vice-chair may be reelected.
- B. A quorum shall consist of three members of the planning commission, provided, however, that no official action can be taken with less than three votes unless otherwise provided by law.

(Ord. 96-01 § 1 (part), 1996.)

2.36.040 Meetings.

- A. Regular meetings of the planning commission shall be held on the second Thursday of each month, commencing at ten a.m. Regular meetings shall be scheduled for the second Thursday of the month, but may also be scheduled for the fourth Thursday due to commission workload, holidays, or other scheduling difficulties. All meetings shall be duly noticed. Unless otherwise noticed, meetings shall be held in the board of supervisors' room, Courthouse, Bridgeport, California. The commission may, on a majority vote of its members, or with the approval of the chair in consultation with the planning director dispense with any regular meeting.
- B. Special and emergency meetings may be held in the manner required by law.
- C. The planning commission shall adopt rules for the transaction of business and shall keep records of its actions.

(Ord. 96-01 § 1 (part), 1996.)

2.36.050 Compensation.

The members of the planning commission shall receive such compensation as is provided by resolution of the board of supervisors, together with such expenses for travel, including travel to and from meetings, as are provided to county employees.

(Ord. 96-01 § 1 (part), 1996.)

2.36.060 Duties.

- A. The planning commission shall have such duties and take such actions as are required by this code, assigned by the board of supervisors or otherwise required by law.
- B. The planning commission shall act as the principal advisory body to the board of supervisors on planning matters.

(Ord. 96-01 § 1 (part), 1996.)

MONO COUNTY PLANNING COMMISSION

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Mammoth Lakes, CA 93546
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PLANNING COMMISSION RULES & REGULATIONS FOR THE TRANSACTION OF BUSINESS (Authority: MCC 2.36.040 C)

ARTICLE I

SECTION 1. OFFICERS

- A. Chair, Vice-Chair. The officers of the Commission shall be a Chair and a Vice-Chair, who shall be members of the Commission elected by the Commission ~~as soon as practicable following the first day~~ **at the March meeting** of every year, and who shall serve at the pleasure of the Commission.
- B. Secretary. There shall also be a Secretary who shall not be a commissioner. The Secretary shall be vested with all the powers and duties of Secretary pursuant to these rules and regulations and the various ordinances of the County of Mono.
- C. In the absence of the Chair and Vice-Chair, any other commissioner shall call the Commission to order, whereupon a Chair shall be elected from the members of the Commission present to preside for that meeting only.

SECTION 2. POWERS & DUTIES OF OFFICERS

- A. The Chair shall preside at all meetings of the Commission, swear witnesses in all proceedings of the Commission where sworn testimony is taken, and exercise and perform such other powers and duties as are conferred upon him/her by law and these rules and regulations.
- B. The Vice-Chair shall have and perform all the powers and duties of the Chair in the absence of the Chair from any meeting of the Commission or whenever the Chair is unable for any reason to act.
- C. The Secretary shall:
 1. ~~Keep and record the minutes of all meetings of the Commission, and furnish~~ **include** a copy of the minutes of each ~~regular or special meeting to each commissioner~~ **in the next meeting's agenda packet**; ~~The Secretary shall also tape record each meeting and retain tapes for reference for a period of at least five years;~~
 2. Keep complete files of all communications to the Commission, ~~all pleadings and~~ documents filed with the Commission, and all other necessary records of the Commission;
 3. Act as custodian of the minutes and of all the ~~books, documents, papers and~~ records of the Commission; an

DISTRICT #1
COMMISSIONER
Mary Pipersky

DISTRICT #2
COMMISSIONER
Rodger B. Thompson

DISTRICT #3
COMMISSIONER
Daniel Roberts

DISTRICT #4
COMMISSIONER
Scott Bush

DISTRICT #5
COMMISSIONER
Chris I. Lizza

4. Perform such other duties as the Commission may from time to time prescribe.

SECTION 3. MEMBERS OF THE COMMISSION

A. The Planning Commission shall consist of five members and shall be organized and exercise powers as prescribed by the California Government Code and by ordinance of the County of Mono.

B. Terms of the Commission

1. The terms of office are as follows:

DISTRICT FOUR-YEAR TERM *EXPIRES*****

#1	March 1, 1995, to March 1, 1999	<i>March 1, 2015, 2019, 2023, 2027</i>
#2	March 1, 1997, to March 1, 2001	<i>March 1, 2017, 2021, 2025, 2029</i>
#3	March 1, 1997, to March 1, 2001	<i>March 1, 2017, 2021, 2025, 2029</i>
#4	March 1, 1997, to March 1, 2001	<i>March 1, 2017, 2021, 2025, 2029</i>
#5	March 1, 1995, to March 1, 1999	<i>March 1, 2015, 2019, 2023, 2027</i>

2. Commissioners shall ~~may~~ serve ~~no longer than~~ ***in excess of a period of 12 years per Board of Supervisors ordinance ORD07-01, adopted Feb. 13, 2007.***

3. Members of the Planning Commission may be removed by a majority of the Board of Supervisors for the following reasons:

- a. Failing to meet the following attendance requirements: A commissioner shall not have three consecutive unexcused absences from regular meetings, nor may a commissioner miss five or more regular meetings in any 12-month period;
- b. Acting inappropriately, in the sole discretion of the Commission, in matters regarding conflict of interest;
- c. Failing to carry out commissioner duties over a period of time due to a frequent inability to vote caused by repeated conflict-of-interest issue;
- d. Failing to carry out the duties of commissioner by repeatedly abstaining on matters when there are no apparent conflict-of-interest issues; and
- e. Any other cause not enumerated herein which, in the opinion of a majority of the Commission, reflects the commissioner's failure to carry out the duties of the Commission, or which brings discredit to the County of Mono.

ARTICLE II

MEETINGS

SECTION 1. REGULAR MEETINGS

The regular meetings of the Commission shall be held on the second ~~and/or fourth~~ Thursday of every month, commencing at 10:00 a.m. All meetings shall be duly noticed. Unless otherwise provided, meetings shall be held in the Board of Supervisors room, Courthouse, Bridgeport, California. The Commission may, on a majority vote of its members of the Commission, or with

the approval of the Chair upon consultation with the Community Development Director, ~~dispense with~~ **cancel** any regular meeting.

SECTION 2. SPECIAL MEETINGS

A special meeting may be called at any time by the Chair, and the Chair shall call a special meeting at the written request of three members of the Commission. Notice of each special meeting shall be given by delivering personally, or by email, a written notice thereof to each commissioner, and to each newspaper of general circulation, radio, or television station requesting notice in writing. Such notice must be delivered personally or by email at least 24 hours before the time of such meeting. Such written notice may be dispensed with as to any commissioner who at or prior to the time the meeting convenes, files with the Secretary a written ~~waiver or~~ waiver of notice. ~~Such waiver may be given by telegram.~~ Such written notice may also be dispensed with as to any commissioner who is actually present at the meeting at the time it convenes.

SECTION 3. ADJOURNED MEETINGS

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members of the Commission are absent from any meeting, the Secretary shall declare the meeting adjourned to a stated time and place ~~and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 2 of this Article for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of adjournment.~~ When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified in these rules and regulations for regular meetings.

SECTION 4. STUDY SESSIONS & WORKSHOPS

- A. A study session or workshop may be convened by the Commission as a whole, or by a committee of the Commission. It shall be convened in the manner prescribed for the calling of a regular or special meeting.
- ~~B. No official action shall be taken at a study session. If action is desired, then that action shall be taken at a subsequent Commission meeting with public input as appropriate.~~
- C. Study sessions and workshops shall be duly noticed and open to the public in accordance with the Brown Act. Participation by members of the public may take place only at the invitation of the Chair.

SECTION 5. QUORUM

A majority of the members of the Commission shall constitute a quorum for the transaction of business. Except as may otherwise be provided by law, and by these rules and regulations, a majority of a quorum may decide all matters of business that come before the Commission. ~~If only three commissioners are present, a quorum consists of two of the three commissioners.~~

SECTION 6. RESOLUTIONS & MOTIONS

Any actions or decisions of the Commission at any meeting shall be expressed by motion, duly seconded and voted upon by members of the Commission. The roll need not be called in voting upon a motion, except when requested by a commissioner. If the roll is not called, in the absence of an objection, the Chair may order the motion unanimously approved. When the roll is called on any motion, any commissioner present who does not vote in an audible voice shall be recorded as voting aye.

The Chair of the Commission may second any motion and present and discuss any matter as a commissioner without having to step down from the chair. The Chair of the Commission shall be entitled to vote on all matters before the Commission.

Every commissioner must vote except when disqualified by reason of a conflict of interest. ~~If a commissioner, nevertheless, abstains from voting for reasons other than a conflict of interest, the abstention shall be counted with the majority, if there is a majority.~~

The adoption by the Commission of findings or recommendations to be made and reported to the Board of Supervisors may be made by resolution adopted on motion duly seconded and carried. Resolutions of the Commission may be adopted conditionally and referred to the Secretary of the Commission for drafting in proper form.

SECTION 7. REPORTS TO THE BOARD

When the Commission has by resolution made a recommendation to the Board of Supervisors, this action shall be reported to the Board as soon as practicable thereafter except as otherwise may be provided for. The action of the Commission shall be reported by the Director, or a member of his staff designated by him, but the Chair, or in his absence the Vice-Chair, or another commissioner appointed by the Chair, may be present at the Board meetings when deemed advisable by the Commission.

SECTION 8. ORDER OF BUSINESS

At the regular meetings of the Commission, the following shall be the order of business:

1. Call to order
2. Roll call **Pledge of allegiance**
3. Approval of minutes
4. Agenda of Commission
 - A. Consent agenda
 - B. Public hearings
 - C. Action items
 - D. Workshop items
 - E. Reports
 - a. ~~Community Development~~ **Director**
 - b. Planning Commissioners
5. Public forum
6. Adjournment

The presiding officer may vary the order of business to expedite the conduct of the meeting provided no item is taken prior to the time for which it is listed on the agenda.

SECTION 9. AGENDA

Routine items to be placed on the agenda shall be determined by the Director; non-routine items shall be determined by the Director in consultation with the Chair. Any commissioner may request the Chair to place any matter on the agenda, and it shall be so placed unless the Chair **rules determines** that the matter is not germane to Commission business as provided by law. In the case of such **ruling determination**, the Chair shall place the request and **ruling determination** before the Commission, for its decision, at the next regular meeting.

The length of the agenda shall be determined by the Director in consultation with the Chair, and when deemed necessary, shall be limited to those items that can be satisfactorily concluded during a meeting day. When the workload becomes excessive, special meetings may be called.

SECTION 10. CONTINUANCES & HEARINGS HEARING CONTINUANCES

Upon receipt of a request by the applicant or representative for good cause shown in writing, and prior to the mailing of the official public notices announcing the time and place of the meeting, the Director may reschedule a hearing date.

SECTION 11. OTHER RULES FOR CONDUCT OF MEETINGS

Robert's Rules of Order (**revised latest** edition) shall govern in all matters and procedures not provided for herein or in the code, providing, however, that the failure of the Commission to conform to said rules shall not, in any instance, be deemed to invalidate the action taken.

The Chair shall pull items on the consent **calendar agenda** and schedule them elsewhere on the agenda when requested by a commissioner.

The Chair may decide to take public comment on any item if he/she determines it is germane to the matter before the Commission. Any citizen making a public comment shall state his/her name prior to making comment. The Chair shall instruct the person addressing the Commission to keep comments relevant to the matter at hand, and in the interests of an orderly meeting, may limit the time for public comment. The Chair may also decide not to take public comment on items other than Public Hearings.

SECTION 12. CONDUCT OF PUBLIC HEARINGS

The purpose of a Public Hearing is to provide the public **the with an** opportunity to address the Commission **on matters pending before the Commission**. The Commission shall consider public comments along with the applicant's and staff's for taking action. The Chair shall facilitate the hearing to elicit all relevant information for decision-making purposes, and to do so in an orderly and expeditious way.

The order of procedure for Public Hearings shall be as follows:

1. The Chair shall announce the subject of the particular hearing as advertised.
2. Planning staff shall present the substance of the application or other project, staff report, and recommendation to the Commission and shall answer technical questions of the Commission.

3. The Public Hearing is opened by the Chair. The order of testimony is as follows:
 - a. Applicant's statement;
 - b. Public's statements; and
 - c. Rebuttal statements from applicant if necessary.
4. When all relevant testimony is deemed to have been heard, the Chair shall close the Public Hearing. When a hearing is closed, it shall remain closed except when the matter is continued to another date, or if the Chair, or Commission consensus, thinks that additional testimony is deemed relevant or informational, the Chair has the discretion to reopen the hearing.
5. Following the close of the public hearing, the Commission shall discuss and deliberate regarding the matter at hand and then either determine the matter or continue it to a date and time certain.
6. Rules of Testimony:
 - a. Persons addressing the Commission shall address the Commission from a designated location. They shall state their name for the record. No person shall address the Commission without first securing permission from the Chair. Comments made must be relevant to the matter before the Commission.
 - b. The Chair may set rules regarding time and relevance of public testimony. The Chair may end testimony when a presentation exceeds the time limit; and may rule "out of order" repetitive testimony and testimony deemed non-germane. Additionally, irrelevancies ~~such as~~ (**including** comments on race, religion, creed, political matters, etc.) shall be ruled out of order by the Chair.
 - c. All comments shall be addressed to the Commission.
 - d. Testimony by a commissioner is permissible, but not encouraged. *However, if a commissioner is in possession of extra-record evidence that is relevant to his or her decision making, the commissioner shall state such evidence for the record.***
 - e. The Chair shall not permit complaints regarding the staff or individual members of the Commission during a Public Hearing. Complaints should be presented as a separate item on the agenda, or submitted to the Commission in writing for later consideration.

ARTICLE III

COMMITTEES & REPRESENTATIVES ON OTHER BOARDS

SECTION 1. APPOINTMENT OF COMMITTEES

The Chair shall appoint such committees of members of the Commission as the Commission shall from time to time authorize to investigate and report to the Commission on matters within its jurisdiction.

SECTION 2. PUBLIC REPORTS

The Commission may issue public reports setting forth its consensus on matters before the Commission. After the adoption of such a report by the majority of the Commission, those voting in dissent may concurrently submit a minority report. This report shall reflect the views of the members of the Commission and shall not be prepared in consultation with the staff or the Board of Supervisors.

ARTICLE IV

DOCUMENTATION

SECTION 1. POLICY

Policies in addition to those set forth herein applicable to the Commission, when not **otherwise** set forth by law, may be adopted by resolution of the Board of Supervisors. In the absence of ~~established policy~~ **policies established by the Board of Supervisors**, the Commission may by resolution ~~establish policy~~ **adopt such policies consistent with the authority granted by subdivision C of Mono County Code section 2.36.040**, and may, **but is not required to**, request confirmation of such ~~policy~~ **policies** by the Board.

SECTION 2. STAFF REPORTS & SERVICES

On all applications for ~~rezoning~~ **change of land use designation**, requests for approval of subdivision maps, proposed amendments to the Land Use Element and other matters that may be brought before the Commission, the Director **(or his or her designee)** shall furnish written reports containing an analysis and recommendation. The Commission shall look to the Director **and his or her designees** for all information and staff services. The Director will be responsible for all assignments to staff members.

When a matter is contested and a written request is submitted to the Secretary at least 24 hours before the commencement of the hearing, the Secretary shall cause a record of such hearing to be made. If a hearing is tape-recorded, a copy of the tape may be purchased at its reproduction cost from the Secretary, provided that a deposit in an amount estimated by said Secretary to cover the cost of reproduction shall be first made. If any person desires to have a hearing reported by a stenographic reporter, he may employ one directly at his expense, and **shall** notify the Secretary of his intent **at least 24 hours in advance of the meeting if possible**.

When a written Planning Staff report exists, the report shall be made public not later than the beginning of the hearing, shall be a matter of public record, and shall be included in the record of the hearing.

~~When a hearing is held on an application for a change of zone **land use designation** for parcels of at least 10 acres, a written Planning Staff report with recommendations and the basis for such recommendations shall be included in the record of the hearing.~~

ARTICLE V

ETHICS

SECTION 1. CONFLICT OF INTEREST

No commissioner shall vote on any item in which he/she has a financial interest as defined in Government Code Sections 87100 et seq. (the Political Reform Act) and its implementing regulations, as defined in Government Code Section 1090, or on any item with respect to which he or she is biased or otherwise conflicted due to personal interests, consistent with applicable law. Possible biases, financial interests, and other conflicts of interest shall be discussed with County Counsel.

SECTION 2. SPECIAL REQUESTS TO COMMISSIONERS

Commissioners shall place in the record of Commission meetings a report of requests for special consideration received from any source either verbally or in writing. The purpose of this section is to keep the public and the Board of Supervisors informed regarding any showing of unusual or special interest by any person or group in any matter before the Commission.

SECTION 3. APPEARANCES BEFORE THE BOARD OF SUPERVISORS

Any commissioner presenting a minority report to the Board may do so as a commissioner, but shall make it clear to the Board that he/she is not presenting the sentiment of a majority of the Commission. Any commissioner intending to make a minority report to the Board of Supervisors shall report this intention at a Commission meeting prior to making the minority report or to each individual commissioner if no Commission meeting is scheduled prior to the item's being heard by the Board of Supervisors.

ARTICLE VI

AMENDMENT TO RULES **FOR THE TRANSACTION OF BUSINESS**

SECTION 1. AMENDMENT TO RULES & REGULATIONS FOR THE TRANSACTION OF BUSINESS

These rules and regulations may be amended by the Commission by a majority of all members of the Commission thereof at any regular meeting or special meeting ~~when at least ten (10) days written notice of the proposed presentation of such amendment has been given all members of the Commission in the manner prescribed herein for special meetings or when announcement of the proposed presentation of such amendment was recorded in the minutes of the previous regular meeting of the Commission.~~

ARTICLE VII

DEFINITIONS

SECTION 1. DEFINITIONS

For the purpose of these rules and regulations certain words, phrases and terms shall be construed as specified in this section:

- A. "Commission" shall mean the Planning Commission of the County of Mono;
- B. "Board" shall mean the Board of Supervisors of the County of Mono;
- C. "Law" or "Code" shall mean the ordinances of the County of Mono, the Constitution of the State of California, and any other law of the State of California that is applicable;
- D. "Director" shall mean the Community Development Director of the County of Mono; and
- E. "Staff" shall mean any County employee reporting to the Planning Commission for the County of Mono.

ARTICLE VIII

ADOPTION

SECTION 1. ADOPTION

The foregoing rules and regulations of the Planning Commission of the County of Mono were adopted by action of the Planning Commission of the County of Mono at its regular meeting held on the ~~7th day of the month of April, 1998~~, **13th day of the month of February 2014**, and signed by Planning Commission Chair ~~James R. Stimson~~, **Daniel Roberts**.

REAFFIRMATION OF
MONO COUNTY PLANNING COMMISSION
RULES & REGULATIONS

~~Sally Miller~~ **Daniel Roberts**, Chair

DATED: ~~April 9, 1998~~ **February 13, 2014**

ATTEST:

~~Penny Padgett~~ **C.D. Ritter**, Secretary
Mono County Planning Commission