



AGENDA

MONO COUNTY HOUSING AUTHORITY

STATE OF CALIFORNIA

Meeting Location: Mono Lake Room, 1st Fl., County Civic Center, 1290 Tavern Rd., Mammoth Lakes, CA 93546

April 15, 2025

TELECONFERENCE INFORMATION

This meeting will be held in person at the location listed above. Additionally, a teleconference location will be available where the public and members of the Board may participate by electronic means.

1. Bridgeport Teleconference Location – Mono County Courthouse, Second Floor Board Chambers, 278 Main Street, Bridgeport, CA. 93517;
2. Zoom Webinar. Absent participation by a member of the Board under AB 2449, the Zoom Webinar is provided as a courtesy participation method but is not guaranteed.

Members of the public may participate in person at the above listed locations, or, if available, via the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below.

To join the meeting by computer:

Visit <https://monocounty.zoom.us/j/87850497416> or visit <https://www.zoom.us/>, click on "Join A Meeting" and enter the Zoom Webinar ID 878 5049 7416.

To provide public comment, press the "Raise Hand" button on your screen.

To join the meeting by telephone:

Dial (669) 900-6833, then enter Zoom Webinar 878 5049 7416

To provide public comment, press *9 to raise your hand and *6 to mute/unmute.

Additionally, if available, you may view the live stream of the meeting by visiting:

https://monocounty.granicus.com/MediaPlayer.php?publish_id=bced914c-c97d-4dae-a95f-b8d1394b1b02

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5530 or bos@mono.ca.gov. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130). Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517) and online at <http://monocounty.ca.gov/bos>. Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board and online.

2:00 PM Call meeting to Order

Pledge of Allegiance

1 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

2. AGENDA ITEMS

A. Election of Officers

Departments: Clerk of the Board

5 minutes

The Officers of the Board shall be a Chairman and a Vice-Chairman. The Chairman and Vice-Chairman shall be elected at the Annual Meeting of the Board from among the Commissioners of the Authority and shall hold office for one year or until their successors are elected and qualified.

Recommended Action: Elect a Chairman and Vice-Chairman for the Mono County Housing Authority.

Fiscal Impact: None.

B. Minutes of July 18, 2023 Housing Authority Meeting

Departments: Clerk of the Board

5 minutes

Approval of minutes of the July 18, 2023 Housing Authority Meeting.

Recommended Action: Approve minutes of the July 18, 2023 Housing Authority Meeting.

Fiscal Impact: None.

C. Housing Authority Overview

Departments: County Counsel

10 Minutes

(Christopher Beck, County Counsel) - Presentation by County Counsel regarding the formation and purpose of the Mono County Housing Authority.

Recommended Action: None, informational only.

Fiscal Impact: None

D. Market Update: Building Permit Statistics

Departments: Community Development - Building

10 minutes

(Michael Jones, Building Permit Technician) - Presentation by Michael Jones

regarding 2024 Building Permit statistics.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: Permit fee revenue and plan check/staff expenses are included in the Building Division budget.

E. 2024 Mono County Annual Progress Report for the State Department of Housing and Community Development

Departments: Community Development

15 minutes

(Aaron Washco, Planning Analyst) - Presentation by Aaron Washco regarding Mono County's 2024 Annual Progress Report (APR) to the State Department of Housing and Community Development (HCD).

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: None. The APR is required annually and staff time to draft the report is included in the department budget.

F. Eastern Sierra Community Housing Programs in Unincorporated Mono County

Departments: Community Development, Eastern Sierra Community Housing

30 minutes

(Patricia Robertson, ESCH Executive Director) - Presentation by Patricia Robertson regarding Eastern Sierra Community Housing's programs in unincorporated Mono County.

Recommended Action: None (informational only). Provide any desired direction to County staff.

Fiscal Impact: None at this time. Funding for existing programs are included in the adopted County budget.

G. Report on Mono County Housing Programs

Departments: Community Development, CAO, Behavioral Health, Health and Human Services, County Counsel

45 minutes

(Wendy Sugimura, Community Development Director; Aaron Washco, Planning Analyst; Sandra Moberly, County Administrative Officer) - Presentation by County staff on housing programs undertaken by Mono County.

Recommended Action: None (informational only). Provide any desired direction

to staff.

Fiscal Impact: None. Programs are included in approved departmental budgets.
ADJOURN



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE April 15, 2025

DEPARTMENT

**ADDITIONAL
DEPARTMENTS**

TIME REQUIRED 5 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Election of Officers

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The Officers of the Board shall be a Chairman and a Vice-Chairman. The Chairman and Vice-Chairman shall be elected at the Annual Meeting of the Board from among the Commissioners of the Authority and shall hold office for one year or until their successors are elected and qualified.

RECOMMENDED ACTION:

Elect a Chairman and Vice-Chairman for the Mono County Housing Authority.

FISCAL IMPACT:

None.

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time

Who

Approval



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	5 minutes	PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Minutes of July 18, 2023 Housing Authority Meeting		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Approval of minutes of the July 18, 2023 Housing Authority Meeting.

RECOMMENDED ACTION:

Approve minutes of the July 18, 2023 Housing Authority Meeting.

FISCAL IMPACT:

None.

CONTACT NAME: Queenie Barnard

PHONE/EMAIL: 7609325534 / qbarnard@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
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YES NO

ATTACHMENTS:

<p>Click to download</p> <p> July 18, 2023 DRAFT Minutes</p>
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History

Time	Who	Approval
4/10/2025 4:21 PM	County Counsel	Yes

4/9/2025 5:15 PM

Finance

Yes

4/10/2025 6:13 PM

County Administrative Office

Yes



**DRAFT MEETING MINUTES
MONO COUNTY HOUSING AUTHORITY
STATE OF CALIFORNIA**

Meeting Location: Mono Lake Room, 1st Fl., County Civic Center, 1290 Tavern Rd., Mammoth Lakes, CA 93546

July 18, 2023

Backup Recording	Zoom
Minute Orders	M23-001
Resolutions	None
Ordinance	None

2:17 PM Meeting called to order by Chair Duggan.

Supervisors Present: Duggan, Gardner, Kreitz, Peters, and Salcido. (All attended in person, teleconference, or via zoom).

Supervisors Absent: Supervisor Salcido left during item #2b.

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015, forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>

Pledge of Allegiance led by Supervisor Peters.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

2. AGENDA ITEMS

A. Board Minutes

Departments: Clerk of the Board

(Danielle Patrick, Senior Deputy Clerk - Elections Assistant) - Approval of Board minutes from the July 2022, Housing Authority meeting.

Action: Approved the Board minutes from the July 19, 2022, Housing Authority meeting.

Peters moved; Salcido seconded

Note:

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

Vote: 5 Yes, 0 No

M23-001

B. Report on Housing Authority Purpose and Formation

Departments: County Counsel

(Christopher Beck, Assistant County Counsel) - Presentation by Christopher Beck regarding the purpose and formation of the Mono County Housing Authority.

Action: None.

Christopher Beck, Assistant County Counsel:

- Presented item.

C. Report on Mono County Housing Programs

Departments: Community Development

(Wendy Sugimura, Community Development Director) - Report that provides updates on Mono County Housing Programs will be returned to the Mono County Board of Supervisors at a future meeting.

Action: None.

Wendy Sugimura, Community Development Director:

- Presented item.

ADJOURNED at 3:08 PM.

ATTEST

**RHONDA DUGGAN
CHAIR OF THE BOARD**

**DANIELLE PATRICK
SENIOR DEPUTY CLERK OF THE BOARD**

Note:

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



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 Minutes	PERSONS APPEARING BEFORE THE BOARD	Christopher Beck, County Counsel
SUBJECT	Housing Authority Overview		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by County Counsel regarding the formation and purpose of the Mono County Housing Authority.

RECOMMENDED ACTION:

None, informational only.

FISCAL IMPACT:

None

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

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YES NO

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Presentation

History

Time	Who	Approval
3/24/2025 2:44 PM	County Counsel	Yes

4/8/2025 10:04 AM

Finance

Yes

4/8/2025 10:11 AM

County Administrative Office

Yes

HOUSING AUTHORITY OVERVIEW



WHAT IS A HOUSING AUTHORITY

Health & Safety Code 34201.

- ▶ It is hereby declared:
- ▶ (a) That there exist in the State insanitary or unsafe dwelling accommodations and that persons of low income are forced to reside in such accommodations; that within the State there is a shortage of safe or sanitary dwelling accommodations available at rents which persons of low income can afford and that such persons are forced to occupy overcrowded and congested dwelling accommodations; that these conditions cause an increase in and spread of disease and crime and constitute a menace to the health, safety, morals, and welfare of the residents of the State and impair economic values; that these conditions necessitate excessive and disproportionate expenditures of public funds for crime prevention and punishment, public health and safety, fire and accident protection, and other public services and facilities.



WHAT IS A HOUSING AUTHORITY

Health & Safety Code 34240: In each county and city there is a public body corporate and politic known as the housing authority of the county or city. The authority shall not transact any business or exercise its powers unless, by resolution, the governing body of the county or city declares that there is need for an authority to function in it.

Health & Safety Code 34240.1: Notwithstanding the provisions of Section 34240, the governing body of any city or county may, upon declaration by resolution that there is a need for an authority to function in it, enter into an agreement with any other city or county whose governing body has declared by resolution the need for an authority to function in it, to form an area housing authority in the manner set forth in Sections 34246 and 34247.



WHAT IS A HOUSING AUTHORITY

Health & Safety Code 34242: The governing body may adopt a resolution declaring that there is need for a housing authority if it finds either of the following:

- (a) That insanitary or unsafe inhabited dwelling accommodations exist in the county or city.
- (b) That there is a shortage of safe or sanitary dwelling accommodations in such county or city available to persons of low income at rentals they can afford.

Health & Safety Code 34243: In determining whether dwelling accommodations are unsafe or insanitary the governing body may take into consideration:

- (a) The degree of overcrowding.
- (b) The percentage of land coverage.
- (c) The light, air, space, and access available to the inhabitants of such dwelling accommodations.
- (d) The size and arrangement of the rooms.
- (e) The sanitary facilities.
- (f) The extent to which conditions exist in such buildings which endanger life or property by fire or other causes.



WHAT IS A HOUSING AUTHORITY

Health & Safety Code 34271: When the governing body of a county adopts such a resolution it shall appoint five persons as commissioners of the authority. The governing body shall appoint two additional commissioners who are tenants of the authority if the authority has tenants, or within one year after the authority first does have tenants. One such tenant commissioner shall be over 62 years of age if the authority has tenants of such age.



HOUSING AUTHORITIES - GENERALLY

- ▶ Two Main Programs Traditionally
 - ▶ HCV & Public Housing
- ▶ Other Programs
 - ▶ VASH Vouchers, RAD, Homeownership, Financial and Credit Counseling, etc.



HOUSING AUTHORITIES - GENERALLY

Powers of Housing Authorities

A Public Body Corporate and Politic (H&S Code 34310)

An Authority May:

- ▶ Sue and be sued
- ▶ Have a seal and alter it
- ▶ Have perpetual succession
- ▶ Make and execute contracts and other instruments
- ▶ Make, amend, and repeal by-laws and regulations (H&S Code 34311)



ROLE OF THE HOUSING AUTHORITY

- ▶ An Authority May Undertake:
 - ▶ Carry out, acquire, lease, and operate housing projects for persons of low income
 - ▶ Construct, reconstruct, improve, alter or repair all or part of any housing project
 - ▶ Provide leased housing to persons of low income
 - ▶ Provide financing for the acquisition, construction, rehabilitation, refinance or development of low-income housing [including issuing tax-exempt bonds]
 - ▶ Provide counseling, and referral services for housing
 - ▶ Acquire, construct, improve mobile home parks [20% rule] (H&S Code 34312)



ROLE OF THE HOUSING AUTHORITY

An Authority May:

(a) Investigate into living, dwelling, and housing conditions and into the means and methods of improving such conditions.

(b) Determine where slum areas exist or where there is a shortage of decent, safe, and sanitary dwelling accommodations for persons of low income.

(c) Make studies and recommendations relating to the problem of clearing, replanning, and reconstructing of slum areas, and the problem of providing dwelling accommodations for persons of low income, and cooperate with the city, the county, the State or any of its political subdivisions in action taken in connection with such problems.

(d) Engage in research, studies, and experimentation on the subject of housing. (H&S Code 34317)



ROLE OF THE HOUSING AUTHORITY

Acting through one or more commissioners or other person or persons designated by it, an authority may:

(a) Conduct investigations, hear testimony, and take proof under oath at public or private hearings on any matter material for its information.

(b) Administer oaths, issue subpoenas requiring the attendance of witnesses or the production of books and papers, and issue commissions for the examination of witnesses who are outside of the State, unable to attend before the authority, or excused from attendance.

(c) Make available to appropriate agencies, including those charged with the duty of abating nuisances or like conditions or of demolishing unsafe or insanitary structures within its area of operation, its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety, or welfare. (H&S Code 34318)



HOUSING AUTHORITIES – REPORTING REQUIREMENTS

Depending on funding sources, annual reports to the State of California and United States Department of Housing and Urban Development.



QUESTIONS





**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Michael Jones, Building Permit Technician
SUBJECT	Market Update: Building Permit Statistics		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Michael Jones regarding 2024 Building Permit statistics.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

Permit fee revenue and plan check/staff expenses are included in the Building Division budget.

CONTACT NAME: Michael Jones

PHONE/EMAIL: 760-924-1825 / mjones@mono.ca.gov

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SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> presentation</p>

History

Time	Who	Approval
4/8/2025 9:29 AM	County Counsel	Yes

4/8/2025 10:05 AM

Finance

Yes

4/8/2025 10:11 AM

County Administrative Office

Yes

Mono County Community
Development

2024 Building Permit Statistics

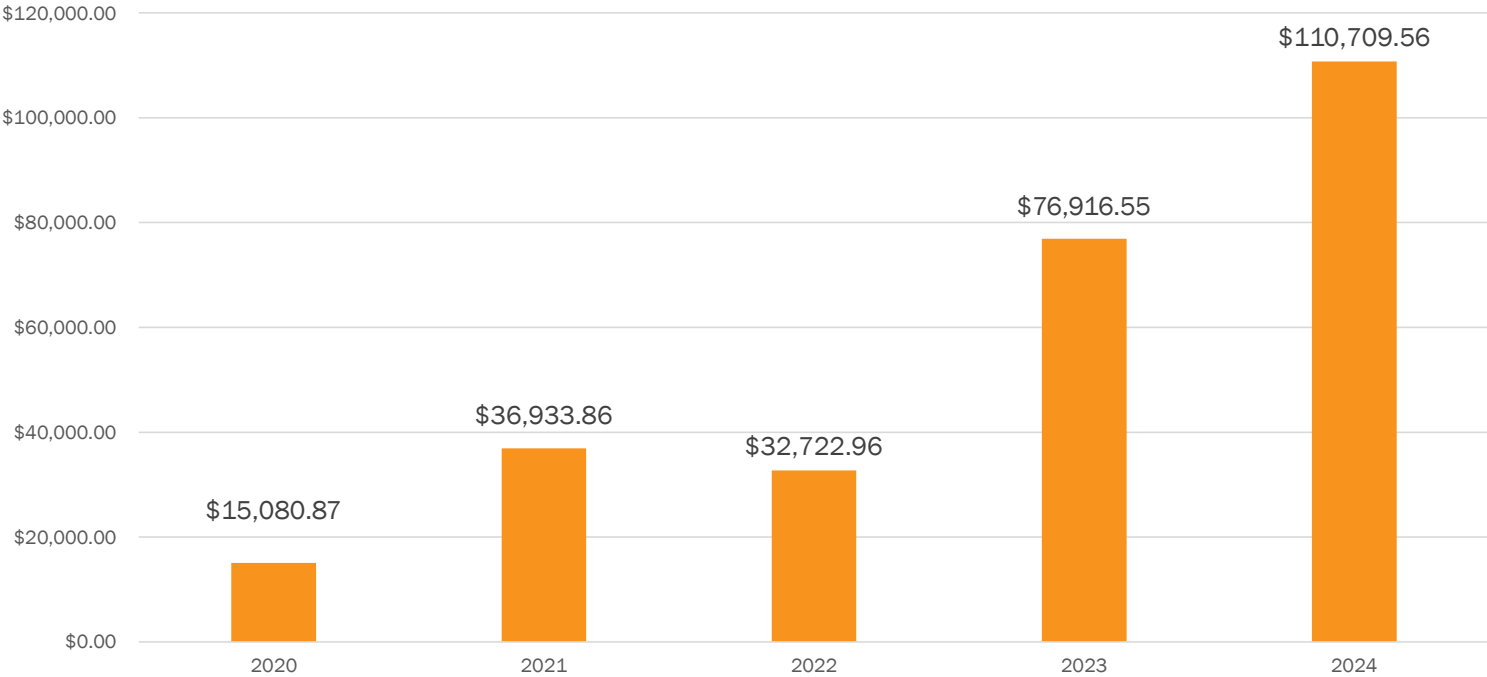
February 5, 2024

Policy Overview

- The Housing Mitigation Ordinance (HMO) was adopted in December 2019 and went into effect February 10, 2020
- As of the end of 2024, \$272,363 in funds have been collected from HMO fees at building permit issuance
- Two Director Review permits prohibiting short-term rentals have been issued to exempt a property from HMO fees, at the request of the homeowner



Housing Mitigation Ordinance Fees Collected (by year) 2020 – 2024

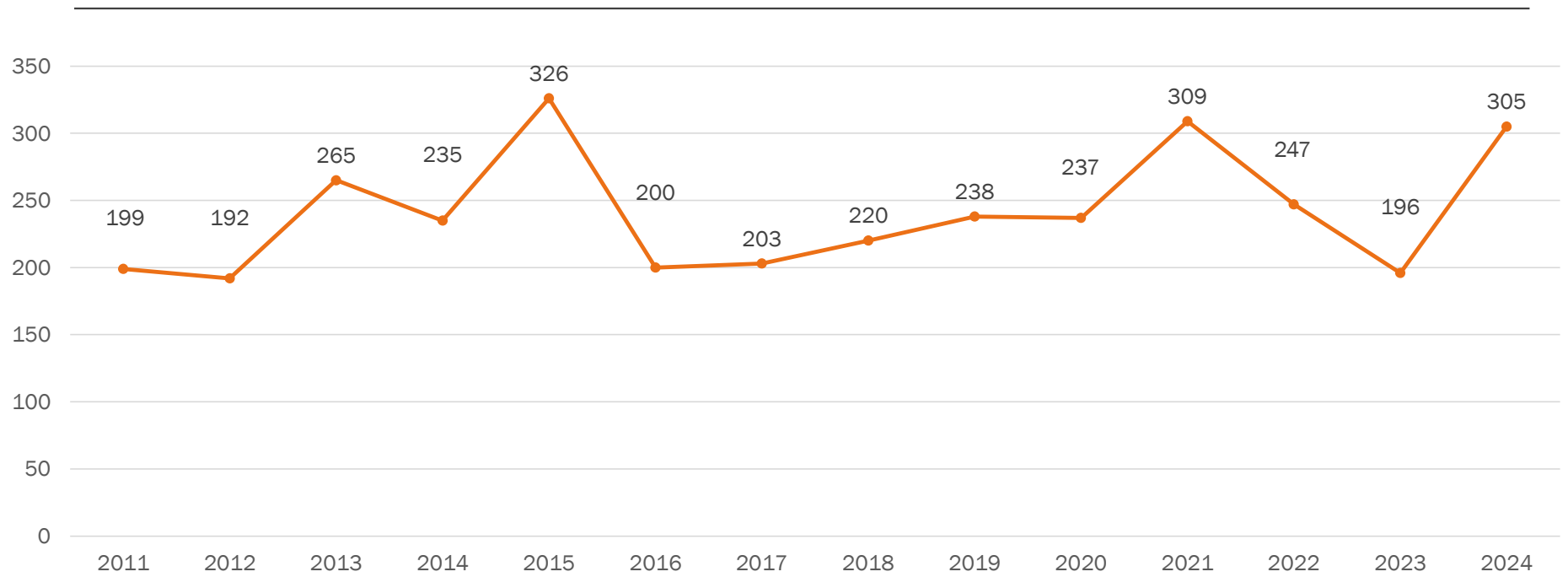


Permit Overview

- Annual Permit Application Data (2011 – 2024)
 - Applications Submitted
- Annual Issued Permit Data (2011 – 2024)
 - Permits Issued
 - Total Valuations
- Permitting and Plan Check Fees (2015 – 2024)
- Monthly Issued Permit Data (2021 – 2024)

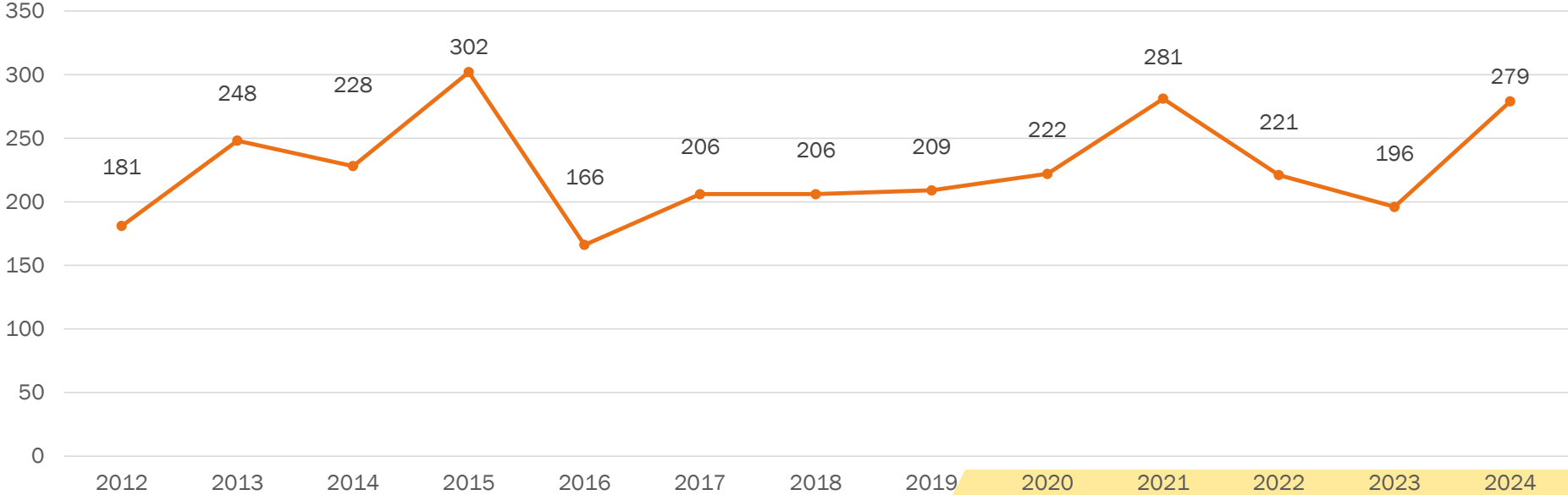


Permit Applications Received 2011 – 2024

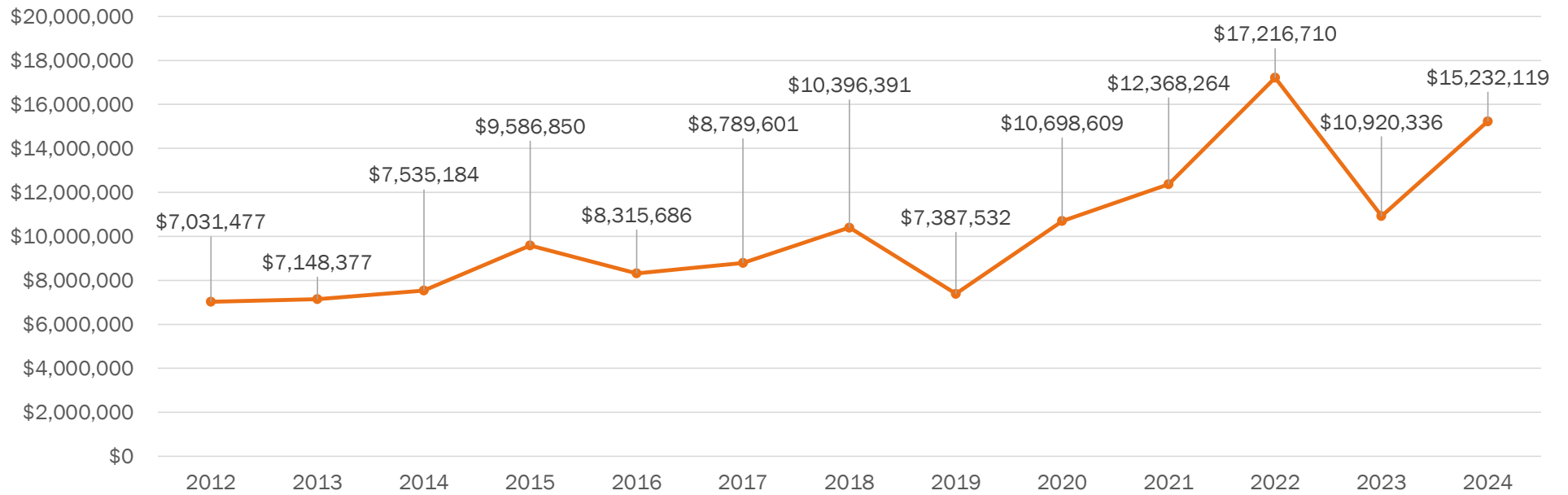


Issued Permits 2011 – 2024

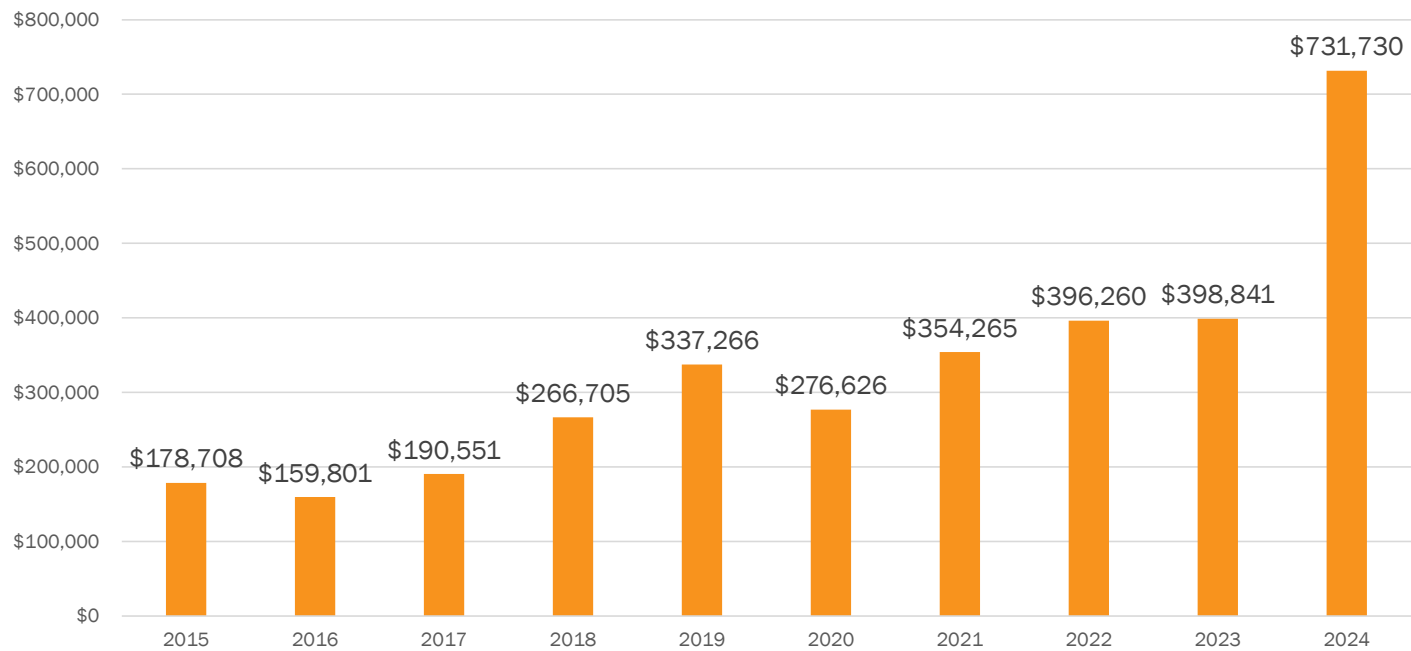
Permits Issued



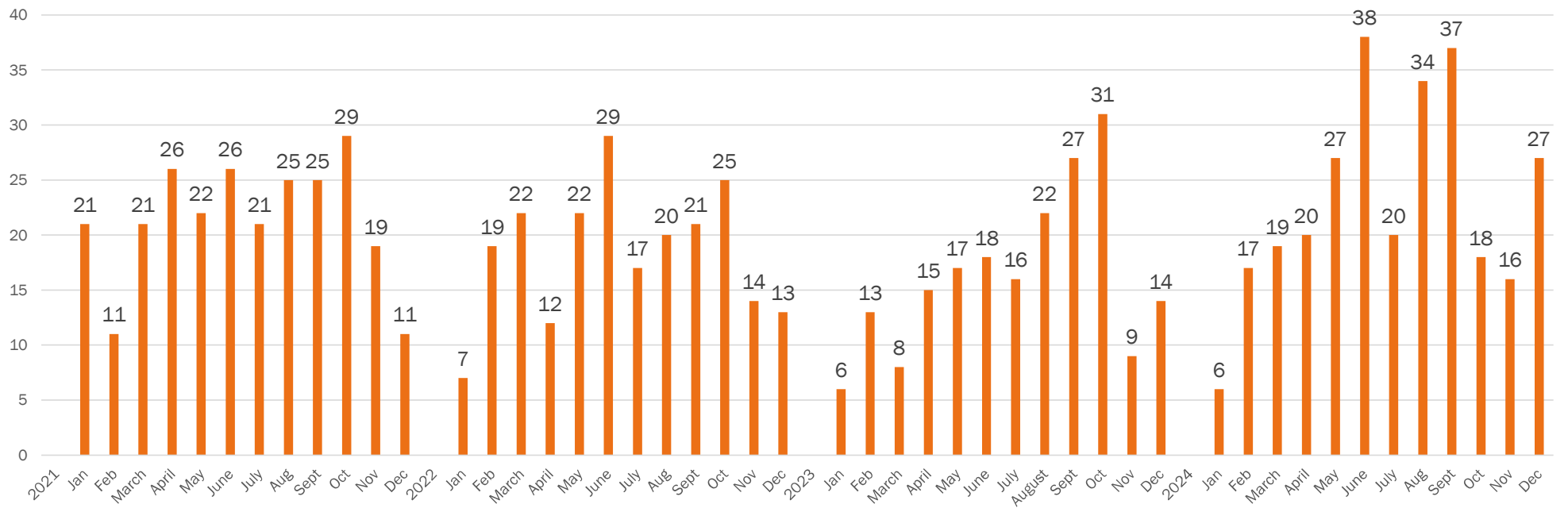
Issued Permit Valuations 2011 – 2024



Permitting and Plan Check Fees Collected (by year) 2015 – 2024



Permits Issued Monthly (2021 – 2024)





**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Aaron Washco, Planning Analyst
SUBJECT	2024 Mono County Annual Progress Report for the State Department of Housing and Community Development		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Aaron Washco regarding Mono County's 2024 Annual Progress Report (APR) to the State Department of Housing and Community Development (HCD).

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

None. The APR is required annually and staff time to draft the report is included in the department budget.

CONTACT NAME: Aaron Wascho

PHONE/EMAIL: 760-924-1810 / awashco@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
staff report
presentation slides

History

Time	Who	Approval
4/8/2025 11:24 AM	County Counsel	Yes
4/8/2025 10:06 AM	Finance	Yes
4/8/2025 11:28 AM	County Administrative Office	Yes

Mono County Housing Authority

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

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

April 15, 2025

To: Mono County Housing Authority

From: Aaron M. Washco, Planning Analyst

Re: REPORT ON 2024 MONO COUNTY HCD ANNUAL PROGRESS REPORT

RECOMMENDATION

Receive update on Mono County's 2024 California Department of Housing and Community Development Annual Progress Report and provide any desired direction to staff.

BACKGROUND

Since 1969, California has required that all local governments adequately plan to meet the housing needs of everyone in the community, at all income levels. California's local governments meet this requirement by adopting housing plans (a.k.a. housing elements) as part of their general plan. Local jurisdictions are also required to prepare an annual progress report (APR) on the jurisdiction's status and progress in implementing its housing element using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The APR reports statistics on housing unit building permit applications, housing unit building permit issuance, and Certificates of Occupancy issued.

Another primary function of the housing element APR data is for HCD to track each local government's progress towards meeting its Regional Housing Needs Allocation (RHNA) each year and over the 5- or 8-year planning cycle. The key benchmark for tracking RHNA progress is issued building permits. For Mono County's Sixth Cycle Housing Element, covering 2019-2027, Mono County was determined to have a regional housing need for a total of 85 housing units.

Each jurisdiction's APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) by April 1 of each year covering the previous calendar year. Mono County's 2024 APR was submitted to HCD on March 28, 2025.

DISCUSSION

In calendar year 2024, Mono County received building permit applications for 40 housing units, issued building permits for 28 housing units, and issued Certificates of Occupancy for 23 housing units. It is important to note that the project proponents of the 28 housing units for which building permits were issued in 2024, and the 23 housing units for which Certificates of Occupancy were issued in 2024, did not necessarily submit building permit applications in 2024.¹ It is possible for a housing unit to show up in three separate APRs for each of the three milestones tracked.

¹ 17 of the 28 housing units which had a building permit issued in 2024 submitted applications in 2024.

2024 saw more housing units issued building permits than any prior year in the Sixth Cycle. The next closest totals were in 2019 and 2021, both of which saw 17 housing units with building permits issued. For the building permits issued in 2024, which is the benchmark for tracking RHNA progress, the income levels of the 28 units are as follows:

Income Level	Units Permitted - 2024
Very Low	12
Low	4
Moderate	8
Above Moderate	4
Total	28

None of the housing units with permits issued in 2024 will be deed restricted. Rather, income levels are calculated based on the project valuation and number of bedrooms using a calculator provided by HCD.

Building permits issued, by structure type, are noted in the table below:

Structure Type	# of Units (% of Total)
Single-Family Detached	12 (53.97%)
Multi-Family Residential	0 (0%)
Accessory Dwelling Unit	5 (17.86%)
Manufactured Home	8 (28.57%)
Total	28 (100%)

Of note, zero building permits were issued for multi-family units in 2024. Mono County also issued zero Certificates of Occupancy and received zero applications for multi-family housing units in calendar year 2024.

Mono County's total RHNA progress in the 6th Cycle Housing Element is as follows:

Income Level	RHNA Allocation (2019-2027)	Units Permitted (2019-2024)
Extremely Low ²	7	8
Very Low	13	15
Low	16	19
Moderate	21	24
Above Moderate	35	40
Total	85	98

As shown in the above table, in 2024 Mono County hit its overall RHNA, as well as its RHNA in every individual income category, for the Sixth Cycle Housing Element (2019-2027).

For additional information about Mono County's 2024 HCD APR, please see the attached presentation slides.

Attachment

- (1) Presentation Slides, 2024 HCD APR

² Extremely Low Income is a subcategory of Very-Low Income, meaning these seven units are counted in two different income levels.

Mono County Community
Development

2024 HCD Annual Progress Report

Aaron M. Washco
Community Development
Planning Analyst

2024 Housing Unit Permit Data

- Building Permit applications submitted for 40 housing units
- Building Permits issued for 28 housing units
- Certificates of Occupancy issued for 23 housing units



Building Permit Applications by Affordability Level

Income Level	Number of Units (% of Total)
Very Low	15 (37.5%)
Low	9 (22.5%)
Moderate	9 (22.5%)
Above Moderate	7 (17.5%)
Total	40 (100%)

Building Permit Applications by Structure Type

Structure Type	Number of Units (% of Total)
Single-Family Detached	19 (47.5%)
Multi-Family Residential	0 (0%)
Accessory Dwelling Unit	11 (27.5%)
Manufactured Home	10 (25%)
Total	40 (100%)

Building Permits Issued by Affordability Level

Income Level	Number of Units (% of Total)
Very Low	12 (42.86%)
Low	4 (14.29%)
Moderate	8 (28.57%)
Above Moderate	4 (14.29%)
Total	28 (100%)

Building Permits Issued by Structure Type

Structure Type	Number of Units (% of Total)
Single-Family Detached	15 (53.97%)
Multi-Family Residential	0 (0%)
Accessory Dwelling Unit	5 (17.86%)
Manufactured Home	8 (28.57%)
Total	28 (100%)

Certificates of Occupancy Issued by Affordability Level

Income Level	Number of Units
Very Low	6 (26.1%)
Low	1 (4.35%)
Moderate	8 (34.78%)
Above Moderate	8 (34.78%)
Total	23 (100%)

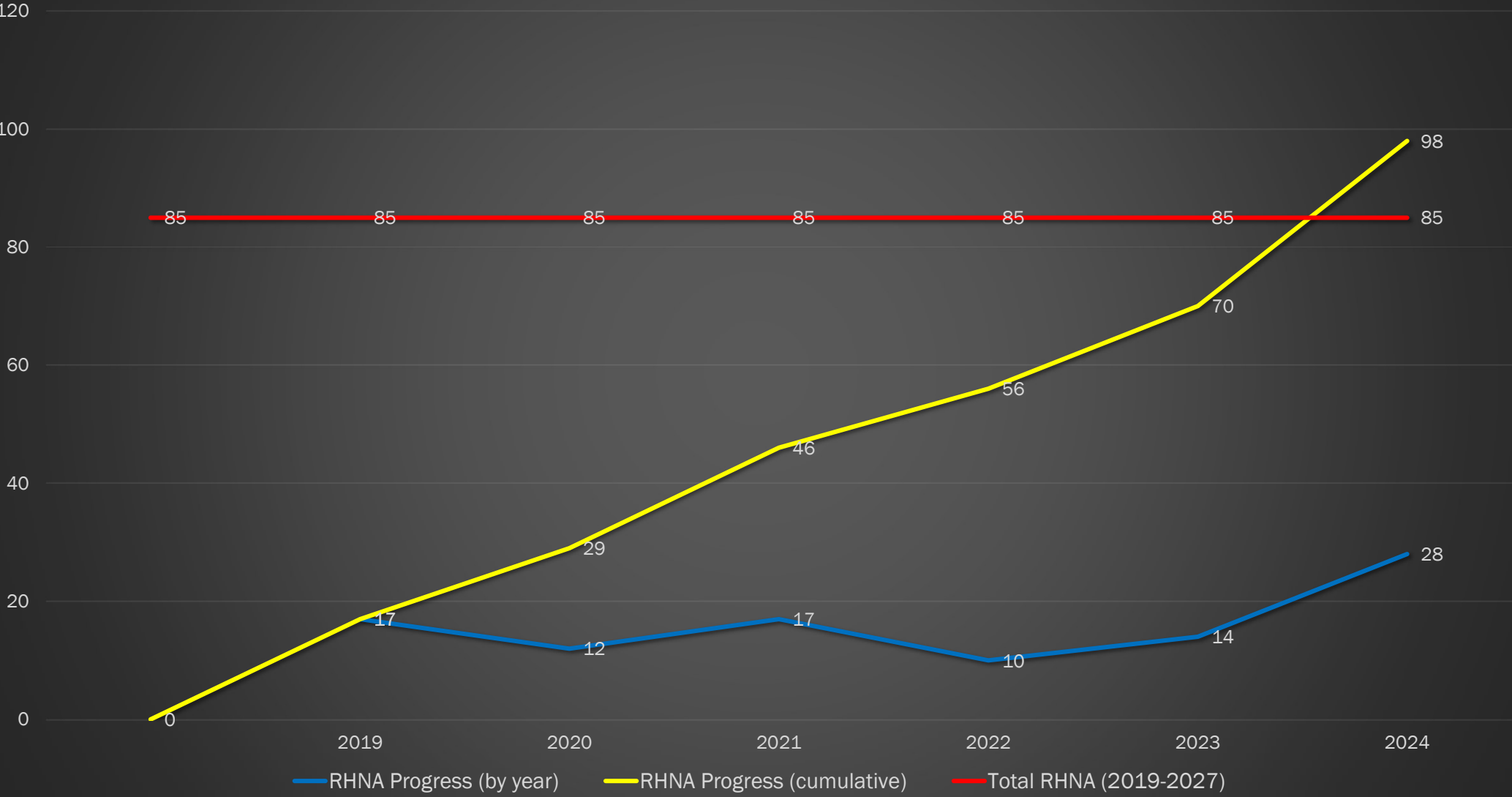
Certificates of Occupancy Issued by Structure Type

Structure Type	Number of Units
Single-Family Detached	16 (69.57)
Multi-Family Residential	0 (0%)
Accessory Dwelling Unit	1 (4.35%)
Manufactured Home	6 (26.1%)
Total	23 (100%)

2024 Regional Housing Needs Allocation Progress

Income Level	RHNA Allocation - 2019-2027	Units Permitted- 2024 (% of RHNA)
Extremely Low*	7*	7* (100%)
Very Low	13	12 (92.31%)
Low	16	4 (25%)
Moderate	21	8 (38.1%)
Above Moderate	35	4 (11.43%)
Total	85	28 (32.94%)

RHNA Progress by Year (2019-2027)



2024 Regional Housing Needs Allocation Progress

Income Level	RHNA Allocation (2019-2027)	Units Permitted (2019-2024)
Extremely Low	7	8
Very Low	13	15
Low	16	19
Moderate	21	24
Above Moderate	35	40
Total	85	98



Questions?



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

[Print](#)

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	30 minutes	PERSONS APPEARING BEFORE THE BOARD	Patricia Robertson, ESCH Executive Director
SUBJECT	Eastern Sierra Community Housing Programs in Unincorporated Mono County		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Patricia Robertson regarding Eastern Sierra Community Housing's programs in unincorporated Mono County.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to County staff.

FISCAL IMPACT:

None at this time. Funding for existing programs are included in the adopted County budget.

CONTACT NAME: Patricia Robertson

PHONE/EMAIL: 978-809-2515 / patricia@eschousing.org

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time

Who

Approval

4/10/2025 4:22 PM

County Counsel

Yes

4/9/2025 5:14 PM

Finance

Yes

4/10/2025 6:13 PM

County Administrative Office

Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	April 15, 2025	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	45 minutes	PERSONS APPEARING BEFORE THE BOARD	Wendy Sugimura, Community Development Director; Aaron Washco, Planning Analyst; Sandra Moberly, County Administrative Officer
SUBJECT	Report on Mono County Housing Programs		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by County staff on housing programs undertaken by Mono County.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

None. Programs are included in approved departmental budgets.

CONTACT NAME: Aaron Washco

PHONE/EMAIL: 760-924-1810 / aawashco@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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staff report

History

Time	Who	Approval
4/8/2025 11:26 AM	County Counsel	Yes

4/8/2025 10:06 AM

Finance

Yes

4/8/2025 11:29 AM

County Administrative Office

Yes

Mono County Housing Authority

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

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

April 15, 2025

To: Mono County Housing Authority

From: Aaron M. Washco & Wendy Sugimura – Community Development
Sandra Moberly, County Administrative Officer
Allison Shaw, CAO Office Manager
Tyrone Grandstrand, Housing Opportunities Manager
Amanda Greenberg – Behavioral Health
Kathy Peterson – Health and Human Services
Chris Beck – County Counsel

Re: REPORT ON MONO COUNTY HOUSING PROGRAMS

RECOMMENDATION

Receive update on County housing programs and provide any desired direction to staff.

DISCUSSION OF HOUSING FUNDING

The following provides an overview of current funding available for Mono County housing programs:

Completed/Past Grant and Funding Programs

- Whole-person Care Grant for \$448,634 was awarded to the County in April 2020. The funds were used for a contribution to Eastern Sierra Community Housing's (ESCH's) Innsbruck Lodge (15 affordable housing units in the Town of Mammoth Lakes) and rental subsidies during COVID-19.
- General Fund contributions of \$400,000: The Board allocated \$200,000 from the General Fund for two consecutive years in 2018-2019 and 2019-2020. The funding was used for the Home Key project.
- SB2 Grant: \$160,000 for 1) Prescriptive Designs for Accessory Dwelling Units (ADU) and 2) Creation of a California Environmental Quality Act (CEQA) streamlining checklist for greenhouse gas (GHG) emissions and updates that establish vehicle miles traveled (VMT) standards consistent with SB 743.
- California Development Block Grant (CDBG): \$250,000 to inventory special district services, assess special district service capacity barriers to increasing housing stock, and develop programs and projects to overcome those barriers.
- Regional Early Action Planning (REAP) Grant: \$121,517 for staff costs on the Mono County Housing Policy Analysis that was completed by the Housing Opportunities Manager.
- Local Early Action Planning (LEAP) Grant: \$65,000 for the short-term rental study conducted in 2024 by BAE Urban Economics and MIG, Inc. Mono County must still complete the short-term rental policy revisions that resulted from the study and submit the adoption to the state.

- \$17,825 in general fund budget allocations to maintain prescriptive designs for accessory structures (e.g., garages) and accessory dwelling units in compliance with California Building Codes.
- Over \$1,102,976 in program and grant funding has been received/spent on Mono County housing programs since approximately 2020.

Affordable Housing Fund

A variety of revenue contributes funding to the Affordable Housing fund. Examples include the following:

- Property sales (Birch Creek Condo in June Lake, Benton units) for the operation of transitional and affordable housing
- Housing Mitigation Ordinance fees (see below)
- Transient Occupancy Tax (TOT) revenue
- General Fund contributions
- Housing grants, when permitted.

The current balance in the Affordable Housing Fund as of this staff report is \$3,179,381.

Housing Mitigation Ordinance

The Housing Mitigation Ordinance (HMO)¹ was adopted in December 2019 and went into effect February 10, 2020. The intent of the HMO is to improve the health, safety and general welfare of the citizens of Mono County through the development of affordable housing. All HMO fees collected are deposited into the Mono County Affordable Housing Fund, which is administered by the Mono County Board of Supervisors to implement housing programs with a focus on those identified as priorities, as well as other programs that meet housing needs through acquisition, rehabilitation, preservation, or subsidy. As of the date of publication, a total of \$400,576 in funds have been collected from HMO fees, including \$106,033 in 2023 and \$164,448 in 2024. Affordable housing projects, as defined by state law and deed restricted as such; accessory dwelling units; and single- or multi- family projects prohibiting short-term rentals (and thus requiring units to be owned as primary residences or used for long-term rentals) are exempt from HMO fees. Two Director Review permits prohibiting short-term rentals have been issued in order to exempt a property from HMO fees, at the request of the homeowner. These properties are prohibited from renting on a short-term basis and if they would like to rent short-term in the future they would need to pay HMO fees. These activities are staffed by the Building and Planning Divisions.

Local Housing Trust Fund

The fund balance is \$672,994 and consists of Permanent Local Housing Allocation (PLHA) Program funds plus the County match for that program, and interest. PLHA provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.

County First-Time Homebuyer Program

The fund balance is \$1,784,703. See program description below.

¹ The Housing Mitigation Ordinance is located at the following webpage: <https://monocounty.ca.gov/community-development/page/housing-mitigation-ordinance>.

DISCUSSION OF CURRENT PROGRAMS

The following provides an overview of current Mono County housing programs relevant to the Housing Authority:

Revolving Loan Fund

On November 17, 2015, the Mono County Board of Supervisors approved resolution R15-81 authorizing the creation of a Revolving Loan Fund (RLF) for the purchase of deed-restricted housing within the Town of Mammoth Lakes and authorizing the CAO, in consultation with County Counsel, to negotiate and execute loan agreements. The revolving loan fund is used for short-term loans (up to one year) from the Mono RLF by Eastern Sierra Community Housing for the acquisition and resale of deed restricted housing units within the Town for the purpose of preserving housing for low-income, moderate-income and workforce households. Units purchased are marketed for sale at below-market rate. This program is managed by Finance, County Counsel and Eastern Sierra Community Housing.

Bridgeport Apartments & County Rental Units

On May 14, 2024, Mono County purchased property in Bridgeport that includes four apartments and a manager's unit, previously known as the Bridgeport Junction Apartments. The purchase agreement resulted in the County taking possession of the property on October 15, 2024. The four apartments had been used as short-term rentals for several years, and the County's purchase provides additional long-term housing for the Bridgeport community. Staff is currently working to finalize repairs to the property and execute leases with interested tenants.

The County had previously owned one unit in the Birch Creek Condominiums in June Lake and two units in Benton. The June Lake unit was sold to Inyo-Mono Advocates for Community Action (IMACA) as transitional housing and was transferred to Eastern Sierra Community Housing who now operates it. The Benton units were sold to the Utu Gwaitu Tribe for tribal housing.

County First-Time Homebuyer Program

The Mono County First Time Homebuyer (FTHB) Program provides gap financing to first-time homebuyers that income qualify. Currently, 11 loans are active for amounts ranging from \$33,000 to \$188,000 and four loans have been re-paid, resulting in \$1,176,563 of financial assistance to a total of 15 households. All loans are 30-year deferred loans with the earliest term being August of 2036 provided the First Time Homebuyers stay in their home and do not sell. The FTHB program is currently operated by Eastern Sierra Community Housing but loan monitoring is performed by County staff. The First-Time Homebuyer Program has been funded in the past utilizing both HOME and CDBG grant programs, federal funds administered by the CA Department of Housing & Community Development. The program is not currently funded but staff is looking at options to continue funding this program.

Behavioral Health Housing Programs/Activities

Mono County Behavioral Health (MCBH) continues to rent a property in Mammoth Lakes for the purpose of providing transitional housing to clients who meet set criteria. This four-bed property provides housing for individuals experiencing homelessness and/or who are stepping down from institutional settings including jail and residential treatment. In summer and fall of 2024, MCBH helped 13 households move into permanent supportive housing units at "The Sawyer," which is an 81-unit building that comprises Phase I of The Parcel which is called "The Sawyer." MCBH has offices on-site at The Sawyer where clients and community members can access mental health and substance use

disorder services. Staff have played a role in identifying areas of improvement at the building and meet with our property management partners monthly to help clients be as successful as possible in this permanent supportive housing project. MCBH staff also continue to participate in Eastern Sierra Continuum of Care (ESCoC) meetings and initiatives, with one staff member sitting on the Board.

MCBH also received approximately \$1,200,000 in Behavioral Health Bridge Housing grant funds to provide additional rental assistance and hotel/motel vouchers, hire an Analyst-level housing staff person, and to pursue capital/infrastructure projects.

Health and Human Services Housing Programs

The Mono County Health and Human Services Department continues to operate three separate housing and homelessness prevention programs made available through the California Department of Social Services (CDSS) Housing and Homelessness Branch. All three allocations are state-funded, locally administered programs in which participating counties and their partners provide housing-related support to eligible individuals and families. The programs are designed to offer financial assistance and housing-related supportive services, including, but not limited to rental assistance, housing navigation, case management, security deposits, utility payments, moving costs, legal services, and in the case of the HDAP program described below, disability insurance advocacy.

- The **Bringing Families Home** (BFH) Program is designed to reduce the number of families in the child welfare system experiencing or at risk of homelessness, to increase family reunification, and to prevent foster care placement.
- The **Housing and Disability Advocacy** Program (HDAP) was established to assist people experiencing homelessness who are likely eligible for disability benefits by providing advocacy for disability benefits as well as housing supports. HDAP has four core requirements: outreach, case management, disability advocacy, and housing assistance.
- The **Home Safe Program** was established to support the safety and housing stability of individuals involved in Adult Protective Services (APS) by providing housing-related assistance using evidence-based practices for homeless assistance and prevention.

Some of the funds are used to partner with Eastern Sierra Community Housing for an 80% FTE housing navigator/case management position within ESCH to increase housing staff capacity and case management capacity for these programs.

Other programs include:

- The CalWORKs Homeless Assistance (HA) Program helps CalWORKs families meet costs of securing housing through payments for temporary shelter, as well as payments to secure or maintain housing, including a security deposit and last month's rent, or up to two months of rent arrearages.
- The CalWORKs Housing Support Program (HSP) fosters housing stability for families experiencing, or at risk of, homelessness in the CalWORKs program. HSP offers financial assistance and housing-related wraparound supportive services, including but not limited to: rental assistance, housing navigation, case management, security deposits, utility payments, moving costs, interim shelter assistance, legal services, and credit repair.

The key difference between the CalWORKs Homeless Assistance (HA) Program and the Housing Support Program is that HA primarily focuses on providing short-term financial assistance to help CalWORKs families cover immediate housing costs like security deposits or last month's rent to prevent eviction, while the Housing Support Program offers more comprehensive support including case management, temporary shelter, and longer-term rental subsidies to help CalWORKs families achieve stable permanent housing.

Davison House

The County sold the property at 71 Davison Road in Mammoth Lakes in October of 2019 to an affordable housing developer who purchased the property subject to deed restrictions for affordability requiring the creation of 5 units. Thereafter, the County entered into a monitoring agreement with Mammoth Lakes Housing to track compliance with those requirements. The structure requires significant renovation in order to become habitable and the regulatory agreement provides the developer 24 months (i.e., until October of 2021) to conduct those renovations, with the possibility of extension by mutual agreement. The original developer made some progress towards renovation, including obtaining demolition permits from the Town, conducting demolition in accordance with those permits and putting the remodel portion of the work out to bid. Unfortunately, timing fell right in the middle of the COVID crisis and bids received were quite high. The original developer put the property up for sale in 2022 and sold it to a new developer.

The new developer, Victor Martinez, is working with Town and County to resolve issues and develop affordable housing. Staff are in the process of suggesting changes to the use restriction for consideration by the Board of Supervisors to make the project pencil.

The Housing Choice Voucher (Section 8) Housing Program

The housing choice voucher program (Section 8) is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments. Housing choice vouchers for Mono County are administered by Stanislaus County Regional Housing Authority, since 2012. They do not have a local presence. The Housing Authority receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

Section 8 vouchers are not an accessible tool for affordability in our region due to low allocation volume and the absence of the Housing Authority. Currently, the waiting list for vouchers is closed.

Summary of Community Development Housing Programs

The following Community Development Department (CDD) projects and programs were directed through County policy discussions separate from the Housing Element and are therefore tracked separately, although overlap may exist. For a report on Housing Element programs, please see the agenda item in this same April 15, 2025, meeting on the Annual Progress Report for the State

Department of Housing and Community Development (HCD). The CDD concurrently programs Housing Element actions and the policy projects below into its workflow.

Description	Status
<p>The following programs are complete and were addressed through the 2024 CDBG Special District study, which concluded the capacity of special districts to support density increases would be a significant challenge.</p> <ul style="list-style-type: none"> • Adding duplexes as a permitted use in the following Land Use Designations: Estate Residential (ER), Rural Residential (RR), and Single Family Residential (SFR). • Consider adoption of a density bonus policy that goes above and beyond the state’s mandated policy. • Consider the ability for multi-family developments to add more ADUs than currently allowed by the state and reflected by proposed revisions to Chapter 16 of the Land Use Element. 	
<p>Incentivize the development of ADU's</p>	<p>Complete – prescriptive designs completed and released for public use. Designs are updated to maintain compliance with the California Building Code.</p>
<p>Use of mobile homes as ADUs</p>	<p>Complete – mobile homes on a foundation may be used as an ADU.</p>
<p>Reduce design requirements for manufactured and factory-built homes</p>	<p>Complete – included in 2023 General Plan Update</p>
<p>Short-Term Rental policy revisions, includes managing the moratorium</p>	<p>Short-term rental study, public survey, initial direction from Board – Complete.</p> <p>In progress:</p> <ul style="list-style-type: none"> • Mar/Apr 2025: Draft General Plan Amendment (GPA) language • Apr/May: Public review via Regional Planning Advisory Committees (RPACs) and Planning Commission • June: Draft GPA adoption package • July/Aug: Planning Commission GPA public hearing • Sept/Oct: Board GPA public hearing
<p>RVs as residences (includes use as ADUs)</p>	<p>In progress: Compilation of survey data underway. The amount and variety of written comments submitted in the public survey is extensive and requires a tremendous amount of time to process and evaluate.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Summer: Present Planning Commission and Board with survey results, receive policy and process direction

	Alternative: Funding could be allocated to transfer this project to a consultant.
Update the Housing Mitigation Ordinance	CDD's FY 25-26 budget will include a proposal to retain a consultant for a fee study and ordinance update.
Safe Park/Van Life Site – collaborative effort between the Town of Mammoth Lakes, CDD, and County Counsel.	<p>In progress:</p> <ul style="list-style-type: none"> • The following documents were requested in Nov. 2024: site plan, project description, and operation plan for the Low Barrier Navigation Center. • The site plan and project description were received on 3/26/25. As of the drafting of this staff report, the CDD is evaluating the project for compliance with land development standards. • The pending Low Barrier Navigation Center operation plan is required for the CEQA exemption. • County Counsel will draft the lease agreement.
Adding housing as a permitted use in the Specific Plan (SP) Land Use Designation.	Not started.
Conduct a workshop on the term “rural character” to determine if it creates barriers or disincentives.	Not started.