

Wheeler Crest Design Review Committee

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

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

AGENDA

October 26, 2023 - 10:00 am

Location: Crowley Lake Community Center
58 Pearson Road, Crowley Lake, CA 93546

1. Call To Order
2. Public Comment for items not listed on the agenda
(Speakers may be limited to 3 minutes each.)
3. Review and adopt minutes from the September 28, 2023 meeting (pg.1)
4. PUBLIC HEARINGS: (Continued from September 28, 2023) Review current building plans for compliance with the Architectural Guidelines in Appendix B of the Wheeler Crest Area Plan adopted as the Design Review Standards for the District by Ordinance 91-07.
 - A. B23-099 – Proposal for New Single Family residences and a guest house located at APN:064-090-014-000 (pg. 3)
5. Committee Administration
 - A. Bylaws (pg. 21)
6. Informational planning staff updates
7. Future Agenda Items
 - A. Public Works grading standards workshop to include review of erosion control measures and encroachment permits
 - B. Review of WCDR standards; discussion to potentially recommend changes to the Board of Supervisors
 - C. Potential for indexing recorded WCDRC documents against APNs
8. Adjourn

In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the Mono County staff coordinator at (760) 924-1810 within 48 hours prior to the meeting in order to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

Members: Bob Weiland, Judy Beard, Alisa Adriani, Greta Mettauer, Rico Miledi, Reuben Rosen

Wheeler Crest Design Review Committee

Meeting Minutes

9/28/2023 at 10:00 am

Committee Members Present: Bob Weiland, Alisa Adriani, Rico Miledi, Greta Mettauer

Committee Members Absent: Judy Beard, Reuben Rosen

Staff: Brent Calloway; Principle Community Planner

1. Call to Order – Crowley Lake Community Center

By whom: Bob Weiland

10:07 am

2. Public Comments – opened at 10:08 am; closed at 11:02 am

- Bill Goodman; WCFPD Chairman, Resident 940 Rimrock – Discussion around the flooding from the “100-year” storm and snow runoff that occurred in March of 2023. Blocked culverts caused excess water and excess mud to be pushed into the cul-de-sac and into neighboring properties (940, 943 and 948 Rimrock were specifically mentioned). The mud originated from 601/675 Rimrock active grading permit site and cleaned up by the owner of 601 Rimrock.
- Robert In t’Hout; Owner of 601 Rimrock – Detailed his experience with the grading permit mentioned above.
- Kevin Kirk; Owner 943 Rimrock, detailed his concern about the above-mentioned grading permit and future damages and liabilities.

No action was promised or taken by the committee beyond reporting the information in the meeting minutes.

3. Minutes from 7/27 Meeting

Motion: Approve minutes from the 7/27 meeting 11:02 am
Bob Weiland

Ayes 4 – Nays 0 (All in Favor)

4. Review of Project Conditions

None

11:03 am

5. Public Hearing

A. B23-099 – Proposal for New Single Family residences and a guest house located at APN:064-090-014-000

- Public Hearing opened at 11:03 am
- Public Hearing closed at 11:29 am

Concern about erosion control during construction. Civil plan not send out to the committee before the meeting, but copy provided during the meeting.

Plan Application Review – Application refers to pages not provided in the limited copy sent to the committee nor in the full set of plans. In addition, plans sent in black and white to the committee which makes reviewing color options very difficult. The committee is requesting that the details be listed on the application in addition to pointing back to the plans.

Motion:

Approved Permit **B23-099** – Proposal for New Single Family residences and a guest house located at APN:064-090-014-000

Ayes 0 Nays 4 (All Opposed)

6. Committee Administration 11:29 am
 By-Law Discussion – Review of the Red-lined changes. Request to change back the addition review criteria to 200 sq ft back to 500 sq ft.
- More staff changes were made to tie by-laws more broadly into the Brown Act. We will re-review at 10/26 meeting. Committee has requested that all changed be redlined.
7. Informational planning staff planning update 11:46 am
 Laura Stark is no longer at the county, Emily Fox is on Maternity Leave, Brent Calloway is the committee’s new point person with the county. Meredith Folio has submitted an application to join the committee. The county is trying to hire a new Code Enforcement person along with a new Staff Planner.
8. Future Agenda Items 11:55 am
- Public Works grading standards workshop
 - Review of WCDRC standards; discussion to potentially recommend changes to the Board of Supervisors
 - Index WCDRC requirements to APN in order to have included on Title Reports.
 - ~~RPAC Workshop~~ – Moving to Fire Safe Council
9. Next meeting
 October 26, 2023 10:00 am Crowley Lake Community Center
10. Adjourn 12:01 pm

Mono County Community Development Department

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

Planning Division

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

WHEELER CREST DESIGN REVIEW DISTRICT PROJECT INFORMATION SHEET

APPLICANT _____

ASSESSOR PARCEL # _____

PROJECT DESCRIPTION (e.g., single-family residence, garage, etc.)

BUILDING DESIGN

NOTE: Please provide all required information as accurately and completely as possible to avoid potential delays in processing. The required information should be shown on the building plans and plot plan. Place a check in the appropriate place on this form to indicate that the information has been provided; if certain information does not apply to your project, please place "NA" in the appropriate place on this form. INCOMPLETE INFORMATION MAY REQUIRE PLANS TO BE RESUBMITTED, POSSIBLY ADDING 30 TO 60 DAYS DELAY.

EXAMPLE

A. **Location of all utility boxes, transformers, propane tanks and metering devices.**
Please explain how your project complies with the following design criteria: The propane tank is located in the rear of the yard (see site map). Native five-gallon conifers will be planted on the north and south side of the tanks to shield from view. A wood natural fence, cedar, stained dark brown, four feet high will used on the other two sides. The transformer in the front corner of the yard will be shielded by rocks on site with juniper bushes on the street side. Irrigation system will be installed.

A. **Location of all utility boxes, transformers, propane tanks and metering devices.**
Please explain how your project complies with the following design criteria:

Design Criteria: All utility boxes, transformers, propane tanks and metering devices shall be shielded from public view, where reasonably possible, in accordance with the rules and regulations of the controlling public utility company.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

B. **Paint color for any portions of construction grade foundation work that extend above the finished grade.**

Please explain how your project complies with the following design criteria (*lines on next page*):

Design Criteria: Extensive use of concrete or concrete block should be avoided, except as a backing material for veneer work or when used as an integral part of the overall design concept. Construction grade foundation work shall be coated or painted with flat masonry paint on the portions extending above the finished grade; said portions should be minimized. The color shall be harmonious with the overall color scheme of the structure. Inappropriate materials not allowed are as follows: asphalt siding, raw or unpainted metal, standard concrete block as a total façade.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

C. Paint or stain color for exposed under portions of elevated decks and porches.

Please explain how your project complies with the following design criteria:

Design Criteria: Decks shall be designed to be compatible with the design of the main structure. The under portion of elevated decks and porches shall be painted or stained to blend with the main structure or under portions shall be concealed from view.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

D. Siding materials and pattern of application.

Please explain how your project complies with the following design criteria:

Design Criteria: Exterior Walls: Generally, only one kind of siding should be used per structure, and it should be applied in a uniform pattern or manner. Exterior siding materials shall be appropriate for the area and relate harmoniously to existing buildings in the vicinity. The use of natural stone or wood is encouraged.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

E. Color for any aluminum sash.

Please explain how your project complies with the following design criteria:

Design Criteria: Aluminum sash shall be color-anodized to avoid light reflection and coordinate with the color theme of the project.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

F. Paint colors for all exposed metal.

Please explain how your project complies with the following design criteria:

Design Criteria: All exposed metals, flashing, roofjacks, crickets, etc. are to be painted flat to blend with the structure. Muted, nonreflective colors are encouraged.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

G. Roof materials

Please explain how your project complies with the following design criteria:

Design Criteria: Roofs: Tar and gravel roof surfacings will be permitted only on areas that are not exposed to view. All types of metal, composition and tar-and-gravel roofing will be reviewed on an individual basis.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

H. Color and type of exterior stains and finishes.

Please explain how your project complies with the following design criteria:

Design Criteria: Exterior Colors and Finishes: Because of extreme weather conditions, exterior stains and finishes giving a natural weathering appearance are encouraged over paints. Stains tend to weather better and are easier to maintain. The use of color shall generally be restricted to dark or neutral colors found in the immediate surroundings.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

I. Location of any exterior lighting.

Please explain how your project complies with the following design criteria:

Design Criteria: Exterior lighting should be minimized, and indirect lighting should be encouraged.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

SITE DEVELOPMENT

J. Site map and building elevations from all directions showing property lines, setbacks before and after cut-fill-lines/grade, landscaping, and architectural theme.

Please explain how your project complies with the following design criteria:

Design Criteria: The project shall be designed to be attractive from all viewing directions. The layout architecture and landscaping should be developed to work in harmony with the architectural theme throughout the project.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

K. Contour lines and any required cut and fill (show original and proposed cut and fill lines from all elevations).

Please explain how your project complies with the following design criteria:

Design Criteria: Grading: All reasonable attempts shall be made to minimize grading for the building, garage and driveways. Foundations shall be designed to create the least disturbance possible. Natural, unmodified areas should be maximized, while coverage is minimized for effective erosion control. To the greatest extent possible, the natural contours outside the footprint of the buildings should be retained. In areas of unstable or boggy soils, post or pile foundations may be appropriate.

Natural or existing topographic features and patterns contributing to the beauty and utility of a site ought to be preserved.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

L. Location and types of devices to control runoff from impervious surfaces (e.g., drip trenches, French drains, etc.).

Please explain how your project complies with the following design criteria:

Design Criteria: Special attention should be given to proper site surface drainage so that surface waters will not adversely affect neighboring properties or interfere with natural drainage flow.

Pollution of streams by runoff and siltation shall be avoided. Erosion control shall be provided. Runoff from impervious surfaces (roofs, driveways) should be accomplished by such devices as drip trenches, French drains and drain channels

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

M. Fencing location, design and materials.

Please explain how your project complies with the following design criteria:

Design Criteria: Fencing: No fence or wall higher than 6 feet tall shall be erected. Fences of simple appearance and construction are the most desirable. Designs that call attention to the fence by creating a visual intrusion to the landscape are to be avoided. Property line fences or walls are not generally required or desirable.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

Complies Does Not Comply Not Applicable

Design Review Committee Notes:

N. Landscaping plan showing existing trees and shrubs to be retained, proposed landscaping or revegetation (location and type of plant material), and location of proposed irrigation system (if necessary).

Please explain how your project complies with the following design criteria:

Design Criteria: Landscaping: The basic objective of landscaping or revegetation is to enhance the new structures and improvements, to strengthen vistas, and to screen visually objectionable elements such as utility areas and trash containers. The removal of trees and large boulders should be kept to a minimum. Ground areas disturbed by grading shall be replanted at the earliest seasonal opportunity to provide for erosion control. Trees and shrubs that are to be retained on the site shall be protected during construction by temporary fencing or barricades so that they are not crushed or damaged by earth-moving equipment or the stockpiling of materials, etc. Use of native ground cover that requires less water to maintain is recommended.

Insofar as possible, trenching or paving shall be located in such a way that no tree roots will be damaged. In situations where this requirement cannot be adhered to, the builder shall exercise great care to minimize damage to roots.

Native vegetation (trees) in the Wheeler Crest area has evolved in a wet-dry cycle, and establishing irrigation for landscaping beneath these trees is harmful. If the soil is irrigated year round, an ideal environment for root rot results, thus creating stress on remaining trees, entitling bark beetles to invade and kill the trees. Irrigation systems should be installed well outside the drip line of any retained trees if their survival is desired.

An adequate irrigation system to maintain planted areas shall be provided, as necessary.

To be completed by Staff and/or Wheeler Crest Design Review Committee:

- Complies Does Not Comply Not Applicable

Design Review Committee Notes:

O. The items checked above have been included with the building plans and plot plan for Plan Check # B23-099

Signature

Date

PROJECT REVIEW SHEET

(To be completed by Wheeler Crest Design Review Committee and Mono County staff)

APPLICANT _____

ASSESSOR PARCEL # _____

PROJECT DESCRIPTION _____

(e.g., single-family residence, garage, etc.)

WHEELER CREST DESIGN REVIEW COMMITTEE RECOMMENDATION:

Recommended for approval: without conditions with attached conditions

Chair, Wheeler Crest Design Review Committee

Date

The Wheeler Crest Design Review Committee recommends the following findings and conditions:

- Complies with guidelines

- Does not comply with guidelines (please summarize items inconsistent with guidelines)

Proposed conditions (please recommend conditions to address inconsistencies with guidelines)

COMMUNITY DEVELOPMENT DETERMINATION:

- Hold for further review/information (see attached letter for detail)
- Approved with no conditions
- Approved with the following conditions

Community Development Department

Date

Wheeler Crest Design Review Committee

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

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

AGENDA

October 26, 2023 - 10:00 am

Location: Crowley Lake Community Center
58 Pearson Road, Crowley Lake, CA 93546

1. Call To Order
2. Public Comment for items not listed on the agenda
(Speakers may be limited to 3 minutes each.)
3. Review and adopt minutes from the September 28, 2023 meeting (pg.1)
4. PUBLIC HEARINGS: (Continued from September 28, 2023) Review current building plans for compliance with the Architectural Guidelines in Appendix B of the Wheeler Crest Area Plan adopted as the Design Review Standards for the District by Ordinance 91-07.
 - A. B23-099 – Proposal for New Single Family residences and a guest house located at APN:064-090-014-000 (pg. 3)
5. Committee Administration
 - A. Bylaws (pg. 20)
6. Informational planning staff updates
7. Future Agenda Items
 - A. Public Works grading standards workshop to include review of erosion control measures and encroachment permits
 - B. Review of WCDR standards; discussion to potentially recommend changes to the Board of Supervisors
 - C. Potential for indexing recorded WCDRC documents against APNs
8. Adjourn

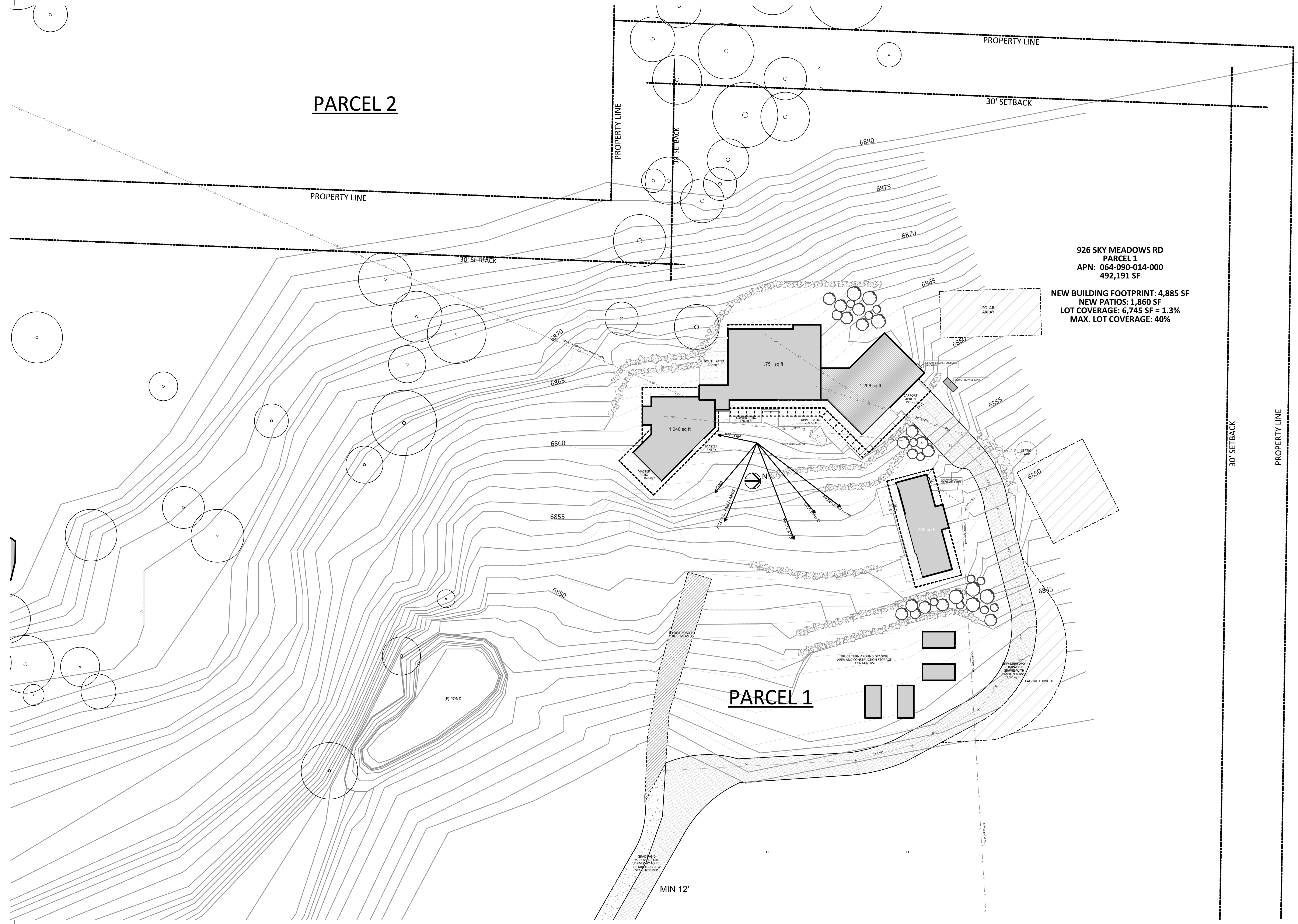
In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the Mono County staff coordinator at (760) 924-1810 within 48 hours prior to the meeting in order to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

Members: Bob Weiland, Judy Beard, Alisa Adriani, Greta Mettauer, Rico Miledi, Reuben Rosen

PROJECT NO:	2105
DO NOT SCALE DRAWINGS	
DRAWN BY:	MF
REVISIONS:	
SET:	PERMIT APPLICATION
ISSUE DATE:	8/2/23
SHEET:	SITE PLAN

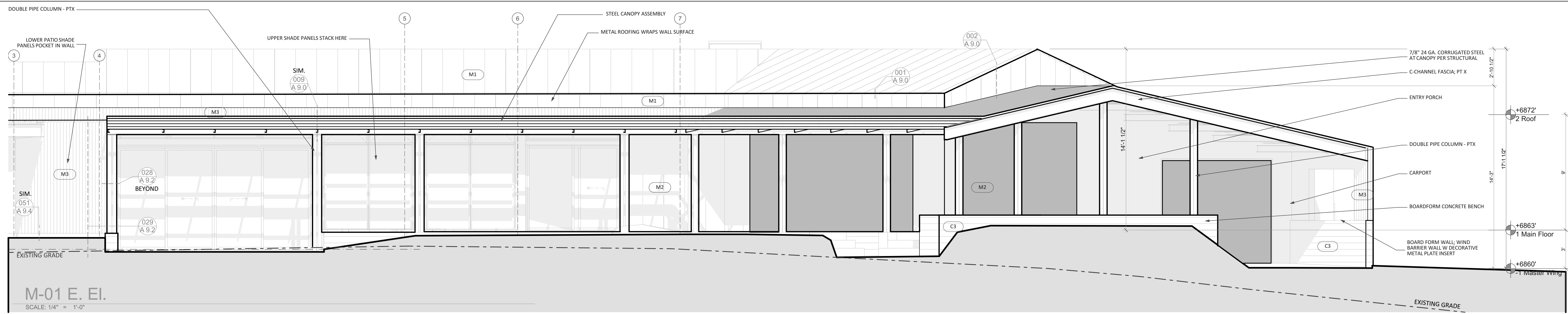
PARCEL 2

PARCEL 1

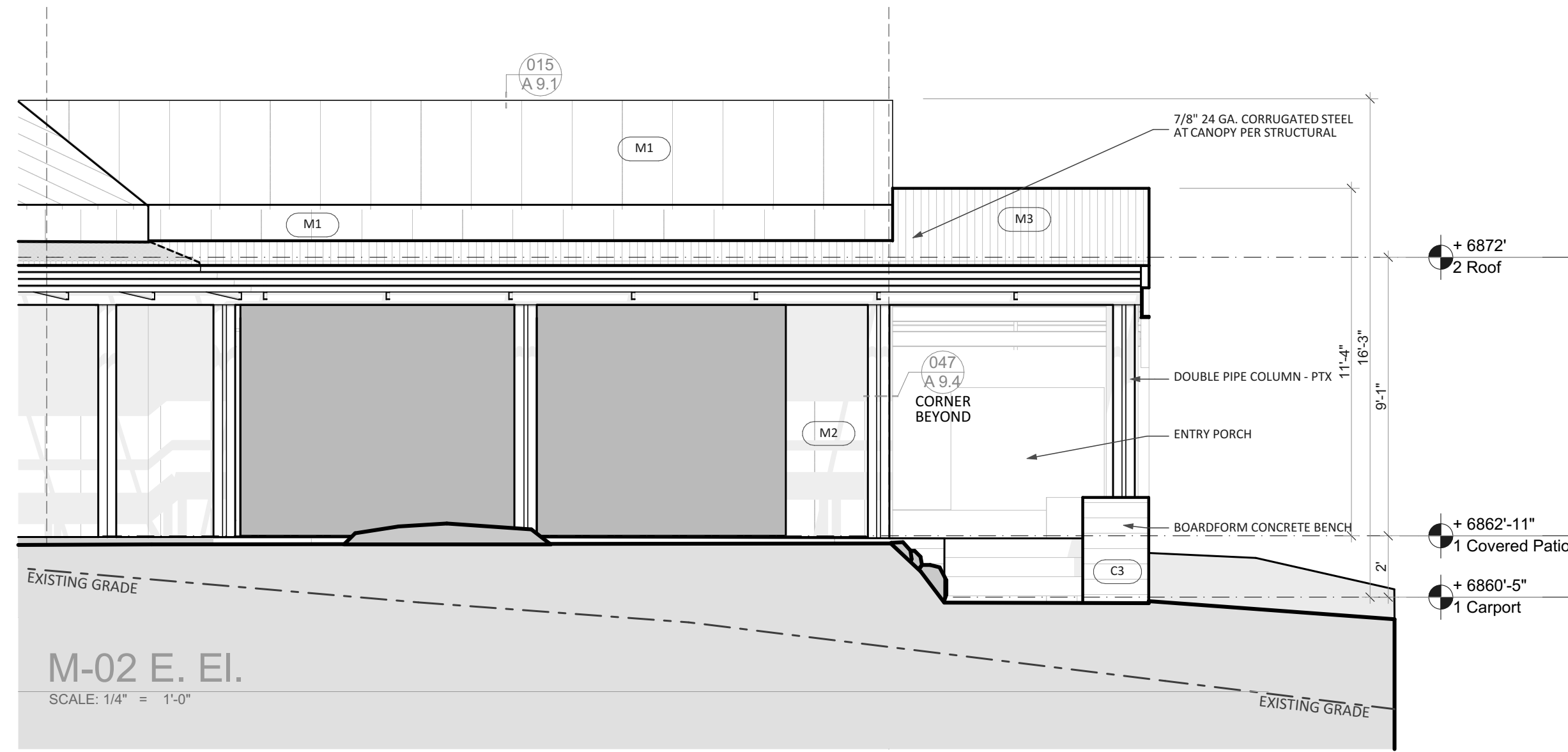


926 SKY MEADOWS RD
PARCEL 1
 APN: 064-090-014-000
 492,191 SF
 NEW BUILDING FOOTPRINT: 4,885 SF
 NEW PATIOS: 1,860 SF
 LOT COVERAGE: 6,745 SF = 1.3%
 MAX. LOT COVERAGE: 40%

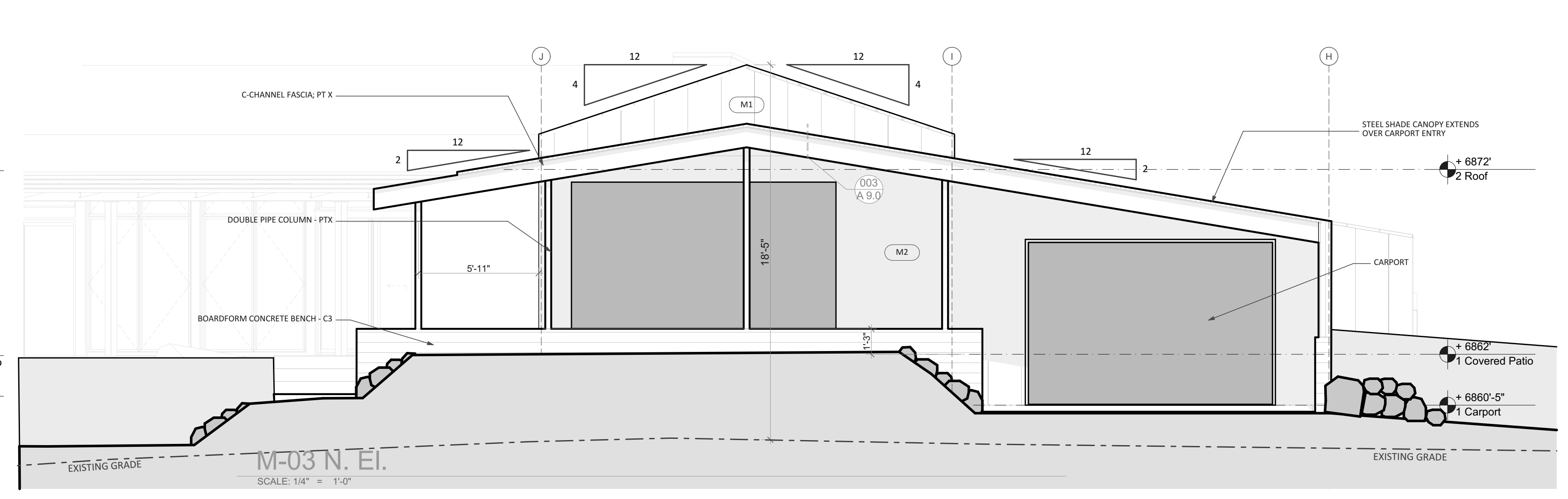
Site Plan
SCALE: 1" = 20'



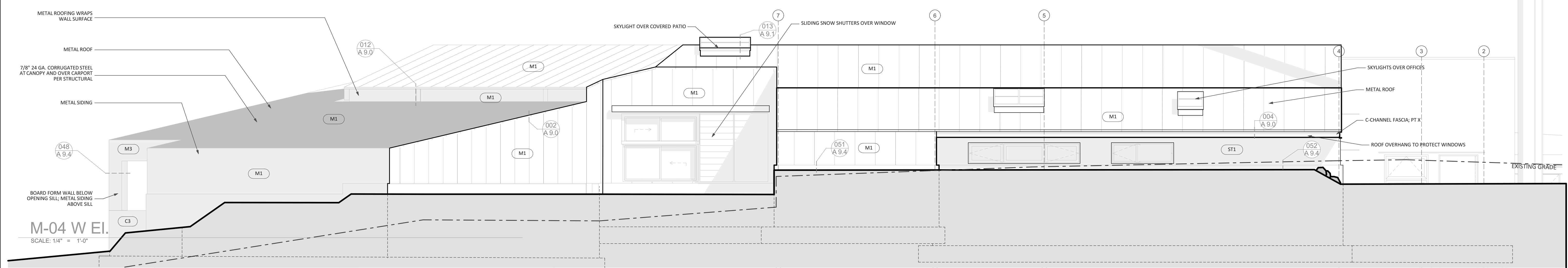
M-01 E. E.I.
SCALE: 1/4" = 1'-0"



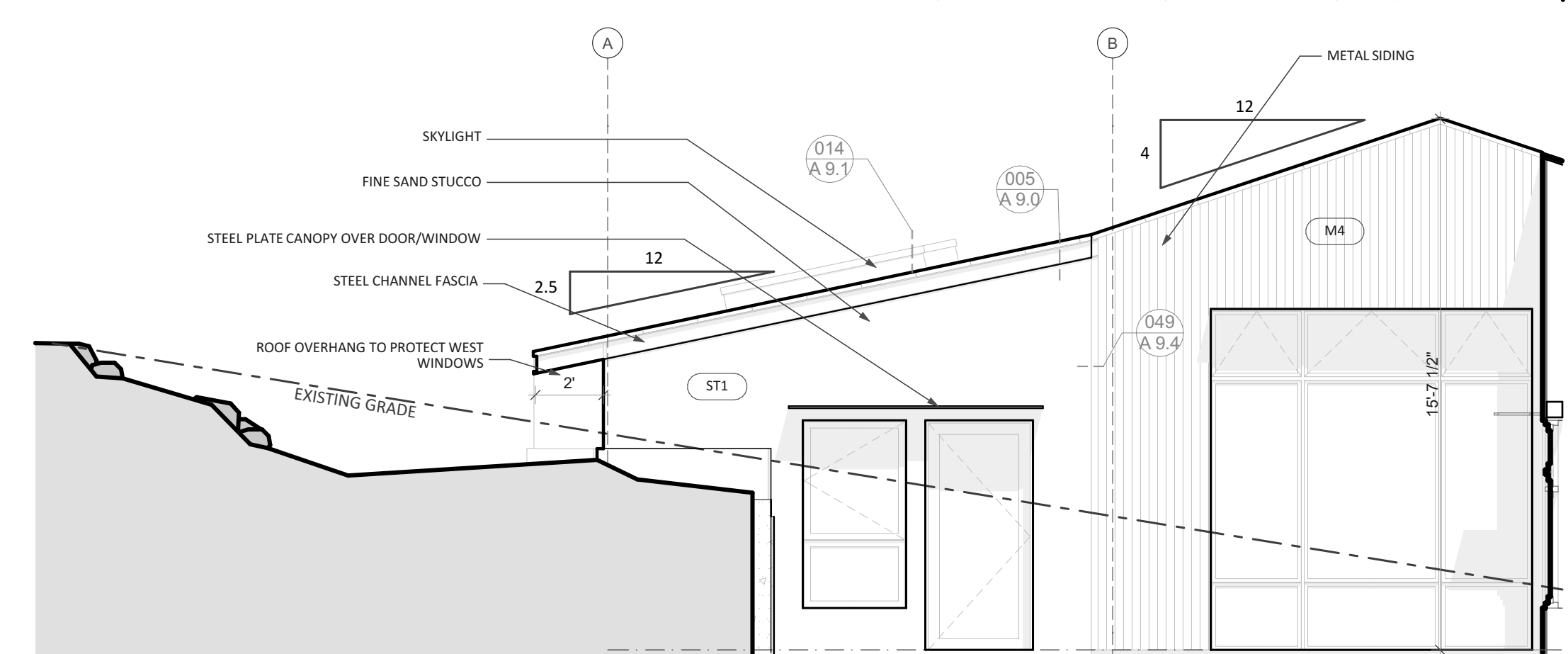
M-02 E. E.I.
SCALE: 1/4" = 1'-0"



M-03 N. E.I.
SCALE: 1/4" = 1'-0"



M-04 W. E.I.
SCALE: 1/4" = 1'-0"



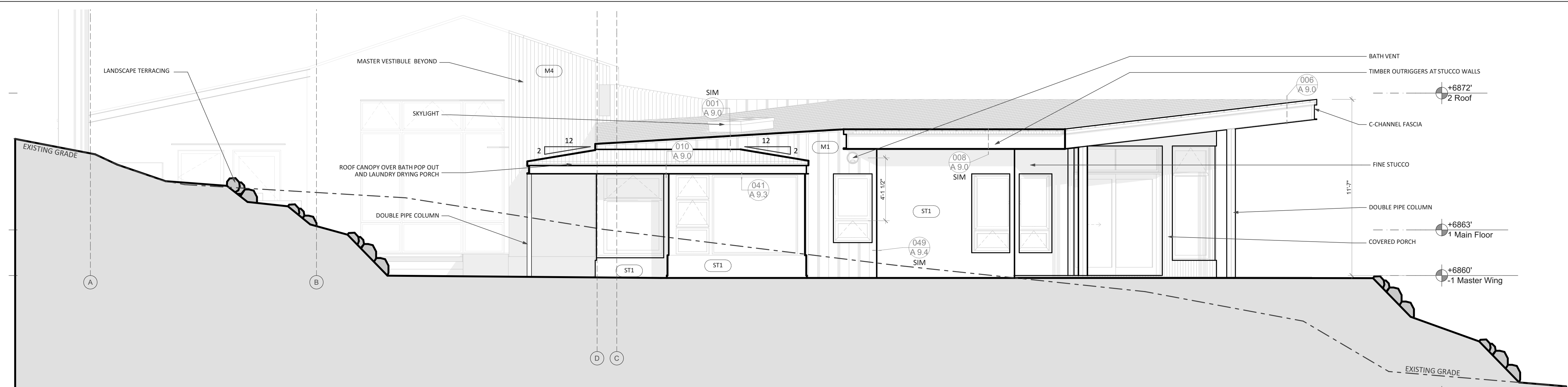
M-05 S. E.I.
SCALE: 1/4" = 1'-0"

The Hideout
926 Sky Meadows Rd. Bishop, CA 93514
Janet & Brian Hatfield

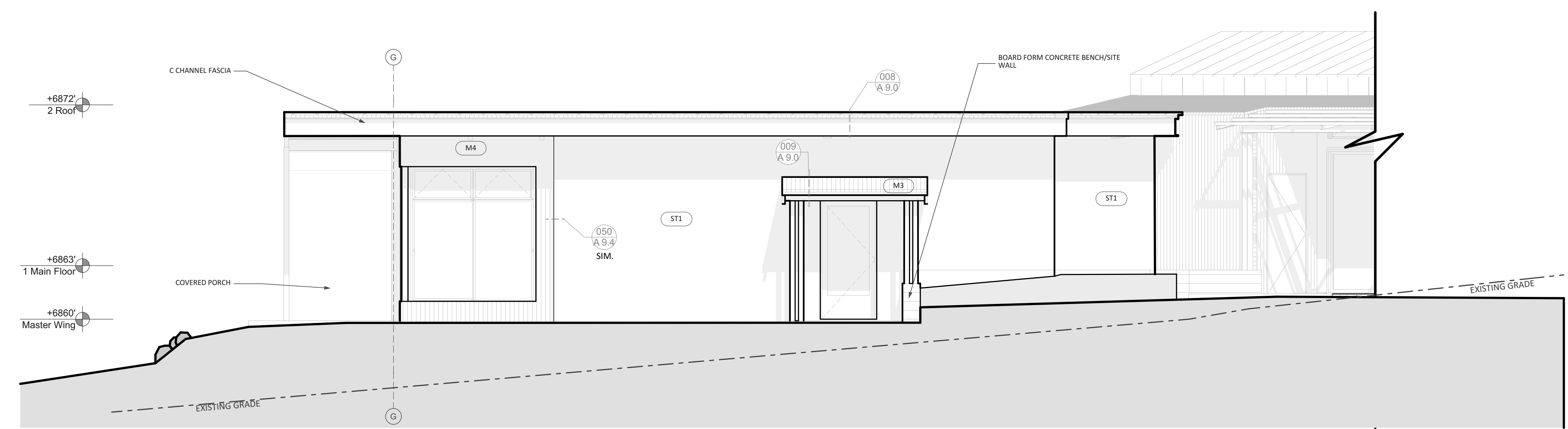
PROJECT NO:	2105
DO NOT SCALE DRAWINGS	
DRAWN BY:	MF
REVISIONS:	
SET:	PERMIT APPLICATION
ISSUE DATE:	8/02/23
SHEET:	MAIN FLOOR ELEVATIONS

A 3.0

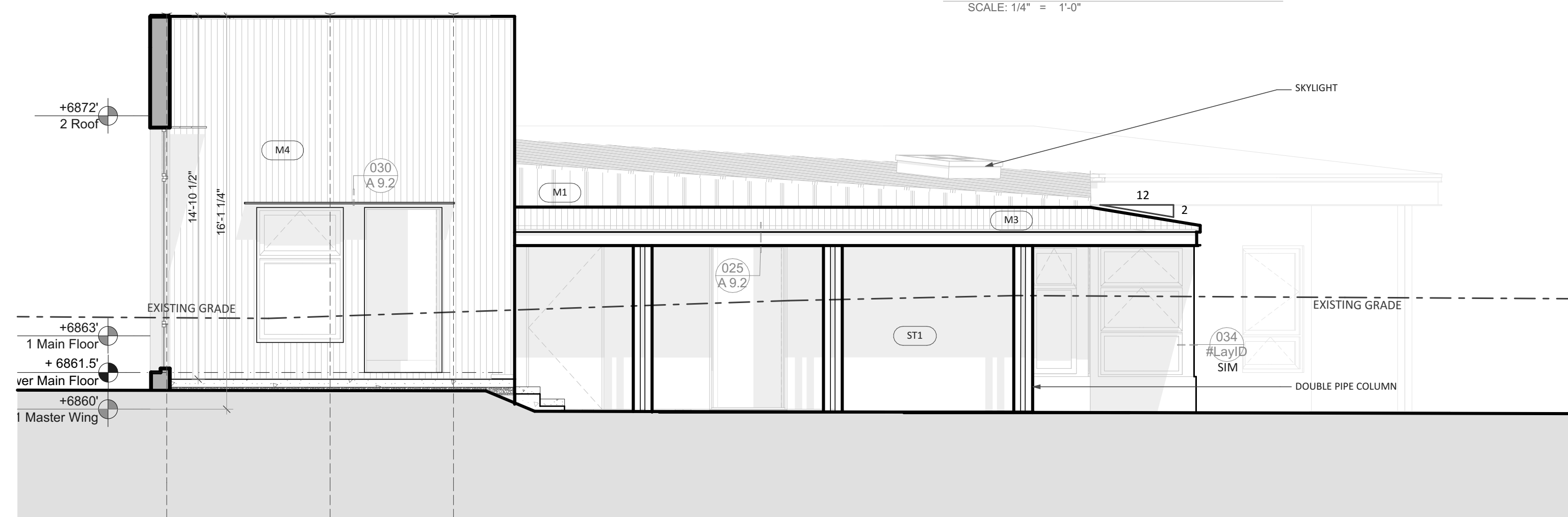
PROJECT NO:	2105
DO NOT SCALE DRAWINGS	
DRAWN BY:	MF
REVISIONS:	
SET:	PERMIT APPLICATION
ISSUE DATE:	8/2/23
SHEET:	MASTER WING ELEVATIONS



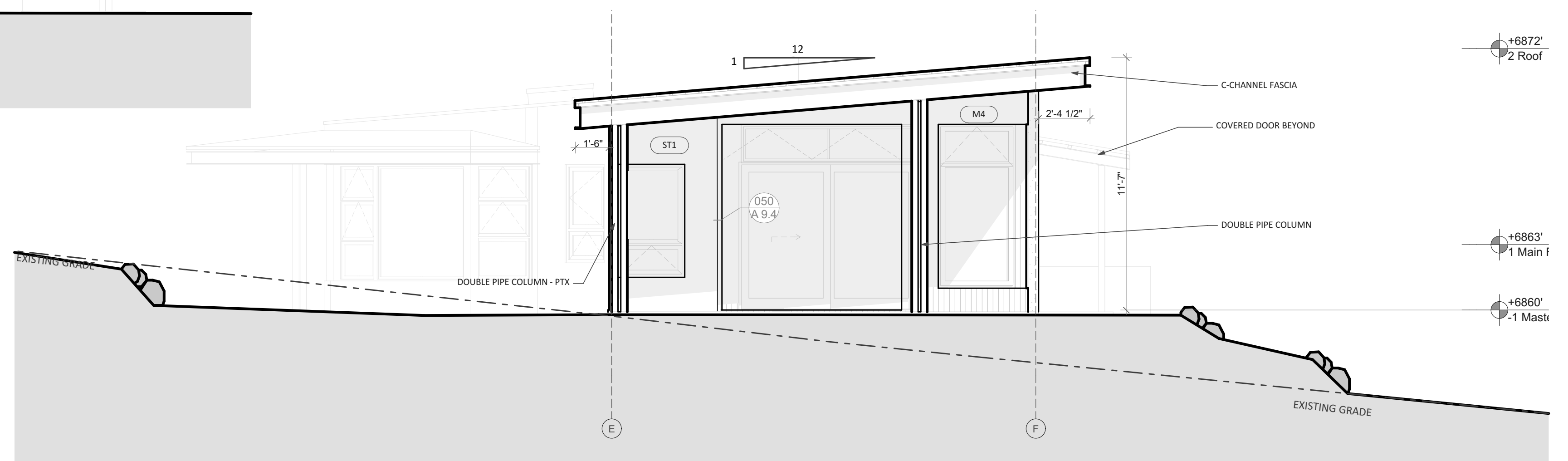
S Master Elv
SCALE: 1/4" = 1'-0"



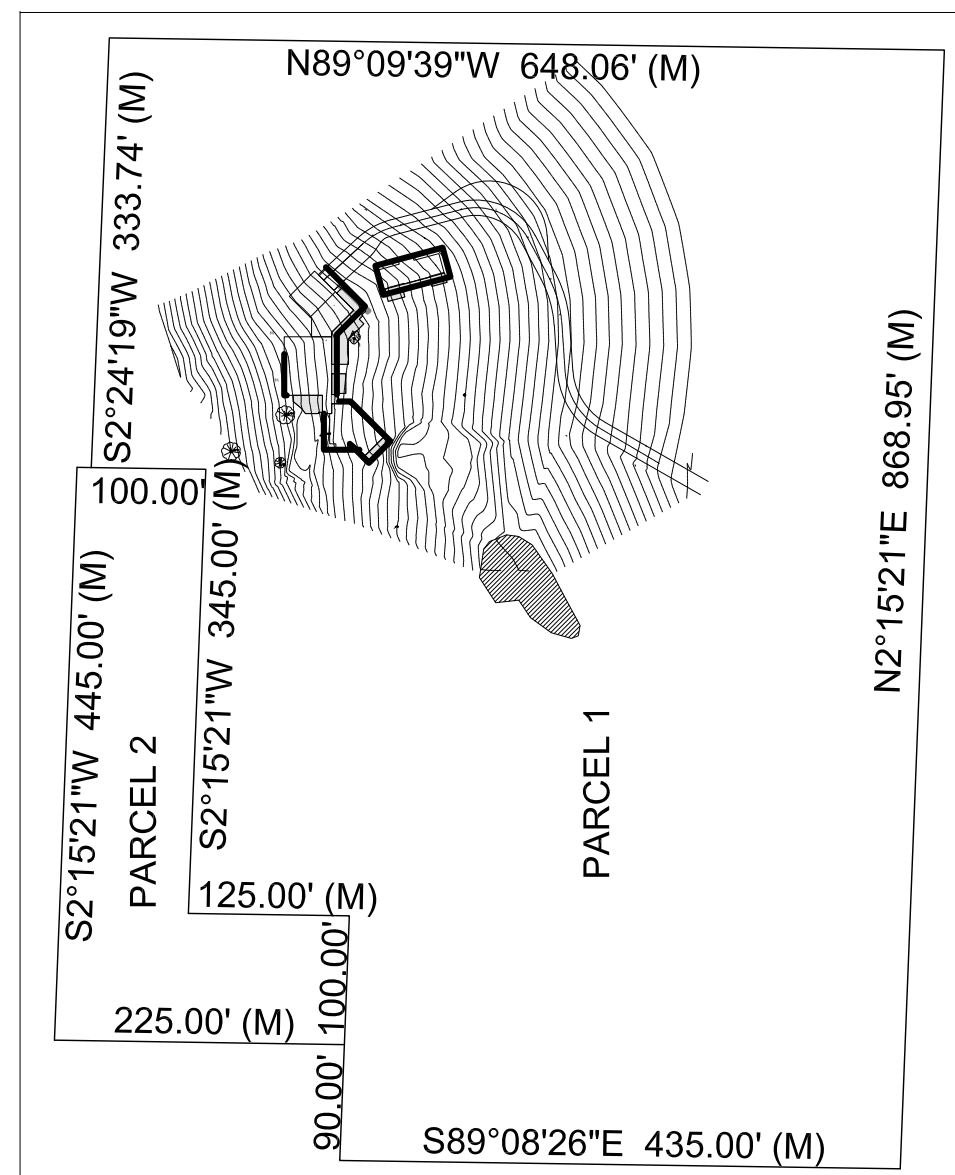
NE Master Elv
SCALE: 1/4" = 1'-0"



W Master Elv
SCALE: 1/4" = 1'-0"



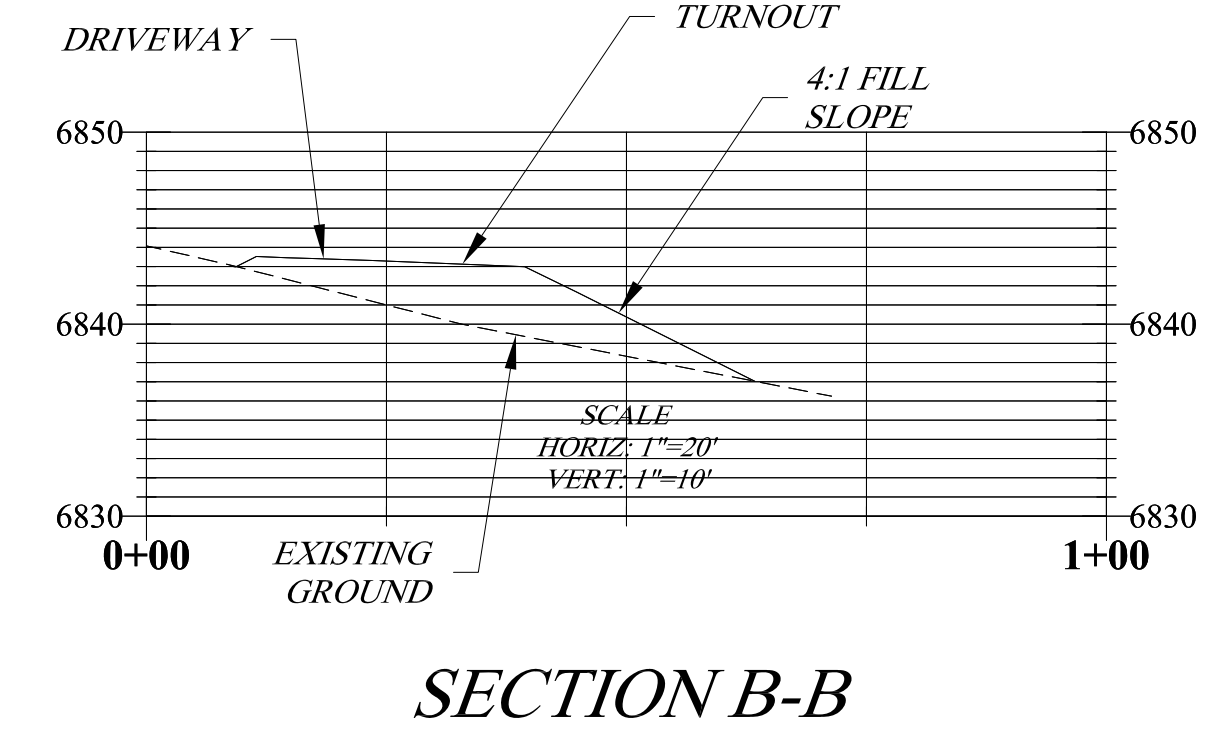
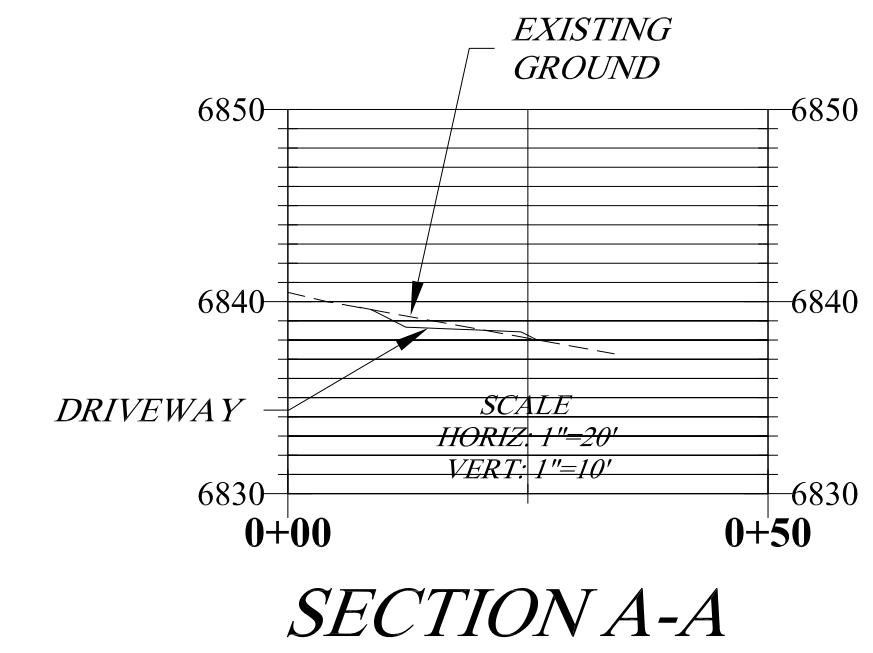
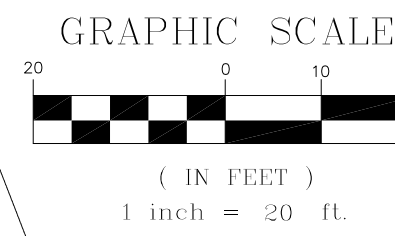
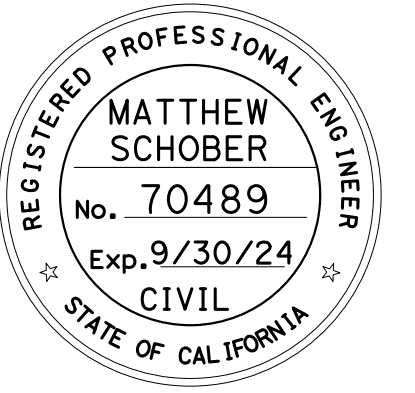
SE Master Elv
SCALE: 1/4" = 1'-0"



SITE PLAN

SHEET INDEX

C1	GRADING PLAN
C2	PROFILES
C3	DETAILS
C4	EROSION CONTROL



EARTHWORK QUANTITIES:

DRIVEWAY FILL = 700 CY
 PARKING AREA CUT = 400 CY
 MAIN HOUSE CUT = 450 CY
 MAIN HOUSE FILL = 260 CY
 GUEST HOUSE CUT = 100 CY
 GUEST HOUSE FILL = 60 CY
 NET QUANTITY = 70 CY FILL

ASSUMPTIONS:
 QUANTITIES ARE NET (AFTER CALCULATING LOSSES)
 CUT FACTOR = 0.65 (35% ROCK LOSS)
 FILL FACTOR = 1.10 (10% EXTRA DUE TO COMPACTION)
 BLDG PADS CUT TO 2' BELOW FF ELEVATION

NOTES:

- CONTRACTOR SHALL FOLLOW ALL RECOMMENDATIONS IN THE GEOTECHNICAL REPORT FOR THE SUBJECT PROPERTY PREPARED BY SIERRA GEOTECHNICAL SERVICES DATED JULY 10, 2023.
- EARTHWORK AND GRADING SHALL BE PERFORMED PER MONO COUNTY REQUIREMENTS AND THE AFOREMENTIONED GEOTECHNICAL REPORT.

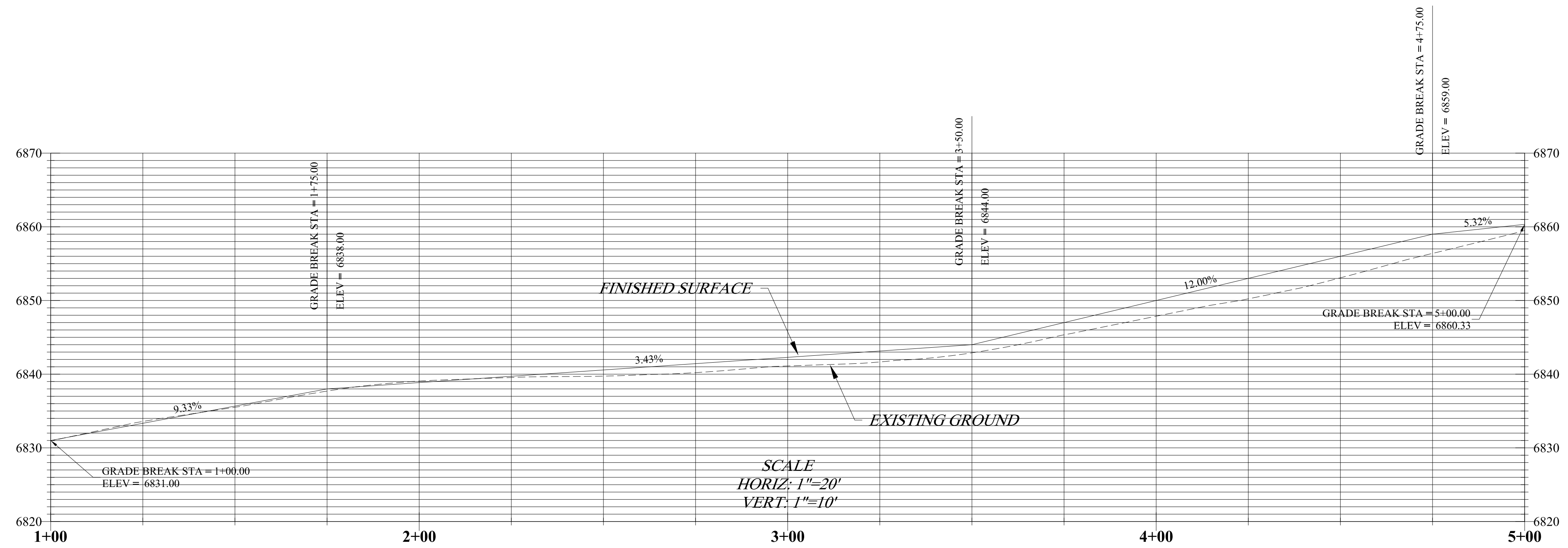
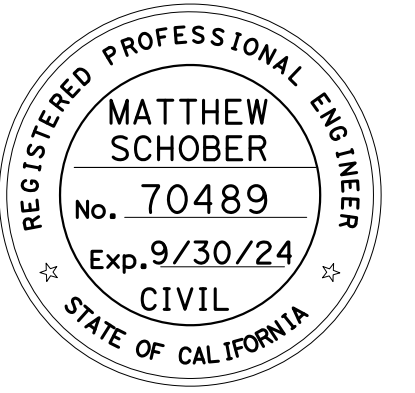
926 SKY MEADOWS ROAD
 SWALL MEADOWS, CA 93514
 JANET AND BRIAN HATFIELD

GRADING PLAN

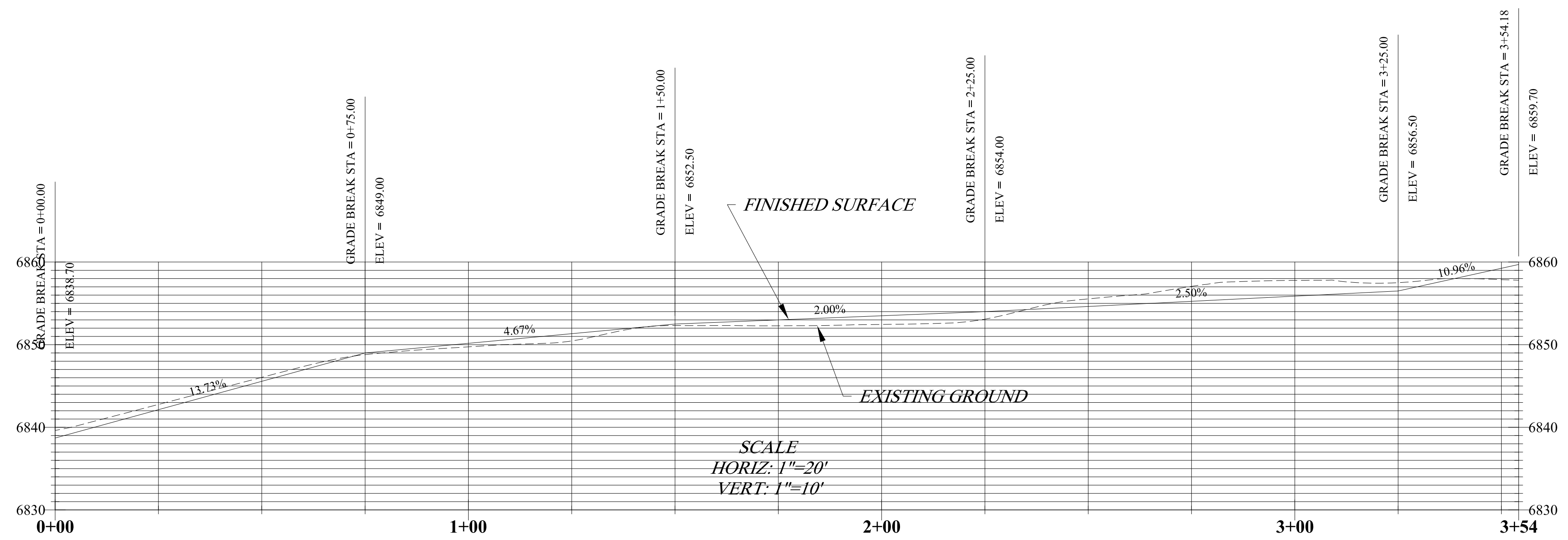
C1

8/1/23

1 OF 4



DRIVEWAY PROFILE



PATH PROFILE

926 SKY MEADOWS ROAD
SWALL MEADOWS, CA 93514

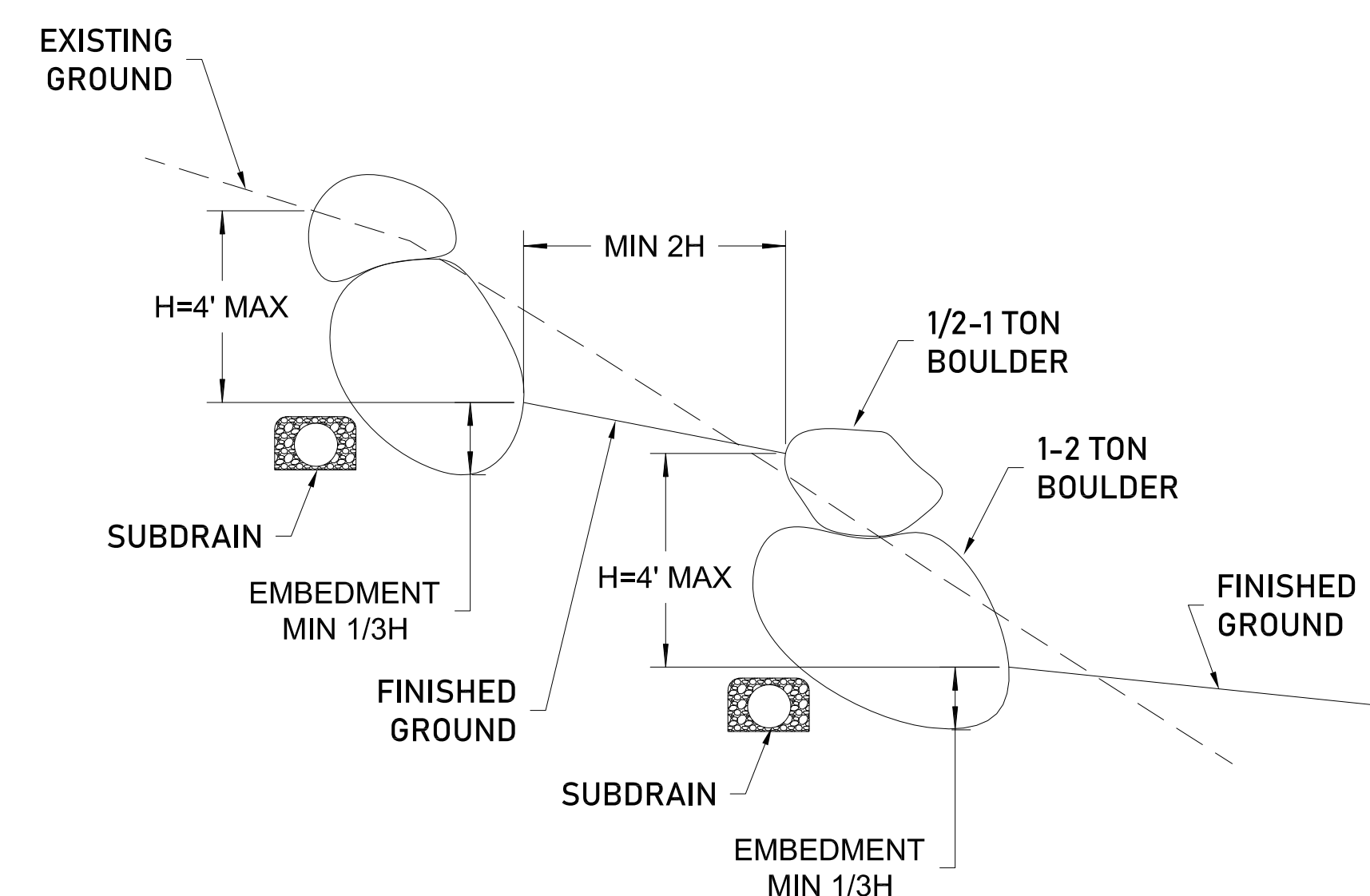
JANET AND BRIAN HATFIELD

PROFILES

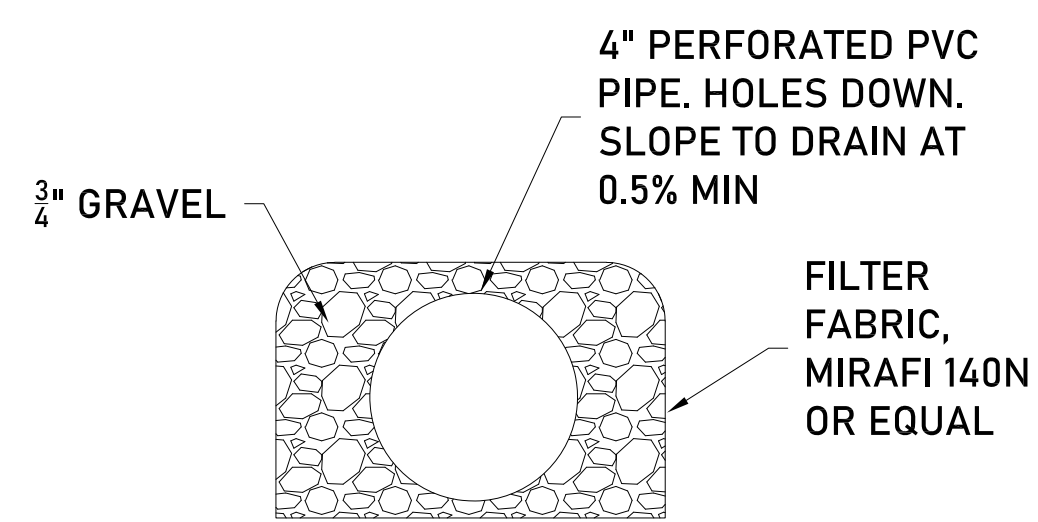
C2

8/1/23

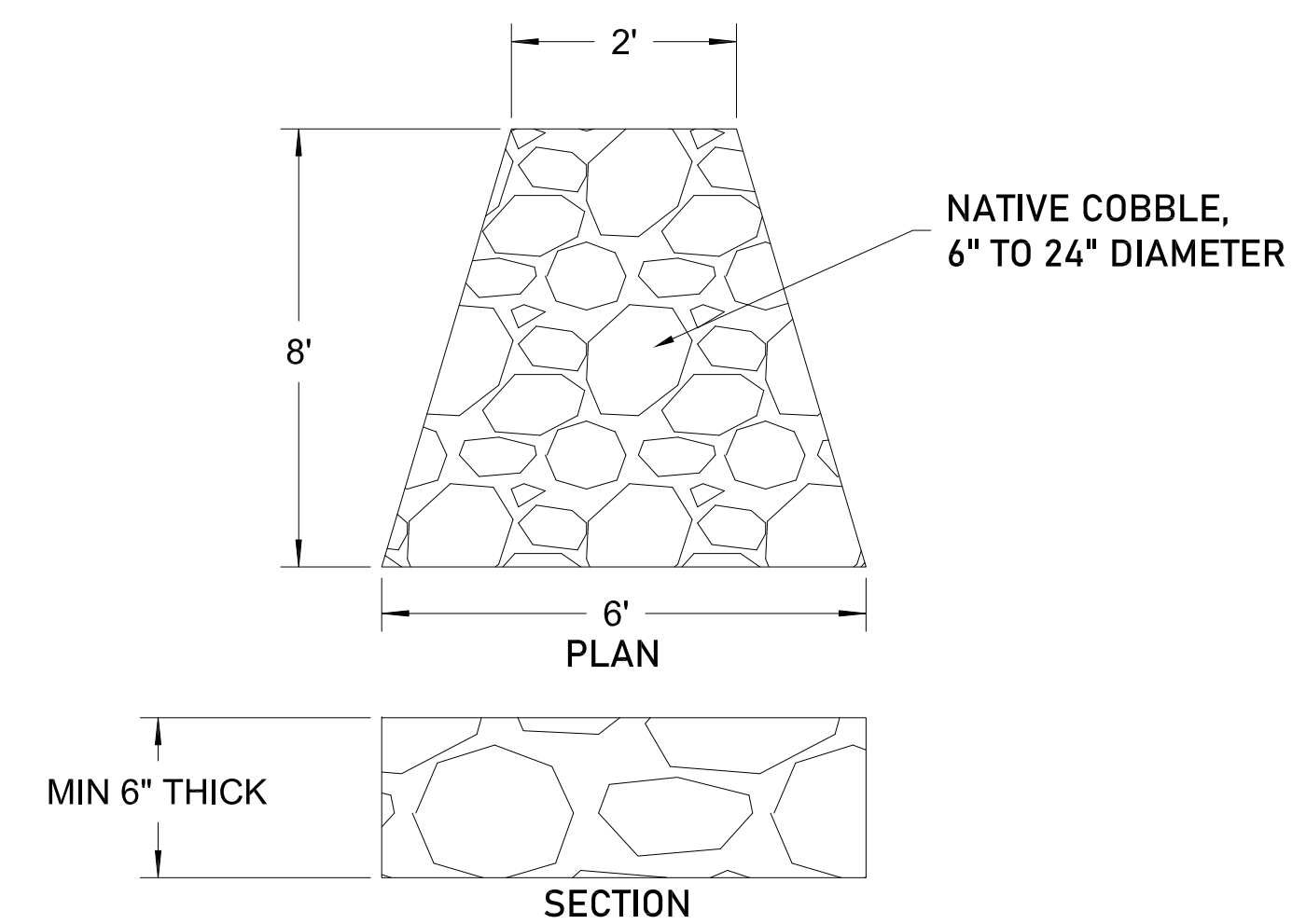
2 OF 4



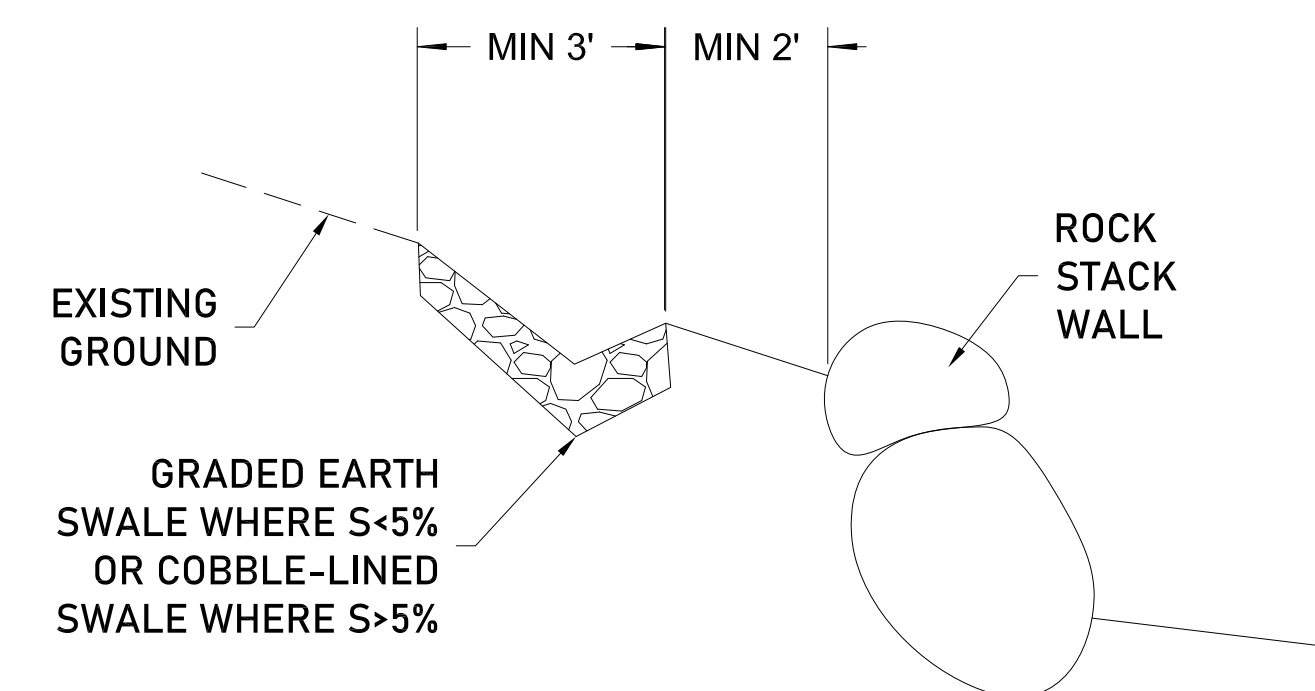
ROCK-STOCK RETAINING WALL
NOT TO SCALE



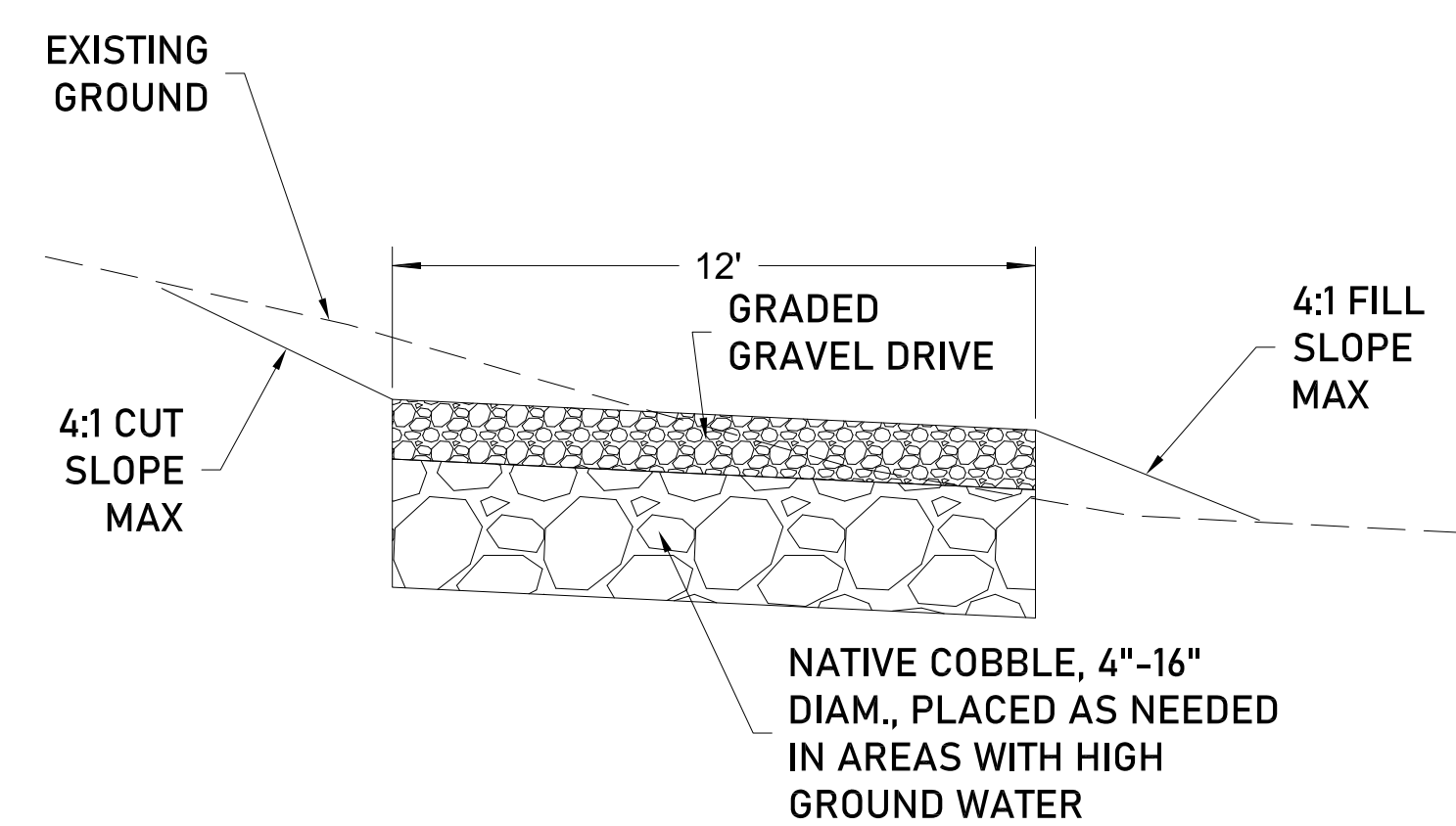
SUBDRAIN DETAIL
NOT TO SCALE



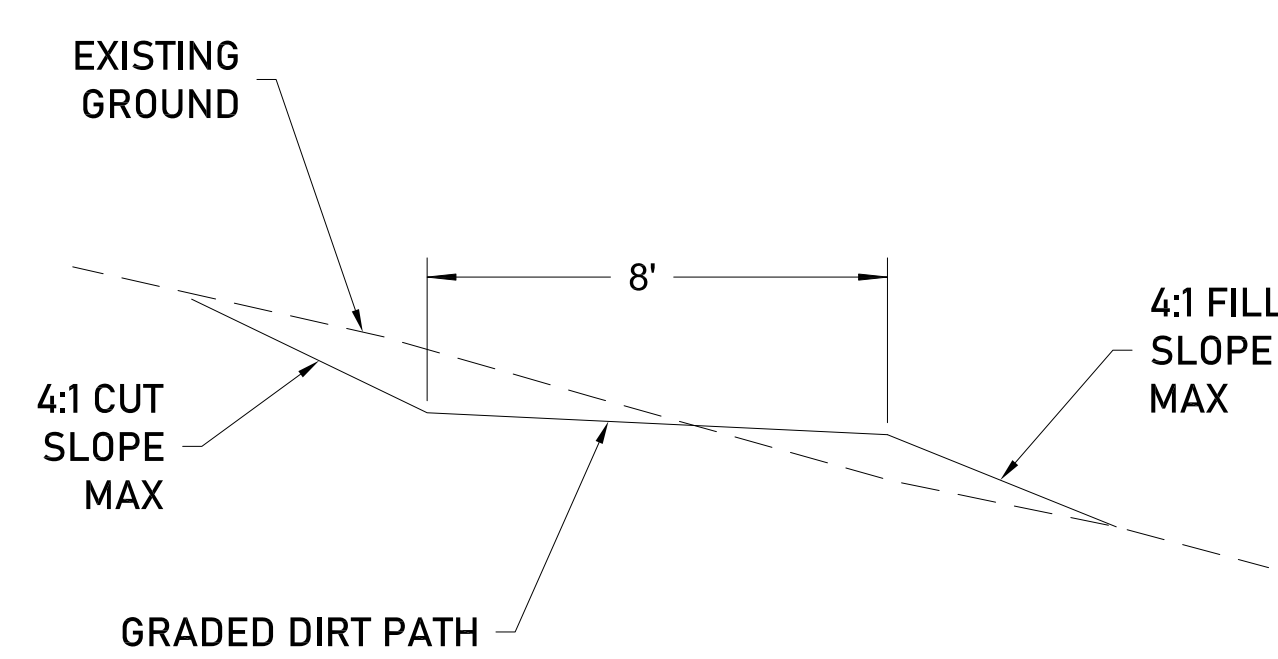
DISSIPATOR DETAIL
NOT TO SCALE



BROW DITCH DETAIL
NOT TO SCALE



DRIVEWAY SECTION
NOT TO SCALE



PATH SECTION
NOT TO SCALE

926 SKY MEADOWS ROAD
SWALL MEADOWS, CA 93514

JANET AND BRIAN HATFIELD

DETAILS

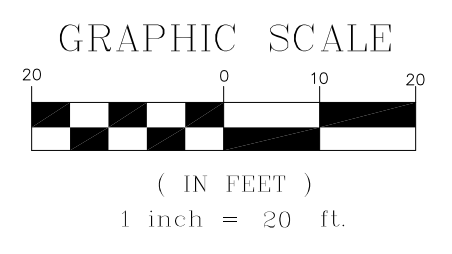
C3

8/1/23

3 OF 4



- NOTES:**
1. CONTRACTOR SHALL HAVE NECESSARY EROSION CONTROL MATERIALS ON SITE TO PROTECT ADJACENT WATER COURSES FROM CONSTRUCTION SITE RUNOFF IN THE EVENT OF SIGNIFICANT RAIN FALL. THESE MAY INCLUDE ADDITIONAL FIBER ROLL OR SILT FENCE.
 2. ANY STOCKPILES OF SOIL OR CONSTRUCTION MATERIALS SHALL HAVE APPROPRIATE RUNOFF CONTAINMENT METHODS AROUND THEM.
 3. CONTRACTOR SHALL HAVE THE NECESSARY MEANS FOR DUST CONTROL DURING GRADING OPERATIONS.



CONSTRUCT BROW DITCH AND COBBLE-LINED SWALES AND DISSIPATORS BEFORE COMMENCING GRADING ACTIVITIES

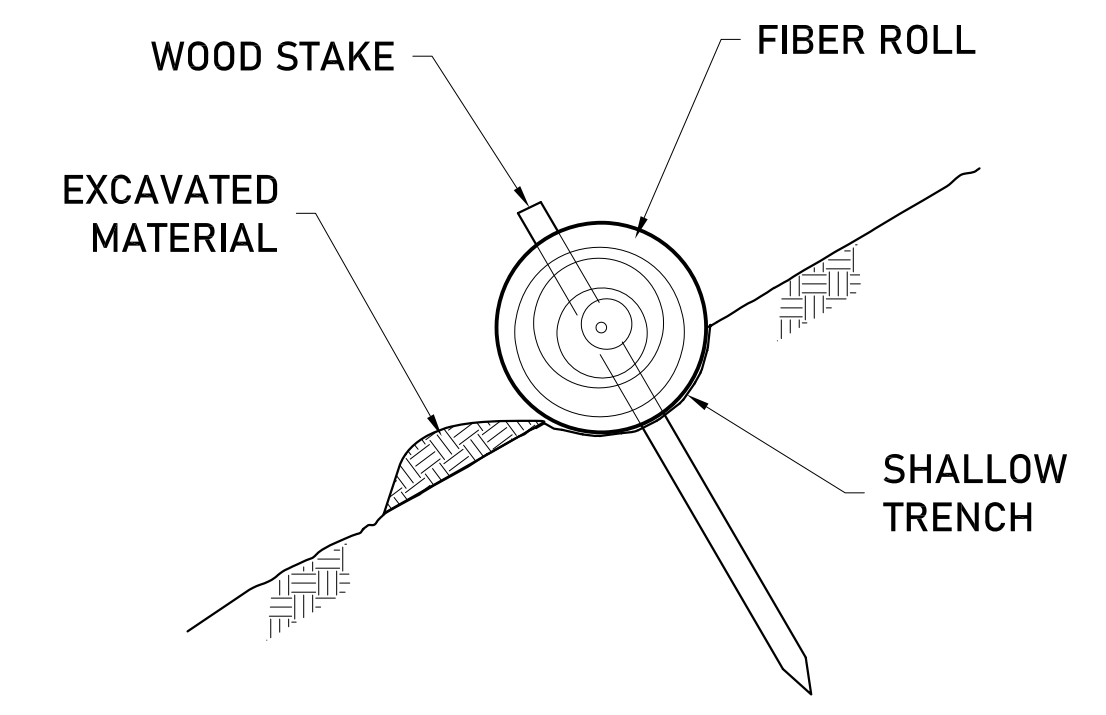
COBBLE CHECK DAMS

COBBLE CHECK DAMS

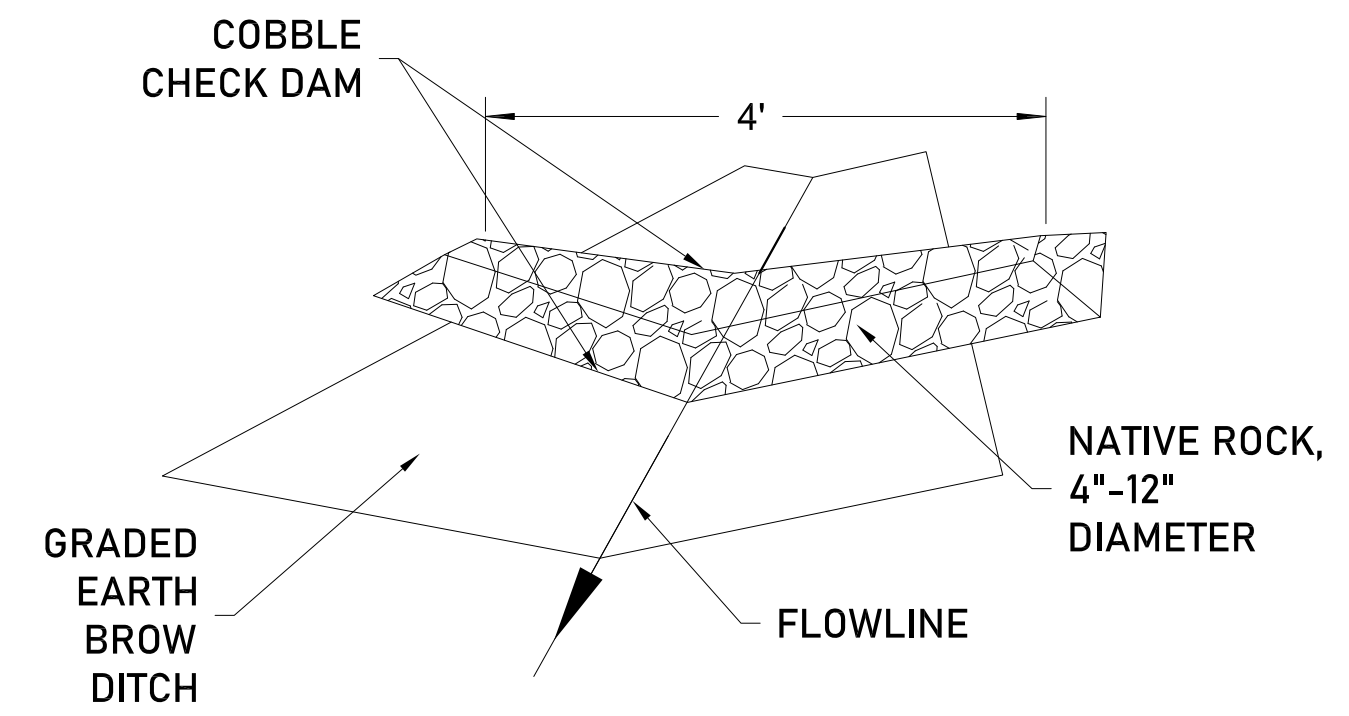
FIBER ROLL

REVEGETATE 4:1 FILL SLOPE WITH NATIVE SEED MIX

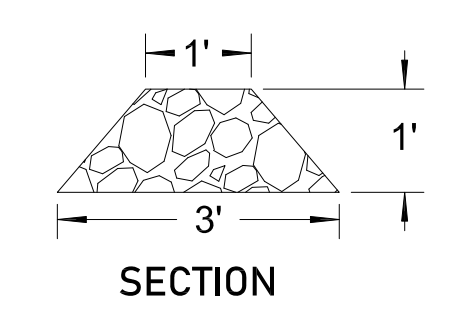
FIBER ROLL



FIBER ROLL
NOT TO SCALE



CHECK DAM
NOT TO SCALE



5%

5%

R40'

R88'

R50'

FIBER ROLL

FIBER ROLL

POND

926 SKY MEADOWS ROAD
SWALL MEADOWS, CA 93514

JANET AND BRIAN HATFIELD

EROSION CONTROL

C4

8/1/23

4 OF 4

Mono County Community Development

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

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

BYLAWS

ARTICLE I – Name, Purpose

- Section 1:** The name of the organization shall be the Wheeler Crest Design Review Committee (WCDRC).
- Section 2:** The Wheeler Crest Design Review Committee (WCDRC) was established by the Board of Supervisors by Ordinance 91-07 on August 20, 1991, and is charged with reviewing single-family residential development within the District, including additions over ~~500~~200 sf, new garages and accessory structures, for conformity with the Architectural Guidelines of the Wheeler Crest Area Plan. The Committee shall not review plans for interior remodels.

ARTICLE II – Membership

- Section 1:** Membership is open to individuals who either reside or own property within the District.
- Section 2:** The WCDRC shall be composed of five to seven members per Ordinance 15-04.
- Section 3:** Members of the WCDRC shall be appointed by the Mono County Board of Supervisors.
- Section 4:** Application for appointment to the WCDRC shall be made on a form provided by the Community Development Department and may be submitted to the Planning Department at any time.
- Section 5:** Up to four members shall serve a term of three (3) years; and up to three members shall be appointed for a term of two (2) years.
- Section 6:** Resignation, Termination, and Death. Resignation from the WCDRC must be in writing and received by the WCDRC Secretary, Board Supervisor or Mono County Community Development Department. Upon resignation or termination of membership, the Supervisor will select a new member based on previously received or newly submitted applications.
- Section 7:** Members of the Committee may be removed by a majority of the Board of Supervisors for the following reasons:
1. Failure to meet the following attendance requirements: A Committee Member shall not have three consecutive unexcused absences from regular meetings, nor may a Member miss five or more regular meetings in any 12-month period;
 2. Acting inappropriately, in the sole discretion of the Board, in matters regarding conflict of interest or personal bias;
 3. Failure to carry out Member duties over a period of time due to a frequent inability to vote caused by repeated conflict-of-interest issues;
 4. Failure to carry out the duties by repeatedly abstaining on matters when there are no apparent conflict-of-interest or bias issues; and
 5. Any other cause not enumerated herein which, in the opinion of a majority of the Board, reflects the Member's failure to carry out the duties of the Committee, or which brings discredit to the County of Mono.

ARTICLE III - Officers

- Section 1:** The Officers of the Committee shall include a Chair, Vice-Chair and Secretary. Officers shall be elected annually at the March meeting.
- Section 2:** The Chair shall convene and conduct all meetings in an orderly manner.

- Section 3:** The Vice-Chair, in the absence of the Chair, shall be responsible for conducting meetings. The Secretary shall run the meeting in the absence of the Chair and the Vice Chair.
- Section 4:** The Secretary shall be responsible for taking minutes which shall include actions of the Committee and record of public comment. Minutes shall be provided to the Community Development Department staff for recording.
- Section 5:** Vacancies. When an Officer vacancy exists, nominations for new officers may be received from present members by the Secretary up to two weeks in advance of a meeting and. ~~These nominations shall be sent out to members with the regular Board meeting announcement, to be voted upon at the next meeting. All vacancies will be filled only to the end of the particular Officer's term.~~

ARTICLE IV - Meetings Of Members

- Section 1:** Regular Meetings. Regular meetings shall be set to be held on the fourth Thursday of each month at 10:00 AM. Meetings shall be held at the Crowley Lake Community Center or another ADA accessible location designated by the members. The Committee may, with the approval of the Chair upon consultation with the Community Development Department or as consensus direction to staff, cancel any regular meeting.
- Section 2:** Special Meetings. Special meetings may be called by the Chair or by a simple majority of the membership.
- Section 3:** Notice. Notice of each meeting shall be given to each member, by email or any other commonly utilized communication method, not less than 72-hours before regular meetings and 24-hours before special meetings. A notification of the meeting shall be publicly posted in compliance with the Brown Act.
- Section 4:** All meetings shall be conducted in an open fashion and in compliance with the Brown Act. All in attendance should be given an opportunity to be heard, no single member may dominate a discussion, and all participants shall treat each other following principles of fairness and respect.
- Section 5:** Quorum. A quorum consists of at least fifty plus one percent of the WCDRC members. A Quorum must be present before business can be transacted or motions made or passed. If a quorum is not met, the committee shall defer action on any items until a future meeting.
- Section 6:** Agendas. Each agenda shall meet the requirements of the Brown Act. ~~include a review of the minutes of the prior meeting, a public comment section during which planning related items not on the agenda may be discussed, and any required public hearings for proposed projects.~~ Members and interested parties who seek to place an item on the agenda shall make such a request to the Community Development Department for approval by the Chair at least three weeks prior to the meeting.
- Section 7:** Participation. Each appointed member shall possess one vote on the WCDRC for purposes of passing resolutions, authorizing actions, and conducting other business. However, local citizens and other interested parties shall be encouraged to participate in discussions and debates with a standing equal to that of members. Meetings shall be conducted according to parliamentary procedures and shall incorporate the principles of justice and courtesy to all, rights of the minority protected, rule of the majority reflected, partiality to none, and consideration of one subject at a time.
- Section 8:** Actions. The WCDRC shall approve such recommendations, resolutions, and correspondence as authorized by a quorum of the members, and actions shall be proposed and voted upon following Robert's Rules of Order.
- Section 9:** Resolutions and motions. Any actions or decisions of the Committee at any meeting shall be expressed by motion, duly seconded, and voted upon by members of the Committee and in compliance with the Brown Act and Roberts Rules of Order. ~~The roll need not be called in voting upon a motion, except when requested by a Member or required due to remote participation. 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 Member present who does not vote in an audible voice shall be recorded as voting aye. The minutes or other public record of the meeting shall reflect the vote or abstention of each Member.~~

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

Every Member must vote except when disqualified by reason of a conflict of interest or as otherwise required by law.

Section 10: Conduct Of Public Hearings. The purpose of a Public Hearing is to provide the public with an opportunity to address the Committee on matters pending before the Committee. The Committee shall consider public comments along with the applicant's and staff's comments prior to taking action. The Chair shall facilitate Public Hearings to elicit all relevant information for decision-making purposes in an orderly and expeditious way.

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

1. The Chair calls for a staff report followed by questions from the Committee, and then opens the Public Hearing. The order of testimony is as follows:
 - a. Applicant's statement;
 - b. Public's statements; and
 - c. Rebuttal statements from applicant and staff if necessary.
2. 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 for further hearing, or when the Chair, or Committee consensus, determines that additional testimony is necessary or desirable, in which case the Chair shall reopen the hearing.
3. Following the close of the public hearing, the Committee shall discuss and deliberate the matter and then either determine the matter or continue it to a date and time certain. The Committee may ask questions of the public, applicant, or appellant as part of its deliberations.
4. If the Design Review Committee raises a new issue through deliberation and seeks to take additional public testimony from the public, applicant, or appellant on the new issue, the public hearing must be reopened and persons given a chance to speak on the new issue. At the conclusion of the public testimony, the public hearing is again closed.
5. The Design Review Committee deliberates and takes action.

B. Rules of Testimony:

1. Persons addressing the Committee shall first secure permission from the Chair. Comments made must be relevant to the matter before the Committee.
2. 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" or otherwise limit repetitive testimony and testimony deemed non-germane. Additionally, irrelevancies (including comments on race, religion, creed, political matters, etc.) shall be ruled out of order by the Chair.
3. All comments shall be addressed to the Committee.
4. If a Member is in possession of extra-record evidence that is relevant to his or her decision making but which does not require recusal, then, the Member shall state such evidence for the record.

5. The Chair shall discourage complaints regarding the staff or individual members of the Committee during a Public Hearing. Complaints should be presented as a separate item on the agenda, or submitted to the Committee in writing for later consideration.

Section 11: Evaluation of Projects.

1. The WCDRC shall review the plans for compatibility with the Architectural Guidelines adopted for the District.
2. In its review, the WCDRC shall identify unacceptable visual qualities of the proposal and request appropriate changes.
3. Proposals may be recommended for approval by the Committee with or without conditions.
4. ~~When available~~ WCDRC recommendations shall be considered by the Planning Department in the case of building permits or by the reviewing body prior to approval.

Section 12: Decision-Making

1. Voting - Approval of any motion brought before the Committee shall require the affirmative vote of a quorum of the members, unless otherwise specified by law.
2. Tie Votes - Any tie vote shall constitute a denial of the motion and may be reconsidered by a motion offered by any member who voted on the matter. If there is no action by an affirmative vote, the result is no action.
3. Abstentions - Abstentions shall not count as votes for the purpose of determining whether there has been an affirmative vote of a quorum of the members, but shall be counted for the purpose of determining whether a quorum is present, unless the member is abstaining because of a potential conflict of interest in the matter at hand.
4. Roll Call - Voting upon a motion may, at the discretion of the Chairperson, and shall, upon the request of any member, be by roll call. When voting is not by roll call, the Chairperson may, in the absence of objection by any member of the Design Review Committee declare an item to be unanimously approved.

Section 13: Adjournment. The Committee 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 Committee are absent from any meeting, staff shall declare the meeting adjourned to a stated time and place. 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 for regular meetings.

ARTICLE V – Ethics

Section 1: Conflict Of Interest. No Member shall participate in the making of a decision or vote on any item in which he or she has a financial interest as defined in Government Code Sections 87100 et seq. (the Political Reform Act) and its implementing regulations, or a financial interest pursuant to Government Code Section 1090. Further, no Member shall participate in the making of a decision or vote 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 Members. Members shall place in the record of Committee 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 Committee informed regarding any showing of unusual or special interest by any person or group in any matter before the Committee.

~~Section 3: Appearances Before The Board Of Supervisors. Any Member presenting a minority report to the Board may do so as a Member, but shall make it clear to the Board that he or she is not presenting the sentiment of a majority of the Committee. Any Member intending to make a minority report to the Board of Supervisors shall report this intention at a Committee meeting prior to making the minority report or to the Director if no Committee 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 For The Transaction Of Business. These rules may be amended ~~by the Committee~~ by a ~~majority of all members~~vote of the Committee at any regular meeting or special meeting.

ARTICLE VIII – Adoption

The foregoing rules for the transaction of the business of the Wheeler Crest Design Review Committee of the County of Mono were adopted at the regular meeting held on the [redacted] day of the month of [redacted], and signed by Committee Chair [redacted].

Chair, Wheeler Crest Design Review Committee

DATED: _____

ATTEST:

Secretary, Wheeler Crest Design Review Committee

DATED: _____