

## MENDOCINO COUNTY

## MEMORANDUM

TO: Planners  
Support Staff

FROM: Raymond Hall, Director *Raymond Hall*

SUBJECT: Mendocino Town Plan and Ordinance

DATE: 9-21-92

The Board of Supervisors on Monday, September 14, 1992 approved the amended Mendocino Town Plan but rejected the implementing zoning ordinance.

Adoption of the Town Plan results in the regulation of vacation home rentals (VHR) and single unit rentals (SUR). New VHR's and SUR's are subject to the 13 residential to 1 VHR/SUR ratio. The Board of Supervisors has declared that a business license in effect on April 7, 1992 constitutes evidence of an existing VHR or SUR. Based on figures provided by Bud Kamb and checked/corrected by Gary Berrigan, the number of existing VHR's (34) and SUR's (21) as of April 7, 1992 was approximately 55. ←

Section F-20 of the existing code directs that no permit or approval can be granted if the project is inconsistent with the Mendocino Town Plan, therefore if a proposal for VHR/SUR constitutes the 56th, 57th etc. such unit in Mendocino then it is subject to the 13:1 ratio. ←

\* The Board did not approve the zoning ordinance and directed that I meet with MHRB and the Chamber of Commerce to redraft those sections of the proposed ordinance dealing with public assembly, signs and Mendocino Historical Review Board authority. After re-drafting the ordinance, a Town meeting will be held by Supervisor de Vall to provide the public the opportunity to comment. Following the Town meeting and within four months of the Board's action on September 14, 1992, I am to return to the Board of Supervisors with proposed changes to the zoning ordinance. If the revised language appears generally acceptable to the Board of Supervisors, they will direct staff to initiate the hearing process (Planning Commission, Board of Supervisors, Coastal Commission).

In this interim period I am directing staff that enforcement of existing sign violations within the Town of Mendocino is to be held in abeyance. The intent is to concentrate our efforts upon revising the ordinance rather than enforcing regulations that may change in the near future. Exceptions to this policy may be granted by the Director of Planning and Building Services for good cause.

RH:cec

cc: Board of Supervisors  
Mendocino Historical Review Board Chair & Members  
Chamber of Commerce, Fort Bragg  
Ina Karish  
Bud Kamb  
Brad Stephens  
Mendocino Town Ord File ✓

RAYMOND HALL  
DIRECTORTELEPHONE  
(707) 964-5379

## COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING AND BUILDING SERVICES

MAILING ADDRESS:  
143 WEST SPRUCE STREET  
FORT BRAGG, CA 95437\*  
  
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Dear Applicant:

Your application for a business license for a vacation home rental or single unit rental in the town of Mendocino is being held by the Department of Planning and Building Services. The reasons your application cannot be approved at this time are discussed below.

The Mendocino County Board of Supervisors has adopted a policy that limits the number of vacation home rentals and single unit rentals in the Town of Mendocino. The Board's policy requires that a ratio of thirteen long term residential units to either one vacation home rental or one single unit rental be maintained. To achieve this, the number of single unit and vacation home rentals has been capped at 53. New business licenses for these uses that increase the total number of units are subject to a conditional use permit, and can not be approved until thirteen new residential units have been completed in the town. Single unit rentals in the Commercial Zone are exempt from this limitation. A new license can be approved when a licensed vacation home rental or single unit rental has gone out of business. The Board's policy does not allow the transfer of existing business licenses.

Applications for new licenses are considered in chronological order from the date of application, and first priority is given to single unit rentals. The Department will maintain a waiting list for those wishing to be considered for a business license for either a vacation home rental or single unit rental. To be placed on the waiting list requires a \$100 non-refundable fee which is in addition to the use permit fee.

We currently are maintaining a chronological list of those business license applications that are pending based upon date

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received. We are developing applications to be placed on the waiting list. When these are finished, you will be notified and given an opportunity to be placed on that list, maintaining your your present position "in line".

If you have any questions, please feel free to call me.

Sincerely,

**Gary Berrigan**  
**Senior Coastal Planner**

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**GLB:am**

Note corrections  
to pg 2 of  
letter

Send to:

1. Deborah ~~Wittneben~~ Wittneben  
Box 1299  
Mendocino

8. Pam Haskins  
Box 335  
Mendocino

2. Michael Fleming  
5557 Plaza Encina  
Concord 94521

letter sent to all  
on 10-20-92

3. Edward Arcuri  
Box 1401 Yellowhouse  
Mendocino

4. Herb & Claire Lobell  
Box 223  
Mendocino

5. Isabel Rodgers  
Box 997  
Mendocino

6. Patrick Shea  
101 W. Broadway, Ste 1800  
San Diego 92101

7. Alice Goodridge  
31 Rondo Court  
Chico 95928

RAYMOND HALL  
DIRECTORTELEPHONE  
(707) 964-5378COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICESMAILING ADDRESS:  
143 WEST SPRUCE STREET  
FORT BRAGG, CA 95437

11-18-92

## FAX COVER SHEET

PLEASE DELIVER TO: Peggy MerrillFROM: Mary Stinson

FAX#: 707-961-2427

NUMBER OF PAGES FAXED 4 (INCLUDING THIS PAGE)

## MESSAGE:

This is a tentative list of people who have shown an interest in applying for a Vacation Home Rental/Single Unit Rental. The official application form is being developed. When it is finalized, these people will be notified to complete the application and pay a \$100.00 fee within a specified period of time. If they do then they will be placed on the "official list". If they do not then their name will be removed from this list and those behind them will then move up. Single Unit Rentals are given priority over Vacation Unit Rentals.

If you have any questions, Gary Berrigan is the most knowledgeable, but any one else here will be happy to answer your questions.