



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
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## **MEMORANDUM**

**DATE:** March 4, 2024  
**TO:** Mendocino Historical Review Board  
**FROM:** Jessie Waldman, Executive Secretary  
**SUBJECT:** **Matters from Review Board – Process to revise or amend MHRB Design Guidelines**

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**BACKGROUND:** The Review Board has requested Planning Staff to provide a summary on the process required to revise or amend the Mendocino Historical Review Board Design Guidelines.

**REGULATION:** **Mendocino Town Plan (MTP) SECTION 6. TOWN PLAN IMPLEMENTATION:**

**6.4 Historic Review Board Design Guidelines:** The Mendocino Historic Review Board Design Guidelines (reproduced in Appendix 7) serve to implement Mendocino Town Zoning Code Chapter 20.760, and also to provide guidance to development applicants on the desired character within the Historical District. The design guidelines set out a range of design choices that will encourage development throughout the Town that is compatible with the Town's existing and desired character and will discourage the introduction of incompatible elements of design or building style. Amendments to the design guidelines, which are an incorporated part of the Mendocino Town Local Coastal Program, shall require an amendment to the certified Mendocino Town Local Coastal Program.

**SUMMARY:** Amendments to the design guidelines, which are an incorporated part of the Mendocino Town Local Coastal Program, shall require an amendment to the certified Mendocino Town Local Coastal Program. Amendments to the Land Use Plan are a General Plan Amendment, which are limited by State Law to not more than four amendments in any one calendar year. The amendment process is provided in Mendocino Town Zoning Code section 20.732.020. The process includes the following steps:

1. Initiation of amendment to Local Coastal Program, as provided in Mendocino Town Zoning Code section 20.732.010.
2. Administrative Review by Department, including stakeholder meetings, preparation of draft updated design guidelines, referral to pertinent agencies and tribal consultation.
3. Planning Commission hearing, where the Planning Commission will provide a report and recommendation to the County Board of Supervisors of the proposed Amendment.
4. Board of Supervisors hearing, where the Board of Supervisors will approve, modify or disapprove the recommendation of the Planning Commission and provide direction to the Department to submit a Local Coastal Program amendment application to the California Coastal Commission.
5. Preparation of Local Coastal Program Amendment application by Department.
6. Submittal of Local Coastal Program Amendment application to the California Coastal Commission.
7. Coastal Commission staff review of application, conducted pursuant to the Article 2 of the Coastal Act.
8. Certification by the California Coastal Commission of the Local Coastal Program Amendment.
9. Acceptance by County Board of Supervisors of any changes made to the Local Coastal Program Amendment, as certified by the California Coastal Commission.

**RECOMMENDATIONS:** The Review Board may wish to prepare a letter to the County Board of Supervisors regarding a possible amendment to the Mendocino Town Local Coastal Program.