



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 - Ordinance Amendment Process

BACKGROUND: The Review Board has requested Planning Staff to provide a summary of the Ordinance Amendment process. The Review Board has had much discussion over the past 1 year regarding sign copy regulations, the Mendocino Town Zoning Code (MTZC) Section 20.760.0.40(H), where Review Board Members have expressed desire to streamline the process for sign copies. The Review Board has expressed the regulations limit the Boards goal create a more streamlined approval process for the community.

SUMMARY: Division III (Mendocino Town Zoning Code (MTZC)) has specific language limiting the desire of the Review Board to streamline signs, specifically MTZC Section 20.760.060(H) without the need for an ordinance amendment.

REGULATION: MTZC Chapter 20.732 (Amendments) provides direction and procedures *to change the boundaries of Mendocino Town land use classifications or Zoning Districts or to change any other provisions of this Division*. Modifying the exemptions from the need to obtain a MHRB permit requires an amendment to the Implementation Program of the Mendocino Town Local Coastal Program. Depending on the extent of changes, it may also require an amendment to the Land Use Plan component of the Local Coastal Program.

The amendment process is provided in MTZC section 20.732.020. The process includes the following steps:

1. Initiation of amendment, as provided in Mendocino Town Zoning Code section 20.732.010.
2. Administrative Review by Department, including stakeholder meetings, preparation of draft amendment language, 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.