

Historic Sites and Records Preservation Commission

MEETING AGENDA January 10, 2022

The following public comment options continue to be offered during the pandemic pursuant to the Governor's Executive Order N-29-20, which relaxed certain provisions of the Brown Act to allow public meetings accessible telephonically to **all public members** seeking to observe and address that committee/council/commission and or working group.

Members of the public who wish to participate in the meeting are invited to do so by submitting written comments (instructions follow), by attending the meeting in person or by joining the teleconference by:

To join meeting by dialing in on phone, call this number:

United States: +1 (786) 535-3211 Access Code: 135-062-653

****Please note that all callers will be limited on their speaking time, and will be muted before and after public comment periods****

Planning Advisory Committee written commenting processes are as follows

WRITTEN COMMENTS: Written comments may be submitted via U.S. Postal Service, email or may be dropped off at the Planning Department. In your written communication please note in the subject line: Which Planning Advisory Committee you are commenting to and indicate which "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM" that you are commenting on.

1) Mail • Send written communication to:

Mariposa County Planning Department
PO Box 2039
Mariposa CA 95338

2) Email • Send an email to the planningdept@mariposacounty.org

3) Drop Off:• Written communication can be dropped off at:

Mariposa County Planning Department
5100 Bullion Street, 1st Floor
Mariposa, CA 95338

No matter which of these formats you choose to use for written communication (Mail, Email or Drop Off) please know that in order to ensure distribution to the committee prior to their consideration of the agenda, and in order for your written comments to be placed into the record it must be received no later than 8:00 a.m. on the day of the meeting.

Historic Sites and Records Preservation Commission

MEETING AGENDA

DATE: Monday, January 10, 2022

TIME: 10:00 a.m.

LOCATION: Government Center Upper Floor
Board of Supervisors Chambers
5100 Bullion Street, Mariposa

1. Call to Order and Roll Call

2. Approval of Minutes:

- a. Meeting of April 12, 2021
- b. Meeting of October 18, 2021

3. Election of officers. Chair, Vice Chair, Secretary

4. Review and Recommendation for Action:

- a. Recommendation to Planning Director for Action on Historic Design Review Application No. 2021-190, 5100 Bullion Street, Mariposa APN 013-116-0070; Mariposa County, applicant. Solar Canopy System Installation, Rear Parking Area Government Center.
- b. Recommendation to Planning Director for Action on Historic Design Review Application No. 2021-208, 5074 Bullion Street, Mariposa APN 013-151-0030; Mariposa, Jesse and Hannah Fouch, applicants. Swimming pool installation at contributing structure site.
- c. Discuss and Provide Direction or Recommendation Regarding Draft Advisory Committee Guidelines (agenda packet attached)

5. Non-agenda items (for discussion only, no action), including persons wishing to speak on any item of interest within the subject matter or jurisdiction of the Commission that is not on the agenda

6. Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, contact the Planning Department at 209-966-5151.

Historic Sites and Records Preservation Commission

MEETING Minutes- DRAFT

DATE: Monday, April 12, 2021

TIME: 10:00 a.m.

LOCATION: Government Center Upper Floor
Board of Supervisors Chambers
5100 Bullion Street, Mariposa

1. Call to Order and Roll Call

Chair Phillips called the meeting to order at approximately 10:00 a.m.

Commissioners Present: Jeanetta Phillips (Chair), Burt Collins, Ed Drechsler and Ruth Sellers. **Commissioners Absent:** Kathleen Leavitt

County Staff/Departments Present: Steve Engfer, Kaitlyn Casner from the Planning

Applicants/Members of the Public Present: Tom & Lori Ritter (applicants)

2. Officer Elections- Tabled.

3. Approval of Minutes: Meeting of February 8, 2021 & Meeting of March 8, 2021

February 8: Corrections to the minutes are noted as: Page 2, first paragraph, correct spelling Dreschler to Drechsler and Collisn to Collins.

By Motion of Drechsler, seconded by Collins, the Historic Sites and Records Preservation Commission approved the minutes February 8 as corrected. Motion approved.

AYES: (4) Collins, Drechsler, Sellers and Phillips

March 8:

By Motion of Sellers, seconded by Drechsler, the Historic Sites and Records Preservation Commission approved the minutes March 8. Motion approved.

AYES: (4) Collins, Drechsler, Phillips and Sellers

4. Review and Recommendation to Planning Director for Action:

- a. Historic Design Review Application No. 2021-028; 5047 Stroming Rd, Mariposa; APN 013-131-0140; Thomas and Lori Ritter, applicants; Creekside Nursery.

Staff presented the item. Committee discussion occurred. Tom and Lori Ritter, applicants were present.

By Motion of Drechsler, seconded by, the Historic Sites and Records Preservation Commission approved the item as presented. Motion Approved.

AYES: (4) Collins, Drechsler, Phillips and Sellers

- b. Historic Design Review Application No. 2021-022; 5059 Highway 140, Mariposa; APN 013-144-002; Monarch Inn (Ambrish Patel), applicant; Jag One, owner.

Staff presented the item. Discussion and questions regarding the exterior color scheme, sign, gabion walls and the application in general being too contemporary.

On motion of Drechsler, seconded by Collins, the Historic Sites and Records Preservation Commission recommended that the Planning Director continue this item to the June 14th, 2021 regularly scheduled meeting provided the applicant provides an updated set of plans that conforms better to the Mariposa County Gold Rush Design Review Guidelines. Motion Approved.

AYES: (4) Collins, Drechsler, Phillips and Sellers

5. **Non-agenda items (for discussion only, no action)**, including persons wishing to speak on any item of interest within the subject matter or jurisdiction of the Commission that is not on the agenda
6. **Adjourn Meeting** Adjourned by Chair.

Historic Sites and Records Preservation Commission

MEETING MINUTES-ACTION DRAFT

DATE: Monday, October 18, 2021

TIME: 10:00 a.m.

LOCATION: Government Center Upper Floor
Board of Supervisors Chambers
5100 Bullion Street, Mariposa

- 1. Call to Order and Roll Call:** Drechsler opened the meeting at 10:09 am and called for the Roll: Vice Chair: Ed Drechsler, Committee Members: Burt Collins and Kathleen Leavitt. It was noted that the following Commissioners were excused: Jeanetta Phillips and Ruth Sellers. Planning Department: Sarah Williams, Carol Suggs and Steve Engfer (phone). Member of the Public: Becky Barnes (public member) and Jamie Martin (applicant for 3rd project on the agenda).

2. Approval of Minutes:

- a.** Meeting of April 12, 2021. Tabled due to no quorum of those in attendance.
- b.** Meeting of June 14, 2021. Motion was made by Leavitt, seconded by Collins to accept the minutes as presented. Motion Approved.

Ayes: (3) Collins, Drechsler, Leavitt

3. Review and Recommendation to Planning Director for Action:

- a.** Recommendation to Planning Commission and Board of Supervisors on County Code Amendment No. 2021-162; an Amendment to Add Section 17.108.240 to Chapter 17.108 (Supplementary Standards) of Title 17 to Establish Special Use Provisions for Historic Structures Countywide.

Williams presented the project to the Commission.

Discussion amongst the Commissioners regarding current process and advantages to property owners should this amendment be approved.

Public Comment was received by: Becky Barnes.

Motion was made by Leavitt, seconded by Collins that the Historic Sites and Records Preservation Commission recommended that the Planning Commission and the Board of Supervisors approve the item as presented. Motion Approved.

Ayes: (3) Collins, Drechsler, Leavitt

- b.** Recommendation to Planning Director for Action on Historic Design Review Application No. 2021-158, 4978 10th Street, Mariposa APN 013-116-0080; Mariposa County Library, applicant. Satellite dish installation and location.

Williams presented the project to the Commission.

Discussion amongst the Commissioners regarding the proposed location of the satellite dish.

There was no public comment.

Motion was made by Collins, seconded by Leavitt, that the Planning Director approve the installation of the item as presented in the preferred location as indicated in the packet. Motion approved.

Ayes: (3) Collins, Drechsler, Leavitt

- c.** Recommendation to Planning Director for Action on Historic Design Review Application No. 2021-169, 5010 Hwy 140, Mariposa APN 013-185-0040; Mariposa, Jaimie Martin, applicant. Exterior Paint and Sign Color changes at Daily & Co. Building.

Williams presented the project to the Commission.

Discussion amongst the Commissioners regarding colors.

During the public comment portion, Jaimie Martin (applicant that was on the phone) re-stated the information that was in the packet with Engfer making some clarifications as we were having audio issues.

Clarifications included the colors and that the blue roof color is only on the logo portion of the sign and not the building and that they were going to match the sign colors base and trim of the building colors as best as possible.

Motion was made by Leavitt, seconded by Collins that the Planning Director approve the project as presented. Motion approved.

Ayes: (3) Collins, Drechsler, Leavitt

- 4. Non-agenda items (for discussion only, no action),** including persons wishing to speak on any item of interest within the subject matter or jurisdiction of the Commission that is not on the agenda. None.
- 5. Adjourn.** Drechsler adjourned the meeting at 10:50 a.m.



MARIPOSA PLANNING

COUNTY OF MARIPOSA

5100 BULLION STREET • POST OFFICE BOX 2039

MARIPOSA, CALIFORNIA 95338-2039

209 . 966 . 5151 • FAX 209 . 742 . 5024

Sarah Williams, Director

swilliams@mariposacounty.org

Steve Engfer, Senior Planner

sengfer@mariposacounty.org

MEMORANDUM

Date: January 10, 2022

To: Historic Sites and Records Preservation Commission

From: Steve Engfer, Senior Planner

Topic: Agenda Item 4.a: Recommendation to Planning Director for Action on Historic Design Review Application No. 2021-190, 5100 Bullion Street, Mariposa APN 013-116-0070; Mariposa County, applicant. Solar System Parking Canopy Installation, Rear Parking Area Government Center.

Project and Background

This project proposes a new Solar Canopy Installation at the rear parking lot of the County Government Center.

Location: The project site is located at 5010 Hwy 140, Mariposa (Daily & Co. Realty Office Building)

Zoning: Public Quasi-Public, Historic Design Review Overlay

Land Use: Mariposa Town Planning Area

Solar Systems

Generally solar installations are unique for permitting, because the state of California has streamlined review and limits the constraints to streamline permitting processes for solar systems. However, the site being in the Historic District, there is an opportunity to include some design features to meet the intent of the Architectural Theme and Development Guidelines for the Historic Design Review Overlay Zone.

Attachment A – Vicinity Map.

Approval Process

The Mariposa County Planning Director is the approval authority for Design Review Applications. However, before the Planning Director acts on the application, the Historic Sites and Records Preservation Commission review and recommendation to the Planning Director is sought.

Proposed Work

1. Proposed parking area solar canopy structure (3138 square feet).

Our Mission is to provide our clients with professional service and accurate information in a respectful, courteous, and enthusiastic manner resulting in a well-planned rural environment.

- a. Requires removal of some trees and existing light standards (See Attachment B- Project Plans & Submittals)
2. Proposed canopy steel columns, transformer and perimeter fascia of the canopy structure to be painted “bison beige” (color to match the Government Center split face block trim and parking lot sign color)
 - a. Project scope includes painting of transformers, panelboard and other equipment enclosures, conduit running vertically up the painted columns (not horizontally directly under array), and the outside facing sides of the outside purlins and end caps. Inner purlins and inverters will not be painted.
3. Placement of transformer behind existing government center parking block sign for additional screening.
4. Under canopy lighting to meet International Dark Sky Association Standards

Attachment B – Project Plans & Submittal

Recommended Conditions

1. A Building Permit shall be required prior to any work. Planning Director approval of the building permit plans is required prior to building permit issuance for verification that the lighting, color scheme and placement of transformer are in conformance with the design review approval.
2. Final approval of this design review is subject to a final Planning Department inspection of the completed project.

The Planning Director is the final approval authority for this historic design review application.

CEQA

This project is exempt from the California Environmental Quality Act (CEQA) Categorical Exemptions Guidelines Section 15303 (e) New Construction or Conversion of Small Structures.

The project (solar parking canopy structure) is covered by the categorical exemption as it is accessory structure to the existing Government Center.

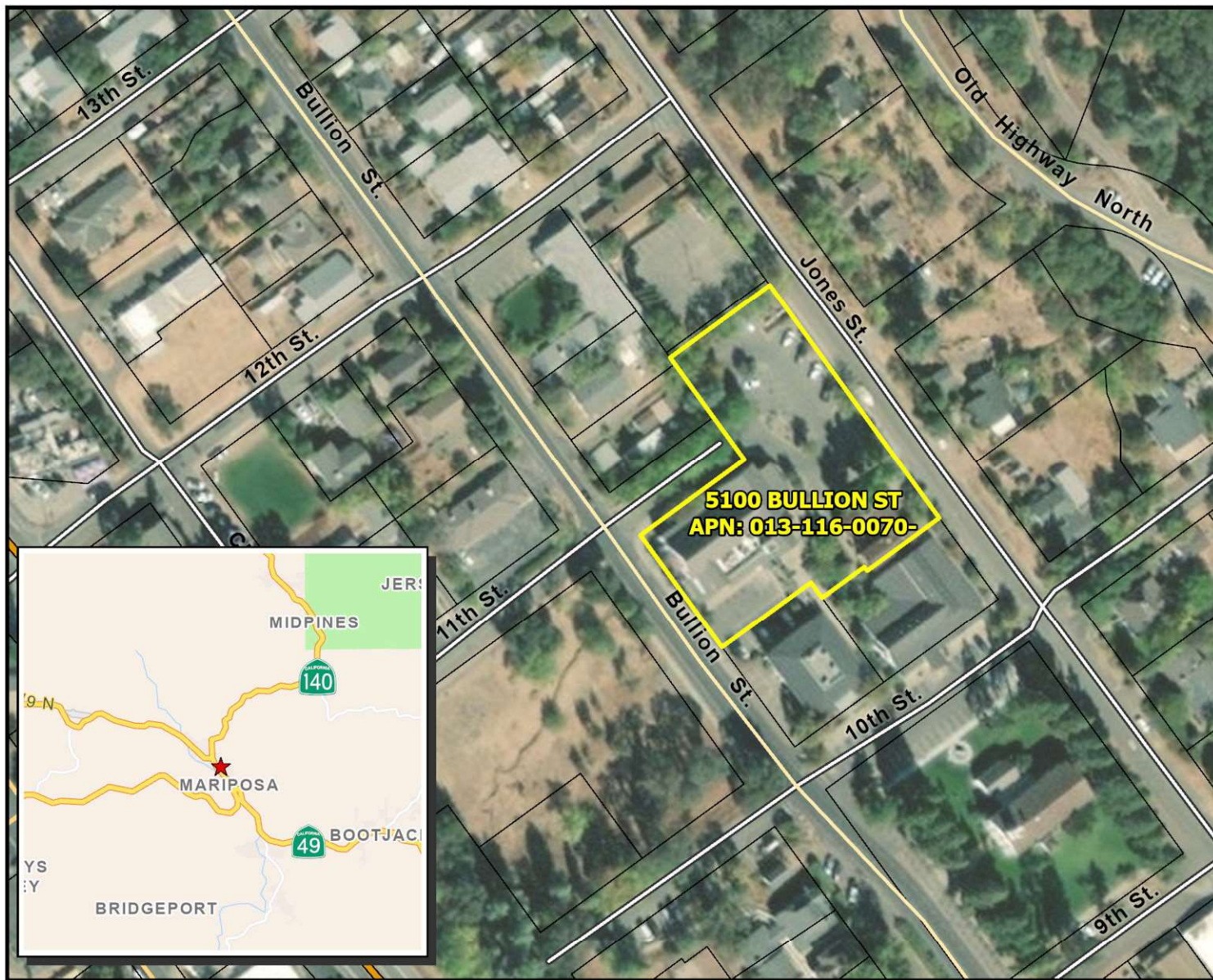
RECOMMENDATION

Staff recommends that the Historic Sites and Records Preservation Commission review the project and provide a recommendation to the Planning Director based on the points and authority raised in this memorandum and recommended conditional approval of this project, including a finding that the project is exempt from CEQA, or provide direction or input to the Planning Director.

ATTACHMENTS:

- A. Vicinity Map
- B. Project Plans & Submittal
- C. NOE

Mariposa County Planning Department Project Vicinity Map



0 100 200 Feet

1:1,799

PROJECT TYPE: DESIGN REVIEW 2021-190

APPLICANT/OWNER: PUBLIC WORKS / GOV'T CENTER

SITE ADDRESS: 5100 BULLION ST

APN: 013-116-0070

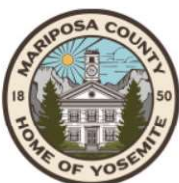
Coordinate System: NAD 1983 State Plane California III FIPS 0403 Feet

Date: Monday, November 01, 2021

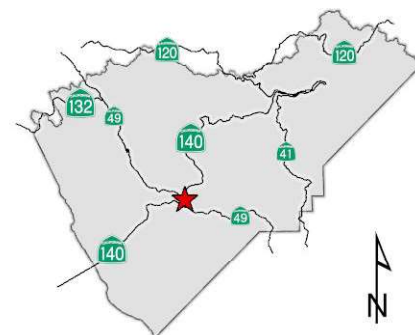
Data Source: Mariposa County Planning Department GIS;

Assessor's Parcel Map Update: 08/2021

Map Credit: jwhite



Mariposa County Planning Department
PO BOX 2039 5100 Bullion Street
Mariposa, California 95338-2039
209.966.5151 FAX 209.742.5024
mariposaplanning@mariposacounty.org
<http://www.mariposacounty.org/planning>



NEW PHOTOVOLTAIC ARRAY CODE ANALYSIS

SYSTEM DESCRIPTION: Module Type CANADIAN SOLAR CS3W-420 2015 1MM X 1000 MM X .35 MM 55.7 lbs

Array Name	Array Model	Total Area	HW DC	No. of Modules	Minimum Area	Azimuth	Tilt	Occupancy	Const. Type	Area	Allowable Area
A	51 x 126	54.60	54.60	3	14	232°	7°	S-2 NS	3.138 SF	3.138 SF	UNLIMITED
TOTALS:	130	54.6	3								UNLIMITED

PER CBC 408.55 AREA AND HEIGHT INCREASES: OPEN PARKING GARAGES OF TYPE B CONSTRUCTION WITH ALL

SHEETS SHALL BE UNLIMITED IN ALLOWABLE AREA WHERE THE BUILDING HEIGHT DOES NOT EXCEED 75'.

SHEETS SHALL BE UNLIMITED IN ALLOWABLE AREA WHERE THE BUILDING HEIGHT DOES NOT EXCEED 75'.

SEE ELECTRICAL SITE PLAN FOR POC INFORMATION AND LOCATION

ARROWS ON PLAN POINT TO LOW SIDE OF CANOPY

SEE SHEET NAME-507 FOR DARK SKY COMPLIANT FEATURE

LANDSCAPE PLAN LOCATED NOT REQUIRED PER RONNE SANCHEZ PUBLIC WORKS FACILITIES SUPERVISOR

(A) TREES AND (B) LIGHT POLES TO BE DEMO DEMOED BY 11/1/2011 SHEET

COLUMNS BEAMS AND TRANSFORMERS TO BE PAINTED SEE A1.1 FOR TRANSFORMERS, A1.1 FOR ARRAY SECTION

REFER TO A1.2 FOR SITE SHADING ANALYSIS

PLANNING REVIEW SHEET NOTES

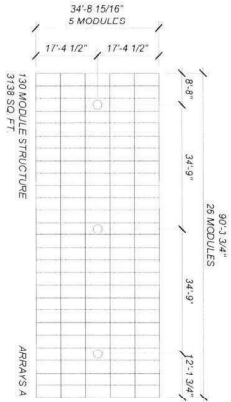
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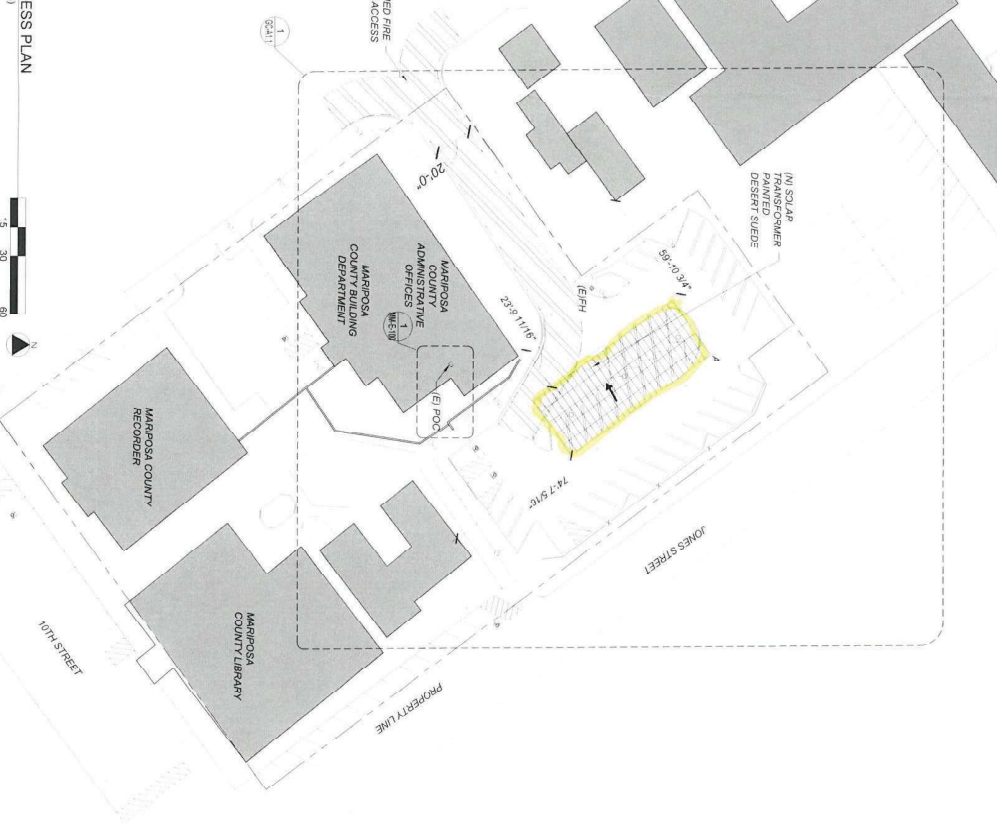


2 ARRAY DIMENSIONS

Scale 1/16"=1'-0"

1 SITE PLAN & FIRE ACCESS PLAN

Scale 1"=40' (FOR 24X36 SHEETS)



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Carport 420W Government Center, 5100 Bullion St. Mariposa, CA

Report

Project Name	Government Center
Project Address	5100 Bullion St. Mariposa, CA
Prepared By	Vincent Carpenter vcarpenter@ies-hvac.com



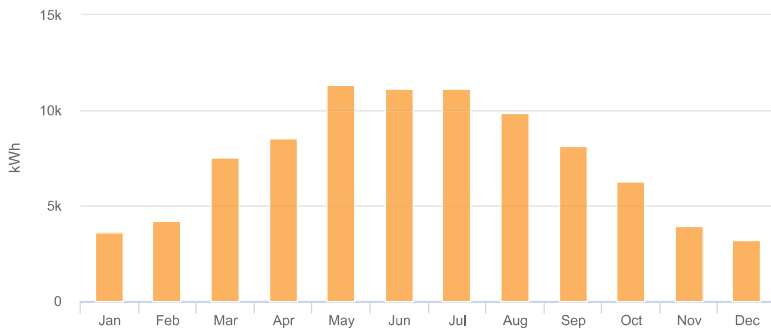
System Metrics

Design	Carport 420W
Module DC Nameplate	54.6 kW
Inverter AC Nameplate	50.0 kW Load Ratio: 1.09
Annual Production	88.93 MWh
Performance Ratio	82.5%
kWh/kWp	1,628.7
Weather Dataset	TMY, 10km grid (37.45,-119.95), NREL (prospector)
Simulator Version	8e8a737557-8c574f6450-f3f5464605-b7b0b7f0e1

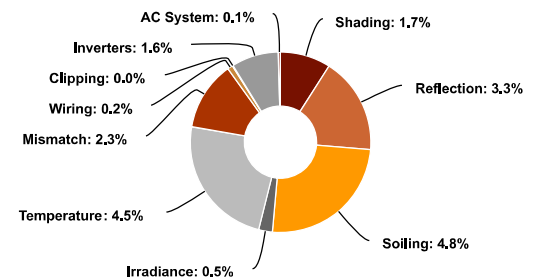
Project Location



Monthly Production



Sources of System Loss



Annual Production

	Description	Output	% Delta
Irradiance (kWh/m ²)	Annual Global Horizontal Irradiance	1,931.4	
	POA Irradiance	1,974.3	2.2%
	Shaded Irradiance	1,940.4	-1.7%
	Irradiance after Reflection	1,876.8	-3.3%
	Irradiance after Soiling	1,787.4	-4.8%
	Total Collector Irradiance	1,787.4	0.0%
Energy (kWh)	Nameplate	97,652.0	
	Output at Irradiance Levels	97,193.3	-0.5%
	Output at Cell Temperature Derate	92,802.7	-4.5%
	Output After Mismatch	90,621.9	-2.3%
	Optimal DC Output	90,461.8	-0.2%
	Constrained DC Output	90,442.7	0.0%
	Inverter Output	88,995.6	-1.6%
	Energy to Grid	88,929.0	-0.1%
Temperature Metrics			
	Avg. Operating Ambient Temp		18.3 °C
	Avg. Operating Cell Temp		27.9 °C
Simulation Metrics			
	Operating Hours	4681	
	Solved Hours	4681	

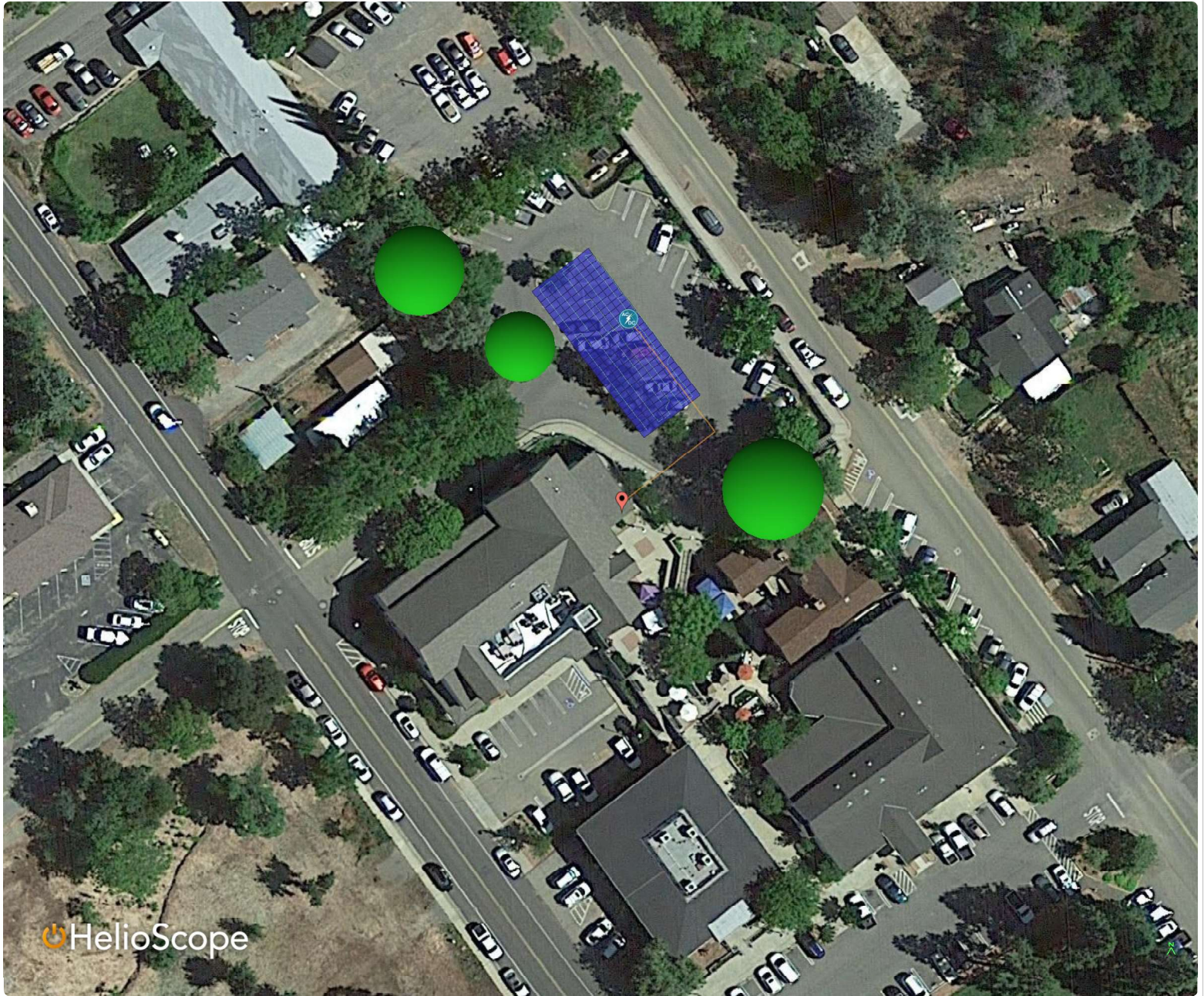
☁ Condition Set													
Description	Condition Set 1												
Weather Dataset	TMY, 10km grid (37.45,-119.95), NREL (prospector)												
Solar Angle Location	Project Lat/Lng												
Transposition Model	Perez Model												
Temperature Model	Diffusion Model												
Temperature Model Parameters	Rack Type					U _{const}			U _{wind}				
	Fixed Tilt					29			0				
	Flush Mount					15			0				
	East-West					29			0				
	Carport					29			0				
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	2	3	3	4	4	5	5	6	7	6	5	4	
Irradiation Variance	3%												
Cell Temperature Spread	2° C												
Module Binning Range	-1.5% to 1.5%												
AC System Derate	1.00%												
Module Characterizations	Module					Uploaded By		Characterization					
	CS3W-420P (1000V) (Canadian Solar)					Folsom Labs		Spec Sheet Characterization, PAN					
Component Characterizations	Device		Uploaded By					Characterization					

🗂 Components		
Component	Name	Count
Inverters	CSI-50KTL-GS-FL (Canadian Solar)	1 (50.0 kW)
AC Panels	1 input AC Panel	1
AC Home Runs	500 MCM (Copper)	1 (507.7 ft)
Strings	10 AWG (Copper)	7 (449.2 ft)
Module	Canadian Solar, CS3W-420P (1000V) (420W)	130 (54.6 kW)

🔌 Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	16-19	Along Racking

🏠 Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Carport	Portrait (Vertical)	5°	232.651°	1.6 ft	5x26	1	130	54.6 kW

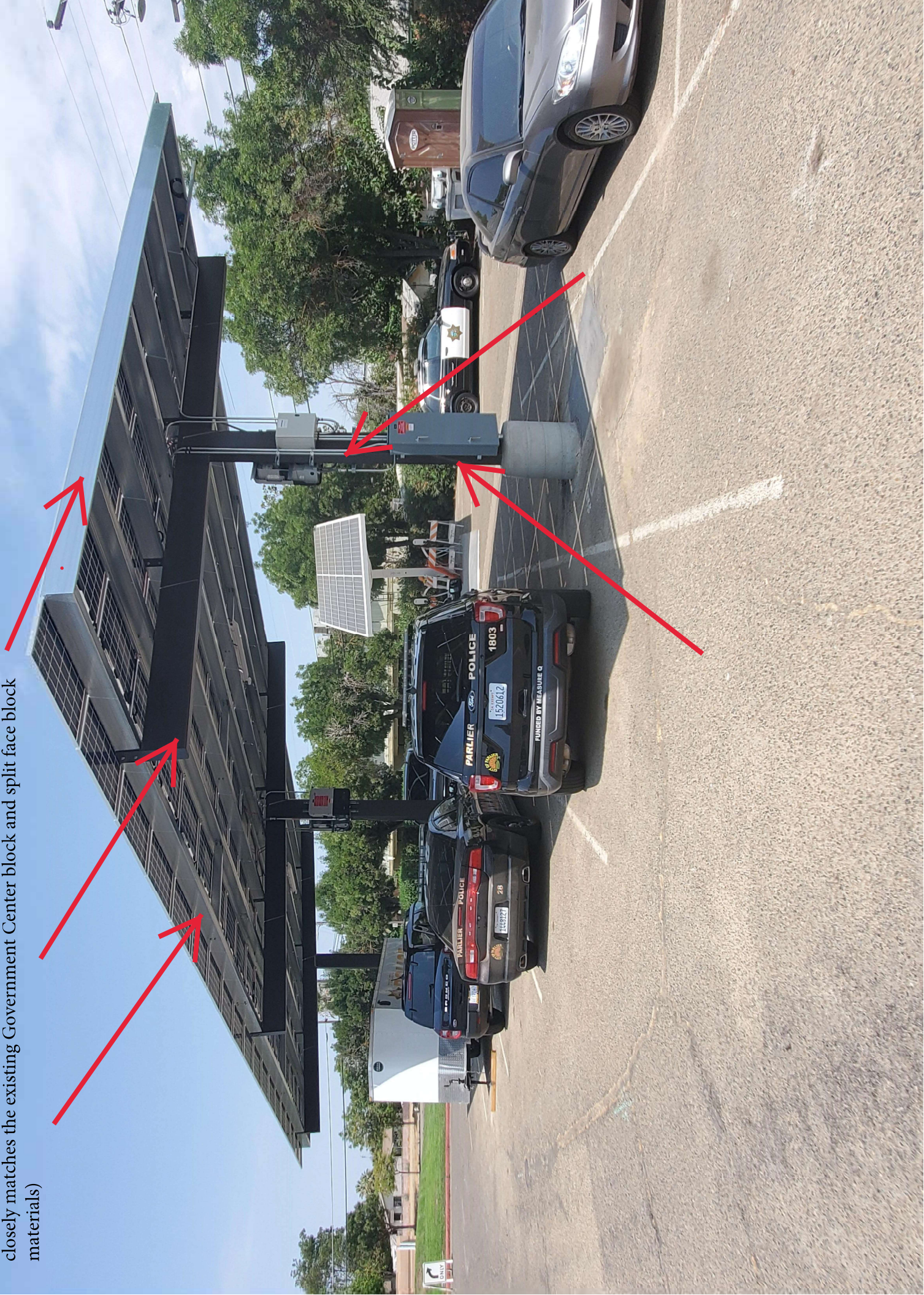
Detailed Layout





X = Tree Removal

Solar Canopy Example To Demonstrate Painted Components for Proposed Project.
All components identified by arrows are to be Painted Bison Beige (color that most closely matches the existing Government Center block and split face block materials)



STANDARD PAINT COLORS



DE6361 – Baby Seal Grey



DEC756 Weathered Brown



DEA187 – Black



DEC750 Bison Beige



DEA6366 Silver Spoon



DE6206 Desert Suede

MARIPOSA COUNTY

NOTICE OF EXEMPTION

TO: County Clerk
County of Mariposa
P.O. Box 247
Mariposa, CA 95338

FROM: Sarah Williams
Planning Director
5100 Bullion Street
Mariposa, CA 95338

Project Title: Historic Design Review Application 2021-190, Solar System Parking Canopy Installation.

Project Location: Project site is at 5100 Bullion Street, Mariposa; APN 013-116-0070.

Description of Project: Solar System Parking Canopy Installation of approximately 3200 square feet in area.

Name of Public Agency Approving Project: Mariposa County Planning Department

Name of Person Carrying Out Project: Mariposa County, Applicant

Exempt Status: Categorical Exemptions CEQA Guidelines Section 15303 New Construction or Conversion of Small Structures (e).

Reason Why Project Is Exempt: This project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (e). The project (solar parking canopy structure) is covered by the categorical exemption as it is accessory structure to the existing Government Center.

Lead Agency Contact Person: Steve Engfer, Senior Planner (CEQA Determination)

Phone Number: (209) 966-5151

Sarah Williams
Planning Director

Date

Mariposa County

SARAH WILLIAMS

Planning Director

Kaitlyn Casner

Assistant Planner



5100 Bullion Street

P.O. Box 2039

Mariposa, CA 95338

209-966-5151 FAX 209-742-5024

swilliams@mariposacounty.org

kcasner@mariposacounty.org

www.mariposacounty.org

MEMORANDUM

Date: January 10, 2022
To: Historic Sites and Records Preservation Commission
From: Kaitlyn Casner, Assistant Planner
Topic: Agenda Item 4. b. Recommendation to Planning Director Regarding Historic Design Review Application No. 2021-208; APN 013-151-003; 5074 Jones Street, Mariposa; Applicant Rita Valeriote/ Freedom Pools; In-ground swimming pool.

Project Description

The applicant has proposed an in-ground swimming pool. The project is located at 5074 Jones Street, Mariposa (APN 013-151-0030).

The project site is located in the Historic Design Review Overlay District within the Mariposa Town Planning Area and is zoned Single Family Residential 9000 sq ft.

The dwelling at this parcel is within National Historic Register Mariposa Town Historic District and the Mariposa Town Planning Area's Historic Structures and Sites Historical Inventory; it is considered a contributing structure. The building is historically known as the J.J Trabucco house but more commonly known as the Campbell house.

Proposed Work

1. Proposes a 31-foot by 19-foot inground swimming pool, 3.5-7 foot deep with a 550 square foot 1-color stamped deck surrounding the pool.
2. Pool equipment to be enclosed with matching white wood fence.

Issues Associated with Request

The application is subject to a Historic Design Review application because the site is within the Historic Design Review and Design Review Overlay Districts of the Mariposa Town Planning Area.

This project must comply with the requirements established by the Architectural Theme and Development Guidelines for the Mariposa Town Planning Area Design Review District and the Historic Design Review District.

Issue Two: Compliance with Local Land Use Requirements

The project must be found to be consistent with zoning on the parcel for both use and development standards.

This historic design review application only relates to the proposed pool and does not propose any changes in the structure's use.

POLICIES AND PROCEDURES THAT APPLY TO THIS APPLICATION:

The Mariposa County Planning Director is the approval authority for Historic Design Review Applications. However, before the Planning Director takes action on the application, the Historic Sites and Records Preservation Commission must review an application for Historic Design Review and make a recommendation for action on the application. The Planning Director may take action as recommended by the Commission or she may modify the recommended action.

CEQA

The Planning Director finds that this project is exempt from environmental review pursuant to CEQA, the California Environmental Quality Act, Section 15303 (e) New Construction or Conversion of Small Structures, CEQA Guidelines.

The project proposes a swimming pool, an accessory structure to the dwelling. Section 15303 (e) lists accessory (appurtenant) structures including garages, carports, patios, swimming pools and fences.

Conditions

The following are the recommended project conditions:

1. A Building Permit shall be required prior to any work. Planning Director approval of the building permit plans is required prior to building permit issuance for verification that the stamped concrete color and setbacks are in conformance with the design review approval.
2. Any safety fencing that may be required for the pool by the Environmental Health and/or Building Department shall incorporate architectural design elements such as white wood picket fencing (to match existing fencing) or alternative fencing as approved by Planning Director prior to issuance of a building permit for the project.
3. Final approval of this Design Review is subject to inspection and compliance with approved work and conditions. Please call for an inspection when all work has been completed. No building permit final can be obtained until all design review requirements are met.

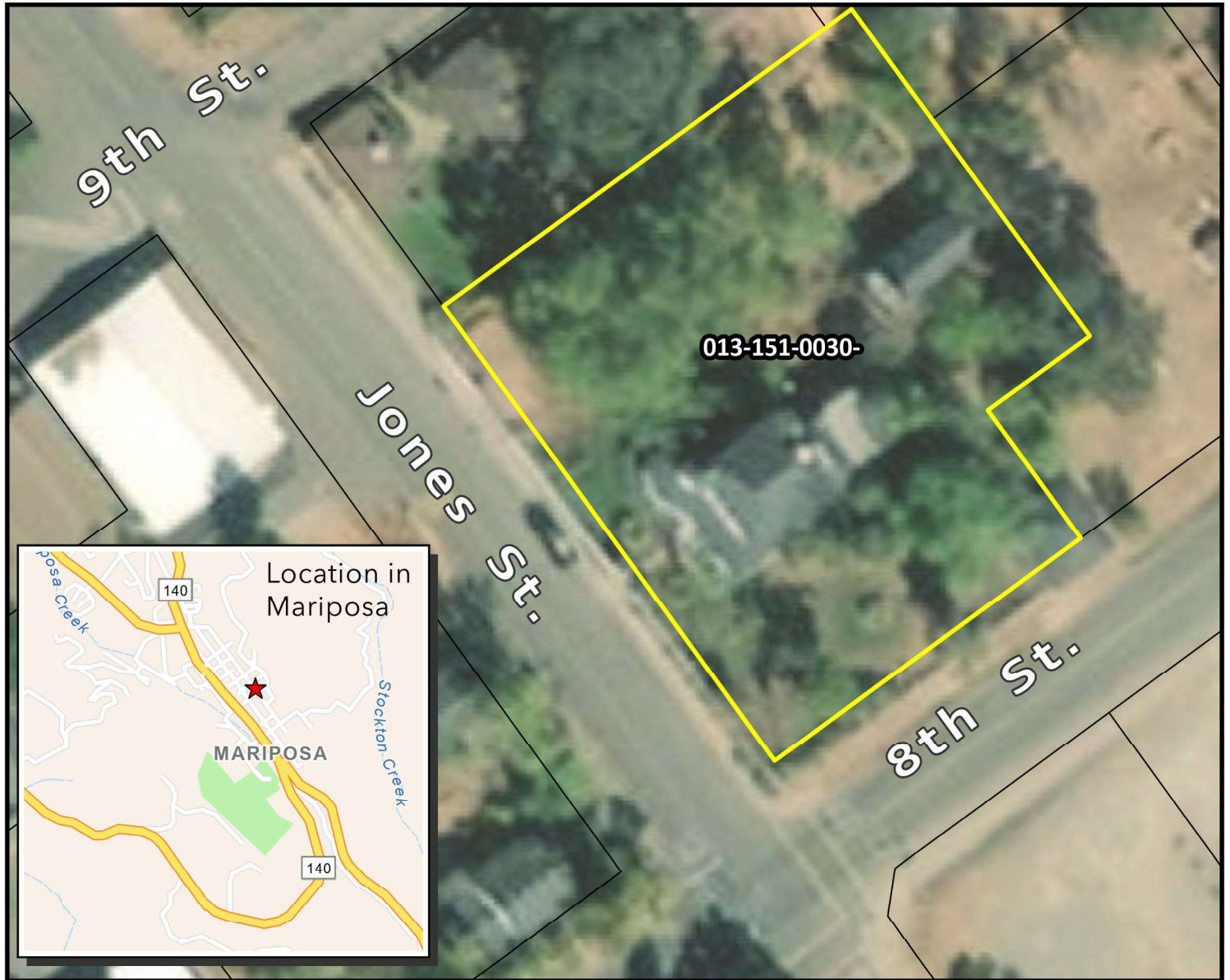
Recommendation

Staff recommends that the Historic Sites and Records Preservation Commission review the project and provide a recommendation to the Planning Director based on the points and authority raised in this memorandum and recommended conditional approval of this project, including a finding that the project is exempt from CEQA, or provide direction or input to the Planning Director.

ATTACHMENTS:

- A. Vicinity Map
- B. Site Photos
- C. Proposed Site Plan
- D. Proposed Pool Renderings
- E. NOE

Mariposa County Planning Department Project Vicinity Map



0 50 100 Feet

1:600

PROJECT TYPE: Design Review 2021-208

APPLICANT: Jesse & Hannah Fouch

APN's: 013-150-0030-

SITE ADDRESS: 5074 Jones Street, Mariposa, CA 95338

Coordinate System: NAD 1983 State Plane California III FIPS 0403 Feet

Date: Thursday, December 02, 2021

Data Source: Mariposa County Planning Department GIS;

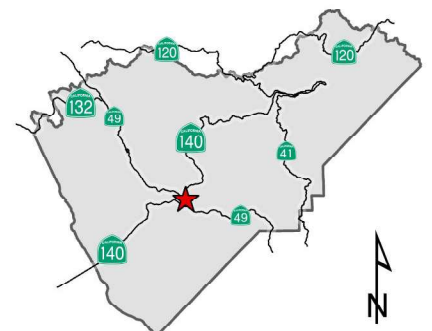
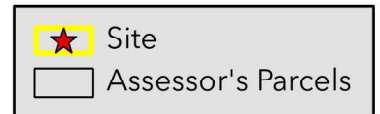
Assessor's Parcel Map Update: 02/2020

Map Credit: BEN OGREN, Sr. GIS Specialist



Mariposa County Planning Department
PO BOX 2039 5100 Bullion Street
Mariposa, California 95338-2039
209.966.5151 FAX 209.742.5024
mariposaplanning@mariposacounty.org
<http://www.mariposacounty.org/planning>

Mariposa County makes no warranty regarding the accuracy of the GIS or the analysis and conclusions resulting from using our GIS data.

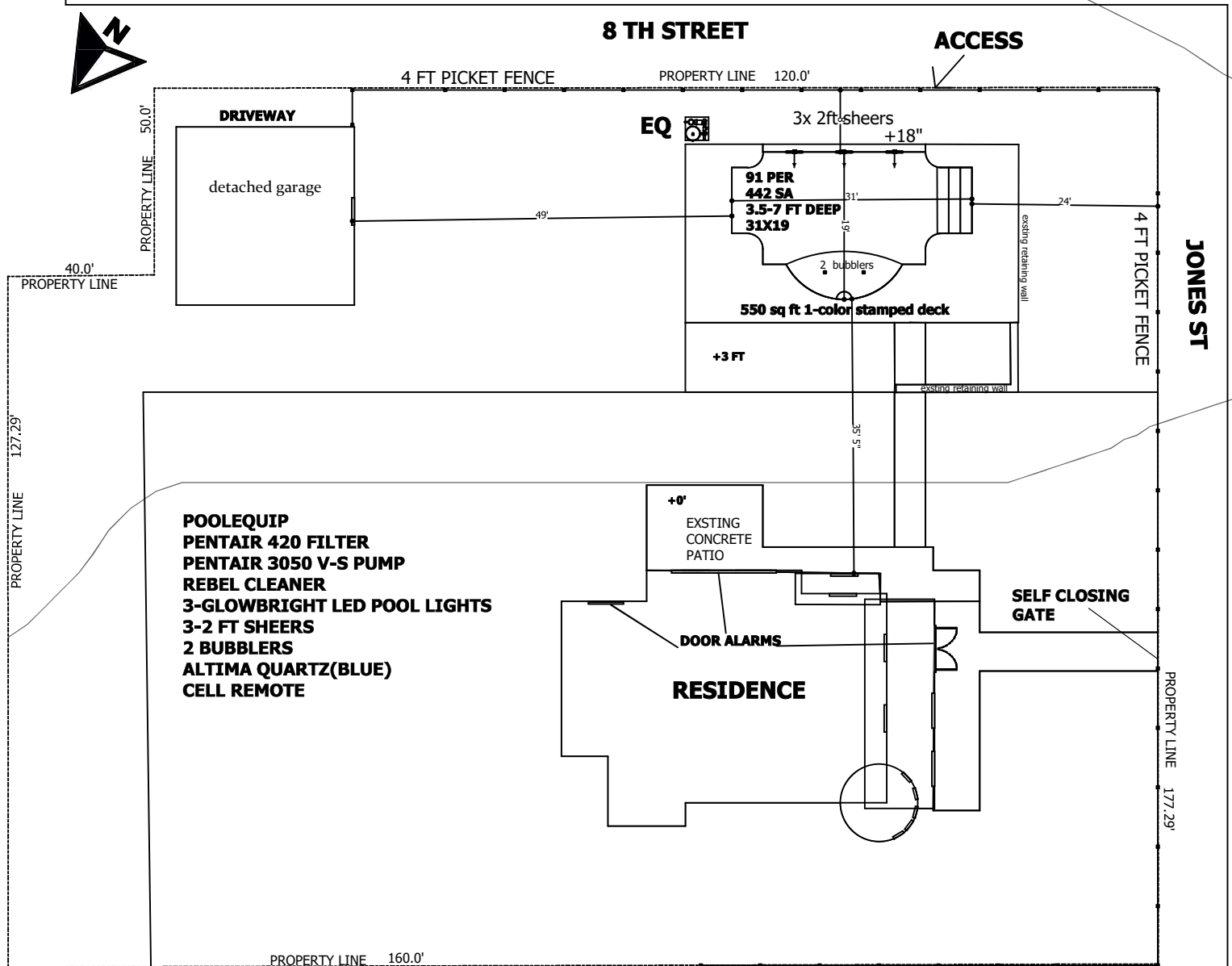


Location in Mariposa County

Attachment B - Site Photo; HDRO 2021-208; 013-151-0030; 5074 Jones Street; Fouch, owner.



Attachment C - Proposed Site Plan



Hannah & Jesse Fouch
5074 Jones Street
Mariposa, CA 95338

209-769-4015

e-mail hfouch@gmail.com

APN # 013 151 0030





MARIPOSA COUNTY

NOTICE OF EXEMPTION

TO: County Clerk
County of Mariposa
P.O. Box 247
Mariposa, CA 95338

FROM: Sarah Williams
Planning Director
5100 Bullion Street
Mariposa, CA 95338

Project Title: Historic Design Review Application 2021-208, Fouch/Freedom Pools.

Project Location: Project site is at 5074 Jones Street, Mariposa; APN 013-151-003.

Description of Project: The applicant has proposed an in-ground swimming pool with stamped concrete deck surrounding the pool.

Name of Public Agency Approving Project: Mariposa County Planning Department

Name of Person Carrying Out Project: Rita Valeriote, Freedom Pools, Applicant

Exempt Status: Categorical Exemptions Section 15303 (e), CEQA Guidelines

Reason Why Project Is Exempt: This project is not subject to the California Environmental Quality Act (CEQA) pursuant to Exemptions established by CEQA Guidelines Section 15303 (e). This project is covered by the categorical exemption as it is an accessory structure to the dwelling.

Lead Agency Contact Person: Kaitlyn Casner, Assistant Planner (CEQA Determination)

Phone Number: (209) 966-5151

Sarah Williams
Planning Director

Date



MARIPOSA PLANNING

COUNTY OF MARIPOSA

5100 BULLION STREET • POST OFFICE BOX 2039

MARIPOSA, CALIFORNIA 95338-2039

209 . 742 . 1215 • FAX 209 . 742 . 5024

Sarah Williams, Director
swilliams@mariposacounty.org
Steve Engfer, Senior Planner
sengfer@mariposacounty.org

MEMORANDUM

Date: January 10, 2022
To: Historic Sites and Records Preservation Commission
From: Steve Engfer, Senior Planner
Topic: Agenda Item 3.c. Review and Recommendation to Clerk of the Board of Supervisors - Uniform Advisory Committee Guidelines

On December 6, 2021, René LaRoche, Clerk of the Board of Supervisors sent department heads an e-mail which stated the following:

“As many of you already know, the Board gave direction on August 24, 2021, for the development of an overarching committees policy. The intention behind the policy is to define certain things (like by-laws), nepotism policies, etc. so that operating parameters are consistent across all the committees. The Board also directed that each committee carry sunset dates no more than four years out (although at first, they will range from 1 to 4 years so that not all require review at the same time), which can be extended by Board action for additional four-year terms. Sunset dates will allow a mechanism for in-depth discussion about the committee and its work.

Lastly, the policy also addresses a complaint heard repeatedly from committees who would like to be able to converse directly with the Board by opening up new channels of communication. These new channels include submission of Committee Minutes to the Board, annual written reports (to be prepared by the committee members and not staff), and full Board discussion and review every two years. In this way, committees will have opportunities to pose issues and requests directly to the Board.

Having circulated the policy for comments among department heads who maintain committees, it is now time to circulate this to the committees. Consequently, you will find attached the most recent draft, as well as the Minute Order which outlines the Board's direction relative to the policy. Please include a review of the policy at the next meeting of

Our Mission is to provide our clients with professional service and accurate information in a respectful, courteous, and enthusiastic manner resulting in a well-planned rural environment.

any of your committees meeting between now and February 1st, as I would like to be able to get the final product to the Board in February or March. (For those committees that meet quarterly or more infrequently, please submit to the individual committee members.)

With over fifty committees, it is impossible for me to attend the meetings, so please document any committee suggestions, along with the rationale for the suggestion, and return to me. Individual committee members who receive the policy because their committee will not be meeting during that timeframe can email comments directly to me.

Please feel free to contact me should you have any questions.”

This item has been scheduled to facilitate CCAC discussion. If the CCAC has suggestions, those will be documented and provided to Ms. LaRoche.

Attachments:

- Board Minute Order August 24, 2021
- Draft Guidelines



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



MARSHALL LONG, CHAIR
ROSEMARIE SMALLCOMBE, VICE-CHAIR
TOM SWEENEY
WAYNE FORSYTHE
MILES MENETREY

DISTRICT III
DISTRICT I
DISTRICT II
DISTRICT IV
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO: RENÉ LaROCHE/Clerk of the Board

FROM: DANIELLE BONDSHU/Deputy Clerk of the Board II

SUBJECT: Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards

RESOLUTION: N/A

The following action was taken by the Mariposa County Board of Supervisors on **August 24, 2021**:

J.14. Clerk of the Board of Supervisors (ID # 12079)

Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards

René LaRoche/Clerk of the Board gave the staff report. No public comment. Ms. LaRoche noted speaking to Supervisor Forsythe and that he was in support of a policy and that he liked the San Diego policy. Board discussion ensued. Supervisor Smallcombe requested that any communication regarding changes in legislature or any notices to Department Heads be extended to the Chair of the appropriate committee or commission, as well.

Direction:

The Clerk of the Board is to draft and return with a policy for Committees and Commissions that includes:

- ***Sunset date of four years with a review to take place at year two.***
- ***Submittal of annual committee reports to the Board of Supervisors.***
- ***Regular submission of the meeting minutes to the Clerk of the Board to provide to the Board of Supervisors.***
- ***A provision that the committee and commission members be provided with the policies of the County and that the Zero Tolerance be enforced. Human Resources is to work with the Clerk of the Board to develop and create the policy of enforcement.***
- ***Policy on nepotism to include no persons of the same household and/or husband/wife, which is to take effect immediately.***
- ***All Committees and Commissions will be required to have bylaws. If they***

Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards; August 24, 2021

currently do not have bylaws, they will have 90 days from the adoption of the final policy to create and have their bylaws adopted by the Board of Supervisors.

RESULT:DIRECTION GIVEN

**RESOLUTION NO. 2021-
RESOLUTION OF THE MARIPOSA COUNTY BOARD OF SUPERVISORS
ESTABLISHING A NEW POLICY SPECIFYING GUIDELINES, PROCEDURES, AND
STANDING RULES FOR COUNTY ADVISORY BOARDS, COMMISSIONS, AND
COMMITTEES**

WHEREAS the County of Mariposa depends on many boards, commissions and advisory committees (hereinafter referred to as “committees”), to conduct the public business and to comply with applicable statutory mandates; and

WHEREAS, as a matter of public interest, the Board of Supervisors deems it advisable to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the committees and the members of these bodies; and

WHEREAS these guidelines are applicable to all discretionary committees established by the Board of Supervisors, regardless of whether formation was via resolution, ordinance, or other Board action.

NOW, THEREFORE, BE IT RESOLVED that the Mariposa County Board of Supervisors, a political subdivision of the State of California, does hereby establish the Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees which is attached hereto as Exhibit “A”.

PASSED AND ADOPTED by the Board of Supervisors of Mariposa County on this _____ day of January, 2022, by the following vote:

AYES:
NOES:
EXCUSED:
ABSTAIN:

MARSHALL LONG, Chair
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

René LaRoche, Clerk of the Board

Steven W. Dahlem, County Counsel



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

1. PURPOSE

The County of Mariposa depends on many boards, commissions, and discretionary committees (hereinafter referred to as "committees") to conduct the public business and to comply with applicable statutory mandates. Consequently, the Board of Supervisors deems it advisable and a matter of public interest to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing committee rules for the members of these bodies, as well as for staff, and the public.

2. POLICY INTENT

These guidelines are intended to be applied to all committees established by the Board of Supervisors regardless of whether creation was via resolution, ordinance, or other Board action.

3. POLICY LIMITATIONS

This policy is not meant to change any statutory authority or requirement. Where a conflict exists between statutory authority and this policy, the statutory authority shall prevail.

4. DEFINITIONS

○ Ad hoc Committee

A committee or sub-committee that is created for a particular project or task and/or for a specific limited timeframe, and which is automatically dissolved upon completion of the project or task, or when the specified timeframe has elapsed.

○ Discretionary Committees

Advisory Boards, Commissions, and Committees that are not mandated by State or federal law or regulation.

○ Majority

One-half of the committee membership, plus one, unless defined otherwise by law.

○ Quorum

One-half of the committee membership, plus one, unless defined otherwise by law.

○ Sunset Date

The date on which a committee's authorization to function expires, unless a Board action is taken to extend it another term.

○ Unscheduled Vacancy

A vacancy that occurs for any reason prior to the end of a member's term.

5. ESTABLISHMENT AND DISSOLUTION OF DISCRETIONARY COMMITTEES

- 5.1 To conserve County resources, the Board of Supervisors may direct the use of Ad hoc committees, advisory councils, or town hall meetings prior to establishing a new



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

discretionary committee.

- 5.2 New discretionary committees shall be established by a resolution of the Board which includes:
 - A) A statement of purpose.
 - B) Membership requirements, if any. (Demographics, experience, etc.)
 - C) Membership term lengths.
 - D) Member compensation.
 - a. A clause noting that members serve without compensation; or
 - b. A clause that addresses compensation, stipends reimbursement of mileage or other expenses.
 - E) A "sunset date," or other date of dissolution, for the committee which is no more than four years from the date that the Board creates the committee.
- 5.3 No committee shall have powers other than advisory to the Board of Supervisors or Planning Commission except as may be contained in the Mariposa County Code.
- 5.4 Initial sunset dates, staggered across four years, are hereby established for existing committees via Appendix 1, which is attached hereto and incorporated herein by reference.
- 5.5 A committee shall cease to exist upon the accomplishment of the special purpose for which it was created, upon reaching an unextended sunset date, or when dissolved by a majority vote of the Board of Supervisors. The Board of Supervisors may dissolve a committee prior to a discretionary committee's established sunset date.
- 5.6 The Board of Supervisors shall retain discretion to remove any committee member as it deems necessary, for any cause.

6. APPLICATION AND APPOINTMENT PROCEDURES

- 6.1 County committees are meant to inform policy regarding the needs of Mariposa County residents. Consequently, committee members must reside or work within Mariposa County, unless otherwise defined by the establishing authority.
- 6.2 All new committee members must submit a completed County Committees application to the Clerk of the Board, along with answers to any supplemental questions, prior to any advertised deadline. The Clerk shall log valid applications and forward them to the administering department to vet qualifications and prepare a Board item. Applications received after the deadline are invalid and will not continue in the process.
- 6.3 In the event that multiple applications are submitted for a position, applications may be vetted by a committee composed of the Board liaisons for that department, the department head, and the Clerk of the Board, with a recommendation made to the



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Board of Supervisors. Any such recommendation will be presented to the Board of Supervisors along with all valid applications, redacted to protect sensitive personal information.

- 6.4 No committee member will be appointed/reappointed to a term longer than four years.
- 6.5 Committee members, except for those who have resigned or been removed, may continue to serve until an appointment or reappointment is made.
- 6.6 Members of committees who wish to continue serving in their appointed capacity for additional terms are required to complete and submit a new application, or may update and resubmit their original application if no pertinent information has changed. All qualifying applications for the vacancy will be submitted to the Board of Supervisors along with any recommendation from the administering department.
- 6.7 In the event of a resignation by a committee member, it is the responsibility of the resigning member to communicate the resignation to the Clerk of the Board or the administering department.
- 6.8 In the event of an unscheduled vacancy on any discretionary committee, a Notice of Special Vacancy shall be posted in the Clerk of the Board's office, and on either the County's website or at the library designated pursuant to California Government Code Section 54973 et seq. (the Maddy Act). In the case of At Large vacancies, a press release may also be sent to the local newspapers, at the discretion of the head of the administering department. Final appointment to the committee may not be made by the legislative body until at least 10 working days have elapsed since the posting of the notice in the Clerk's office.
- 6.9 Applicants for District appointments may be nominated by the District Supervisor, but require concurrence and approval by a majority of the full Board.
- 6.10 When a vacancy exists on a committee and no applications have been submitted by the deadline, the vacancy will be continued by the administering department until such time as an appointment can be made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.
- 6.11 Upon initial appointment, and at each reappointment, committee members shall receive a copy of all County policies provided to new hires, and shall acknowledge their receipt. The administering department shall be responsible for providing the policies, obtaining signed acknowledgements, and for keeping all acknowledgements until two years past the member's resignation or removal from the committee.

7. NEPOTISM

The role of advisory committees is to provide diverse input from throughout the county.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Consequently, no more than one member of a household or family unit may serve on the same committee.

8. ORIENTATION

Each advisory committee will prepare an orientation for new members which includes:

- A. A copy of this Board Policy.
- B. Copies of any laws, regulations, and/or other applicable Board policies pertaining to the operation of County committees in general, and the advisory committee specifically, including the establishing authority, By-Laws, and plans and goals of the committee.
- C. A copy of County Counsel's memorandum regarding duties, responsibilities, and requirements of the Ralph M. Brown Act.
- D. Copies of the last three (3) committee minutes and recent reports prepared for Board review.
- E. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the advisory committee.
- F. Information regarding any Ad-Hoc or subcommittees including, but not limited to, descriptions, list of Ad-Hoc or subcommittee members, or other pertinent materials.

It shall be the responsibility of the Committee Chairperson, or his or her designee, to provide these orientation materials to new committee members prior to their being seated as a member.

9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare By-Laws, which, nominally, shall contain the sections and information contained in Appendix 2, attached hereto, and must be approved by the Board of Supervisors.
- 9.2 Newly formed Committees shall have adopted By-Laws approved by the Board of Supervisors within 90 calendar days of the committee's first meeting.
- 9.3 Existing committees named in Appendix 1, attached hereto, shall have adopted By-Laws approved by the Board of Supervisors not later than 90 days after the committee's next scheduled meeting that occurs after the adoption of this policy.

10. REPORTING AND REVIEWS

- 10.1 Each committee shall select a member to prepare and maintain meeting Minutes. Within thirty days of each meeting, Minutes shall be submitted to the Clerk of the Board who will prepare an informational agenda item for submission to the Board of Supervisors.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

-
- A. If the selected committee member fails to produce the meeting Minutes within the required timeframe, then it will be up to the Committee Chair to immediately prepare and submit the Minutes.
 - 10.2 Each committee shall prepare and submit an annual written report to the Board of Supervisors, through the Clerk of the Board, by April 1st of each year that includes a summary of their activities and accomplishments during the last year, as well as committee goals and initiatives for the next year.
 - A. Each annual report shall nominally include:
 - A. An overview of the Projects/Issues/Topics considered by the committee in the preceding year
 - B. How the Projects/Issues/Topics fall within the committee's purpose.
 - C. Any issues impeding committee effectiveness
 - D. Goals and objectives for the next year
 - 10.3 It is the intent of this policy that written reports are communications between the committees and the Board of Supervisors and will, consequently, be written and prepared by the committee members rather than staff.
 - 10.4 Written reports should be submitted to the Clerk of the Board of Supervisors who will schedule and prepare a Board of Supervisors item in coordination with the committee chairperson.
 - 10.5 Committees that do not submit a report by May 1st of each year shall be reviewed by the Board of Supervisors and appropriate actions, including dissolution of the committee prior to the sunset date, may be considered.
 - 10.6 An agenda item for a mid-term review of each committee shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the second year of the committee's four year term.
 - 10.7 Agenda items for Sunset Reviews shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the last year of the committee's four year term, but prior to its sunset date, to allow the Board to consider the committee's purpose, effectiveness, and possible sunset date extension.
 - 10.8 Mid-term and Sunset Board Reviews will nominally include consideration of the annual reports, and will provide the committee members the opportunity to provide feedback regarding the committee's objectives relative to its purpose, as well as to allow the Board to provide direction.



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11. STANDING RULES

- 11.1 All committee members shall take a loyalty Oath of Office upon appointment or reappointment and prior to voting on any matter presented to the committee on which they serve. Oaths of Office may be administered by the Clerk of the Board, or the head of the administering department.
- 11.2 Any committee members who receive any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties, are required to complete Ethics Training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.
- 11.3 Discretionary committees and their members are responsible for conducting public business for the County of Mariposa and are, therefore, subject to provisions of California Government Code Section 54950 et seq. (the Ralph M. Brown Act), which mandates open meetings for local legislative bodies.
- 11.4 Committee members shall be responsible for having a working knowledge of the establishing ordinance, resolution, by-laws, federal or state mandates, or any other governing regulations that define and set forth the intent and purpose of their assigned committee, and shall only represent and take action on matters related thereto.
- 11.5 Meeting Minutes can only be approved by members who attended the meeting, or by those who have reviewed existing meeting audio.
- 11.6 If the committee membership changes enough to prevent a set of Minutes from being approved by original members in a number that equals or exceeds a quorum of the committee, and if no recording exists for new members to review to become qualified to vote on the Minutes, then Minutes may be deemed approved and marked as a "Technical Approval" under this policy.
- 11.7 Draft and Approved Minutes are to be posted to the agenda management system.
- 11.8 Comments, decisions, or actions by discretionary committees are wholly advisory and it is not the responsibility, or within the authority, of an advisory committee to make decisions, manage, or direct the delivery of services or facilities.
- 11.9 Committee members represent the County of Mariposa and shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial/pecuniary gain or for any other purpose not directly related to the governmental function they have been appointed to perform.
- 11.10 Committee members shall not misrepresent the scope of their influence or authority in



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matters assigned to their committee or represent recommendations of their respective advisory body as official County policy until such time as formal action, such as adoption of a resolution, has been taken by the Board of Supervisors.

- 11.11 Committee members shall not represent the committee before any other committee, commission, outside agency, to the press, or the general public unless authorized as the designated spokesperson by the Committee.
- 11.12 The County is committed to providing a safe and dignified environment for all employees and volunteers, alike. Consequently, committee members are subject to all County Human Resource policies including, but not limited to, the Policy Against Discrimination and Harassment in the Workplace and the Injury, Illness, and Prevention Program. All new and returning committee members are responsible for understanding these policies and for conducting themselves in a professional and inclusive manner. Zero Tolerance will be exhibited in any instance where a committee member is found to be out of compliance with a County policy.
- 11.13 In the event that any committee member fails to adhere to one or more County Human Resource policies, staff shall document the issue, whether observed or reported by others, and submit the matter to the Human Resources division for investigation.
Written documentation shall specifically address the following:
 - A. The allegation of misconduct or wrongdoing in detail.
 - B. Citation of relevant policy.
 - C. Dates, times, and places where event or events occurred.
 - D. Names of persons of the people involved, as well as their contact information where available.
 - E. Any other relevant information which would help determine whether there is a basis for any charge of misconduct, wrongdoing, or policy noncompliance.
- 11.14 Upon receipt of a complaint against a committee member, the Human Resources division shall so inform the department head of the administering department as well as the Board of Supervisors, and shall commence an investigation. The committee member in question shall be automatically suspended from his or her committee duties while the investigation is being conducted.
- 11.15 The Human Resource division shall conclude its investigation within forty-five (45) days, and shall issue a Finding.
- 11.16 Any Finding of noncompliance shall result in automatic removal of the committee member from all County committees upon which the member serves.

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APPENDIX 1 – INITIAL SUNSET DATES

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APPENDIX 2 – BYLAWS

Article 1 – Purpose and Authority

Section A – The committee is established under authority of <State Code, Ordinance, Board Resolution with date, or Joint Powers Agreement with date.>

Section B – Its purpose is <as set forth in the establishing authority.>

Section C – <Advisory Committee's name> is a non-partisan, non-sectarian, non-profit making organization which shall not take part officially in, nor does it lend its influence to, any political causes or issues.

Section D – <Advisory Committee's name> is advisory to <list department(s)> and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The <Advisory Committee's name> is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The <Advisory Committee's name> is limited to <number> members in accordance with the establishing authority. (Add membership categories, if necessary.)

Section B – Each term is for a period of <as set forth in the establishing authority.>

Section C – If a member of the <Advisory Committee's name> is absent without cause from three successive regular meetings of the Advisory Board, the office becomes vacant automatically. The Advisory Board shall immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A - The advisory committee shall annually elect a Chairperson, and a Vice-Chairperson. A Secretary may be elected if none is otherwise available to the advisory committee.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary, or assigned staff, records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act,



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and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, and meeting actions must be in compliance with the Ralph M. Brown Act and all other laws and policies. Notice of all meetings shall be posted on the County's agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, each notice shall be mailed upon request.

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittees shall be open to the public to the extent required by the Brown Act. Meetings are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all <Advisory Committee's name> meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg's Rules of Order <or, alternatively, Robert's Rules of Order> shall govern the operation of the committee in all cases not covered by these by-laws. The advisory committee may formulate specific procedural rules of governance when required by resolutions, ordinances, or laws.

Section G – Each voting member has one vote and no proxy.

Change Log

Date	Feedback Received:	Change:
11-19-21	Sometimes minutes can't be adopted if there has been a change in committee members.	Added provision 11.5 and 11.6
11-19-21		Added quorum definition to Section 4
11-19-21	Sometimes the committee member responsible for preparing minutes doesn't produce.	Amended 10.1 and Added provision 10.1 A.
11-19-21	Should draft minutes be posted?	Added provision 11.7
11-19-21	It would be helpful to have some kind of outline for the annual report.	Added provision 10.2 A
11-19-21	Is the annual report meant to be a staff-prepared report?	Added provision 10.3
11-19-21	What will the mid-term review be? Is it another written review or an item scheduled for the Board agenda?	Added provision 10.8
11-19-21	Is the mid-term review scheduled by staff?	Added provision 10.4 and Amended 10.6
11-19-21	What will the sunset review look like? Is it another written review or an item scheduled for the Board agenda?	Added to 10.8
11-19-21	Is the Sunset Review produced/scheduled by staff?	Amended 10.7 and 10.8 Clarifies duties.
11-24-21	Not all committees meet regularly enough to guarantee approval of bylaws within a stated deadline.	Amended 9.3 to provide a deadline that is 90 days after the committee's next scheduled meeting, rather than a set date or deadline.
12/6/2021	Some committees already use Robert's Rules of Order.	Added Robert's Rules of Order as an alternative to Rosenberg's Rules of Order in Section F of Article 4 (Meeting Procedures) of the Bylaws template (Appendix 2)