Catheys Valley Community Planning Advisory Committee (CVCPAC)
Draft Meeting Minutes

January 20, 2022
6:00 p.m. · McCay Hall · Catheys Valley

Chair: Charli McCord · Vice Chair: Ken Davis

Agenda Item 1 – Call Meeting to Order and Roll Call

The meeting was called to order at 6:04 p.m. by Chair McCord.

In attendance:

Committee members Casey Archer, Ken Davis, Charli McCord, Brian Peters and Ken Wagner.

Mariposa County Representatives: Steve Engfer, Deputy Planning Director and Sarah Williams, Planning Director.

Public members: Scott Binning and Danette Toso.

Agenda Item 2 – Election of Officers

On motion by Archer, seconded by Wagner, nominate McCord as Chair.

Motion passed:
Ayes – 6 (Archer, Davis, McCord, Peters and Wagner)
Noes – None

On motion by Archer, seconded by Peters, nominate Wagner as Vice Chair.

Motion passed:
Ayes – 6 (Archer, Davis, McCord, Peters and Wagner)
Noes – None

On motion by Davis, seconded by Wagner, nominate Archer as Secretary.

Motion passed:
Ayes – 6 (Archer, Davis, McCord, Peters and Wagner)
Noes – None

Agenda Item 3 – Design Review No. 2021-193 The applicant proposes construction of a 3,200 sq. ft. construction office/storage building with a 928 sq. ft. porch on APN 016-280-0240 in Catheys Valley. An address for this specific parcel has not been assigned; however, tax records show address of 2590 Highway 140 prior to Land Division. Frank Rose, Applicant. Consideration and Recommendation to the Planning Director.

Engfer gave a presentation on the project:

- The Vallecito subdivision map has recorded, and the project parcel has been legally created
- A new APN hasn't yet been assigned to the project parcel
- The new APNs created by the subdivision map haven't yet been mapped
- The project parcel is in the community commercial land use in the CVCP
- The project is limited in scope, and is to provide a construction office on site for future development of the Vallecito parcels
- Design features of the project will address community design guidelines
- The application is for design review – the PAC needs to make recommendation to planning director for action
- Project lighting meets dark sky standards – needs to be full cut off fixtures
- No proposed signage yet, but would need to comply with standards in future, if propose signage
- Less than 15% of mature oaks will be removed
- Grading is minimal
- Propose 4 parking spaces
- Will not need to meet parking lot shading due to project proposal (if 5 or more spaces provided, need to provide parking lot shading)

The following was noted, in response to questions and in discussions:

- Wagner asked for more information about the parking lot shading requirement
- Davis asked about building occupancy code (category)
- Peters asked for confirmation of land use designation of project parcel in adopted CV plan
- Group discussed community commercial land use and potential future uses
- McCord asked for clarification about future uses and process for change in uses
- Applicant needs hub to coordinate construction of homes on the subdivision parcels; better than having a mobile construction office

Question from public – did this project go through CEQA (the California Environmental Quality Act)? Steve confirmed that it didn't have to. The Catheys Valley (CV) Community Plan was reviewed pursuant to CEQA. This project is being developed in accordance with adopted policies and standards from the plan. The number of oaks removed is less than 15%.

Williams explained CEQA review for a change in land use or a subdivision. Those decisions are discretionary. The adopted of the CV Community Plan underwent full environmental review – full Environmental Impact Report (EIR). Staff works with an applicant to fit a project under the plan's established development thresholds.

On motion by Davis, seconded by Wagner, recommend the Planning Director approve the project.

Motion passed:
Ayes – 6 (Archer, Davis, McCord, Peters and Wagner)
Noes – None

Agenda Item 4 – Discuss and Provide Direction or Recommendation Regarding Draft Advisory Committee Guidelines

The group discussed the reference to "Zero Tolerance" in the Board's Minute Order and questioned what is meant by that term. Williams pointed out Standing Rules Section 11.12 in the draft policy. The term references County Human Resource policies, including those for discrimination and harassment.

The group discussed and formulated their recommendations to the Clerk of the Board of Supervisors on the Draft Advisory Committee Guidelines:

1. Relative to the requirement for standardized bylaws, the CVCPAC supported the standardized format, but recommended that there be an allowance or ability for some limited flexibility where there are unique circumstances related to a committee or a community.

2. Relative to the requirement for standardized bylaws, the CVCPAC requested clarification regarding how long a committee would have to update bylaws to comply with the standardized format, if that committee already had adopted bylaws.

3. Relative to the requirement that committee chairs be responsible for providing an orientation packet to new committee members, the CVCPAC recommended that an orientation packet be provided to the chair(s) by the county for such use.

4. Relate to the requirement that committee members be responsible for preparing meeting minutes, the CVCPAC recommended that an accepted template for minutes be provided by the county for such task.

5. Relative to the posting and noticing requirements for meetings, the CVCPAC recommended clarification that this will continue to be a county staff responsibility.

6. Relative to the draft bylaws, Article 2 Section C, the CVCPAC recommends that exceptions be established for vacancies which occur for reasonable cause (such as illness), when the member communicates with the chair or county staff.

Agenda Item 5 – Approval of Minutes from July 22, 2021 Meeting

On motion by Davis, seconded by Peters, approve minutes as presented.

Motion passed:
Ayes – 6 (Archer, Davis, McCord, Peters and Wagner)
Noes – None

Agenda Item 6 – Information Items:

Williams and Engfer presented the following items:

- Staff and consultant are still working on updating the development code to implement the 2006 General Plan and state law, and to make the formatting easier to read and understand.
- The county is continuing to work on housing issues. The Creekside Terrace apartment complex in the town of Mariposa will provide 42 apartment units and is scheduled to be completed in July of this year. Project will include some transitional units, based on project funding requirements.
- LAFCo (Local Agency Formation Commission) is working on a project with MPUD (Mariposa Public Utility District) to expand the boundaries of the service area and expand the sphere of influence toward Mount Bullion. This project is important for growth in the community.
- The redistricting process is complete. The map showing new supervisorial district boundaries is available online. There weren't many changes to District 2 boundaries, other than that it no longer includes any portion of the town of Mariposa.
- The Code Compliance Advisory Committee is working hard and have had three meetings to date. They are responsible for developing recommendations to update codes for a more effective code compliance process, and which address the community's concerns expressed through the public hearing process.
- The Wildhaven Project, an 80-unit glamping project (for tent cabins) was approved for the Yosemite Zip Lines project site. That site was already in the Resort Commercial Zone.
- The KOA has purchased property in Midpines area and will be pursing project in future.
- Brown Bear Project has submitted amended plans for reduced project, including conference center and cabins for guests.
- County is getting lots of grant money for the Creek Project in town of Mariposa.

Agenda item 7 - Persons wishing to speak on a matter not on the agenda, but within the jurisdiction of the committee.

None

Agenda Item 8 – Correspondence

None

Agenda Item 9 – Set Next Meeting (if needed)

Will set meeting as and if needed.

Agenda Item 10 - Adjournment

Chair McCord adjourned the meeting at 7:05 p.m.

Draft minutes prepared by Sarah Williams

Full audio recording of the meeting is available from the Planning Department by request.