

COMMUNITY DEVELOPMENT DEPARTMENT

Core Services

		Mandated?	
1	Maintain an up-to-date General Plan	Maintain current General Plan Elements (7 mandated)	Y
		Studies/plans required by law and to update the General Plan in response to legislation	Y
		Studies/plans to update the General Plan in response to community/ political issues and best practices	N
		Maintain/support required commissions: Planning Commission, ALUC, LVHAC, OVGA, etc.	Y

		Mandated?	
2	Implement General Plan	Process/maintain/monitor Specific Plans, subdivisions, planning permits and approvals. CIP	Y
		Respond to land use issues with a legal nexus	Y
		Respond to community/political land use issues within authority and consistent with GP policies	N
		Respond to natural resource issues within authority and consistent with GP policies	N

3	Local Transportation Commission (LTC)	Implement Overall Work Plan	Y
		Maintain & Implement Regional Transportation Plan	Y
		Implement Regional Transportation Improvement Program and MOU projects	Y
		Respond to transportation requirements, laws, and issues	Y/N

4	Local Agency Formation Commission (LAFCO)	Process annexations/changes in district boundaries	Y
		Respond to issues within LAFCO law and authority	Y
		Maintain up-to-date boundaries and spheres of influence	Y
		Maintain up-to-date municipal service reviews	Y

5	Comply with the California Environmental Quality Act	Ensure private development proposals comply with CEQA	Y
		When requested, assist with CEQA compliance for County projects	Y
		Monitor and review CEQA on other projects outside of County's purview	N
			N

6	Customer Service	Provide one-stop shop for clerk, tax and other N. County services	N
		Provide one-stop shop for permit review (Land Development Technical Advisory Committee)	N
		Provide one-stop shop for building permit processing	N
		Respond in a timely, helpful and courteous manner to public inquiries	N

7	Public Engagement & Community-Based Planning	Convene RPACs to foster community-based planning	N
		Follow best practices for community engagement and empowerment	N
		Facilitate complex processes with communities to foster consensus around difficult planning issues	N
		Accurately represent community feedback to decision makers	N

8	Collaboration & Regional Initiatives	Convene & participate in committees and engage with state and federal partners	N
		Work collaboratively across departments to deliver customer service and County services	N
		Engage in projects and programs with other agencies, departments, and entities	N

9	Code Compliance	Respond to violations threatening public health & safety	Y
		Respond to citizen complaints about violations	Y
		Assist other departments with compliance issues (e.g., TOT)	Y
		Monitoring of permit and/or project conditions, including LVHAC	Y

10	Building Division	Manage building permit process to ensure compliance with CA Building Code	Y
		Perform field inspections to ensure compliance with CBC	Y
		Stop unauthorized and/or unpermitted construction work	Y
		Collaborate with other entities to ensure Mono County and Special District regulations are met	Y

1 1	Staff Development and Training	Participate in technical training opportunities to ensure we are up to date with current legislation and best practices	N
		Participate in training on "soft skills" and leadership to support collaboration and building relationships	N
		Foster a team environment	N