



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

**DATE:** DECEMBER 12, 2024  
**TO:** ZONING ADMINISTRATOR  
**FROM:** MARK CLISER, PROJECT PLANNER  
**SUBJECT:** AP\_2024-0017, STAFF REPORT & RESOLUTION

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Staff received communication from Alaina Helton of 4Leaf this morning (see attached). Staff had originally conditioned the project to include reinstatement of BU\_2020-0868 for a manufactured home as the site plan and structures list indicated that a manufactured home was already on-site. However, as the manufactured home is not on-site, and MCC Section 10A.17.070(E) requires a dwelling unit for parcels zoned Rural Residential five acre minimum (RR5), Staff requests that the item be continued to a date certain of January 9, 2025 in order to give the applicant time to reinstate BU\_2020-0868 and place the manufactured home on-site.

### Attachments

- Email from Alaina Helton, 4Leaf, dated 12/12/2024

**From:** [Alaina Helton](#)  
**To:** [Mark Cliser](#)  
**Subject:** Dwelling Unit for AP\_2024-0017 (CAN-C-2019-0047)  
**Date:** Thursday, December 12, 2024 10:40:18 AM  
**Attachments:** [image003.png](#)

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**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mark,

After talking to the applicant there is no manufacture home currently located on the subject property. The applicant has included a proposed (P) manufacture home as shown on the Site Plan. The applicant has submitted a building permit for the manufacture home (BU\_2020-0868) which has expired. The applicant has stated that they intent on reinstating the building permit and placing the home on the property prior to 12/31/24.

Best Regards,

**Alaina Helton**

**Phone:** 281-817-4803

**4Leaf, Inc. Contract Planner**



**County of Mendocino**

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