

Attachment A

Planning and Economic Development Commission Resolution

Recording Requested by and)
When Recorded Mail To:)
)
Town of Mammoth Lakes)
Community & Economic Development Department))
P.O. Box 1609)
Mammoth Lakes, CA 93546)

Recordation fee exempt per Government Code §27383
Space Above for Recorder's Use

RESOLUTION NO. PEDC 2024-06

**A RESOLUTION OF THE MAMMOTH LAKES PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION APPROVING DESIGN REVIEW 23-006
APPROVING THE TOWN OF MAMMOTH LAKES CIVIC CENTER PROJECT
LOCATED AT 1344 TAVERN ROAD
(APN: 035-010-070-000)**

WHEREAS, a request for consideration of a Design Review was filed by the applicant, Town of Mammoth Lakes, to allow for the construction of a Town Civic Center in accordance with Section 13.32.100 (Public and Quasi-Public Zone) and Chapter 17.88 (Design Review) of the Town of Mammoth Lakes Municipal Code for property located within the Public and Quasi-Public (P-QP) zoning district at 1344 Tavern Road; and

WHEREAS, the Planning and Economic Development Commission considered, without limitation:

1. The staff report to the Planning and Economic Development Commission with exhibits;
2. The General Plan, Municipal Code, Design Review Guidelines, and associated Land Use Maps;
3. CEQA Guidelines §15183 Environmental Analysis for County and Town Civic Plaza Community Facility, dated April 16, 2018 (2018 CEQA Report), incorporated herein by reference.
4. Project plans consisting of:
 - a. Project Design Package dated February 26, 2024;
 - b. Color and Material Boards, received by the Town of Mammoth Lakes on February 22, 2024.

NOW THEREFORE, THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE TOWN OF MAMMOTH LAKES DOES RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:

SECTION 1. FINDINGS.

I. CEQA.

The project was determined to be exempt from further environmental review under CEQA pursuant to Public Resources Code section 21083.3 and State CEQA Guidelines §15183.

The 2018 CEQA Report analyzed the project to determine whether the project met the criteria specified in CEQA Guidelines §15183 to be exempt from further environmental review. The report concluded that the project met the criteria to qualify for the exemption provided for in CEQA Guidelines §15183 and that the proposed infill project would not have any significant effects on the environment that either have not already been analyzed in a prior EIR or that are more significant than previously analyzed, or that uniformly applicable development policies would not substantially mitigate.

Therefore, the project is exempt from further environmental review.

II. MUNICIPAL CODE FINDINGS.

A. FINDINGS FOR DESIGN REVIEW PERMIT (Municipal Code Section 17.88.060)

1. The project is consistent with the applicable standards and requirements of the Municipal Code.

The project is consistent with the applicable standards and requirements of the Zoning Code because the project complies with all applicable regulations of the Public and Quasi-Public (P-QP) zone, including, but not limited to setbacks, snow storage, and parking.

2. The project is consistent with the General Plan and any applicable specific plan or master plan.

The proposed project is consistent with the 2007 General Plan land use designation for the site, which is designated as Institutional Public (IP). The IP designation allows for “*institutional uses such as schools, hospitals, governmental offices and facilities, museums, and related uses...*” (General Plan, Pg. L-5).

There is no specific plan or master plan applicable to the project.

3. The project is consistent with the Town of Mammoth Lakes Design Guidelines.

The project is consistent with the Design Guidelines in that the building design provides variation and visual interest through the incorporation of different materials and colors and a variety of window shapes and sizes.

The project utilizes different materials, textures, and colors, which consist of Corten steel, fiber cement panels, and natural stone as finish materials.

4. The project is consistent with the following additional Design Criteria (Zoning Code §17.88.050):

- a. **The site design and building design elements including the architectural style, size, design quality, use of building materials, and similar elements, combine together in an attractive and visually cohesive manner that is compatible with and complements the desired architectural and/or aesthetic character of the area and a mountain resort community, encourages increased pedestrian activity, and promotes compatibility among neighboring land uses.**

The Town Civic Center Building was designed with an elongated east-west orientation, which maximizes southern solar exposure. It also provides natural light from the south and north and allows for natural light to exist throughout the interior workspaces.

The entry plaza is located on the south side of the site and uses building elements to capture the public eye in the southeast corner where the entrance lobby will be

located. The roof slants upward to exaggerate the building entry and provide wayfinding. The exterior building materials complement the adjacent Mammoth Lakes Police Department building to maintain a cohesive appearance. The proposed building and site will be compatible with the architectural character of the area.

The exterior of the building utilizes Corten steel, fiber cement panels, and natural stone as finish materials. Corten steel is a weathering steel that will develop a natural rust over time and is used on other adjacent buildings, including the police and courthouse buildings. The fiber cement panels provided added texture to the exterior of the building. They also complement the Corten steel. Natural stone provides unique beauty, while also being durable and requiring minimal maintenance.

- b. **The design of streetscapes of streetscapes, including street trees, lighting, and pedestrian furniture, is consistent with the character of commercial districts and nearby residential neighborhoods**

The proposed streetscape includes a 2,795 square foot public entry plaza that includes seat walls and space for gathering. The design also includes safe and convenient pedestrian connections throughout the site.

- c. **Parking areas are located, designed and developed to foster and implement the planned mobility system for the area; buffer surrounding land uses; minimize visibility; prevent conflicts between vehicles and pedestrians and cyclists; minimize stormwater run-off and the heat-island effect; and achieve a safe, efficient, and harmonious development.**

Access to the site will be taken from Sierra Park Road with public parking utilizing existing spaces along Tavern Road on the south side of the building and street parking along Sierra Park Road that will be reconfigured as a part of this project. Staff parking will be located on the north side of the building. The proposed staff parking lot on the north side of the building will provide 49 parking spaces, including 3 ADA compliant spaces and 6 electric vehicle charging spaces. The combined parking areas will provide a minimum of 77 parking spaces. The parking areas are designed to eliminate conflicts between vehicles and pedestrians through safe and convenient connections. The building is sited to take advantage of natural sun patterns and avoid shadows on parking and pedestrian features. The project consists of 9,00 square feet of snow storage, and a snow management plan will be required.

- d. **Down-directed and shielded lighting and lighting fixtures are designed to complement buildings, be of appropriate scale, provide adequate light over walkways and parking areas to create a sense of pedestrian safety, minimize light pollution and trespass, and avoid creating glare.**

Conformance with Municipal Code lighting standards is included as a condition of approval for this project. Exterior light pollution and trespass will be minimized through the use of exterior downward-directed and shielded lighting.

- e. **Landscaping is designed to conserve water resources, promotes a natural aesthetic, and be compatible with and enhance the architectural character and features of the buildings on site, and help relate the building to the surrounding landscape.**

The proposed project preserves 11 trees with a diameter at breast height (DBH) of 12 inches or greater. The project also consists of 3,787 square feet of landscaped areas.

5. The project is consistent with any approved tentative map, use permit, variance, or other planning or zoning approval that the project required.

There are no approved tentative maps, use permits, variances, or other planning or zoning approval that is required for the project.

SECTION 2. PLANNING AND ECONOMIC DEVELOPMENT COMMISSION ACTIONS.

The Planning and Economic Development Commission hereby takes the following actions:

1. Finds that this project is exempt from further environmental review under CEQA pursuant to Public Resources Code section 21083.3 and State CEQA Guidelines §15183; and
2. Approves Design Review 23-006 subject to the following conditions:

(SEE EXHIBIT “A”); and
3. Directs staff to file a Notice of Exemption.

PASSED AND ADOPTED this 10th day of April 2024, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RECUSED:

ATTEST:

Nolan Bobroff,
Community and Economic Development
Director

Michael Vanderhurst
Chair of the Mammoth Lakes Planning
and Economic Development
Commission

NOTE: This action is subject to Chapter 17.104 of the Municipal Code, which specifies time limits for legal challenges.

APPLICANT:

I, Rob Patterson, authorized representative for the Town of Mammoth Lakes, the applicant and property owner, do hereby attest that I have read, and agree to, the conditions of approval stipulated within this Resolution.

Rob Patterson
(Notary Required)

Date: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Mono }

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

EXHIBIT “A”
Resolution No. PEDC 2024-06
Case No. DR 23-006

PLANNING DIVISION CONDITIONS

STANDARD PLANNING CONDITIONS

1. This approval authorizes the following: Project design of the Town of Mammoth Lakes Civic Center on the 2.10-acre parcel identified as Assessor Parcel No. 035-010-070-000, as shown in the Design Package, dated February 26, 2024 and Project Materials Boards, received on February 22, 2024.
2. This permit and all rights hereunder shall automatically terminate unless the site preparation or construction has been commenced within two years after the issuance of this permit and such work is diligently carried on until completion, or an extension of time has been granted in accordance with Municipal Code §17.60.060.B.
3. All new improvements constructed on the site shall be in compliance with all Town of Mammoth Lakes, County of Mono, Mammoth Community Water District, the Mammoth Lakes Fire Protection District, the CRWQCB Lahontan District, Great Basin Air Pollution Control District, OSHA, State of California and United States of America laws, statutes, ordinances, regulations, directives, orders, and the like applicable thereto and in force at the time thereof. Any violation of the above may constitute grounds for revocation under Chapter 17.128 of the Mammoth Lakes Municipal Code.
4. This resolution of approval, as conditioned herein, shall be recorded for the subject property by the Mono County Recorder’s Office to commence the approved use on the property or the issuance of any building permits for new or remodeled structures.
5. The site shall be maintained in a neat, clean and orderly manner. All improvements shall be maintained in a condition of good repair and appearance. Outdoor storage of equipment and other materials, except for firewood, is prohibited. Non-operating vehicles, equipment and materials inappropriate to the site and its use shall not be stored within outdoor areas on the site.
6. Storage of construction materials and equipment off-site shall not be permitted without a permit issued by the Community and Economic Development Department of the Town. Any public or private property altered, damaged or destroyed by site preparation, grading, construction or use shall be restored to its pre-existing condition by the permittee.
7. All conditions of this permit shall be met or secured prior to final occupancy approval of any tenant improvements or new structures.
8. All uses are subject to review by the Building Official of the Town of Mammoth Lakes and must conform to occupancy ratings of the structures to obtain occupancy.
9. Town staff shall have the right to enter the subject property to verify compliance with these conditions. The holder of any permit associated with this project shall make the premises available to Town staff during regular business hours and shall, upon request make records and documents available to Town staff as necessary to evidence compliance with the terms and conditions of this permit.
10. Prior to the issuance of a building permit, the applicant shall pay all applicable fees as prescribed by ordinance and/or resolution and pay any fees due on this project processing account.
11. Where compliance with the conditions of approval or applicant initiated changes to the plans require additional staff review, that review time shall be billed at the Town’s established billing rates. Prior to the issuance of a building or grading permit, the applicant

shall pay all outstanding costs for the processing of this application.

12. The approved site and building plans shall be adhered to and maintained for the duration of the permit.
13. This action may be appealed to the Town Council within fifteen (15) calendar days from the date of Planning and Economic Development Commission approval in accordance with Municipal Code Chapter 17.104.
14. Prior to issuance of a grading or building permit, the applicant shall obtain a secondary source permit or letter of exemption from the Great Basin Unified Air Pollution Control District.
15. The applicant shall defend, indemnify, and hold harmless the Town and its agents, officers, and employees from any claim, action, or proceeding against the Town and its agents, officers, or employees to attack, set aside, void, or annul, an approval of the Town, advisory agency, appeal board, or legislative body concerning this approval. The Town shall promptly notify the applicant of any claim, action, or proceeding and shall cooperate fully in the defense.
16. All exterior lighting shall comply with Chapter 17.36.030 of the Town of Mammoth Lakes Municipal Code, Exterior Lighting. Exterior light fixtures having a total of over 400 lumens of output shall be equipped with shields that extend below the horizontal plane of the light source to direct the light downward onto the structure or surrounding grounds. Accent lighting is permitted as described in Municipal Code Section 17.36.030.F.6. This shall be verified prior to issuance of a certificate of occupancy.
17. If a propane tank is to be installed, rather than use the propane franchise line, the tank shall be painted tan pursuant to Municipal Code Section 17.36.080.B.
18. If the aggregate landscaped area exceeds 500 sq. ft., a landscape documentation package shall be required prior to issuance of a certificate of occupancy. Said landscape documentation package shall conform with the requirements identified in Municipal Code Chapter 17.40 (Water Efficient Landscape Regulations). The aggregate landscape area is defined as the total horizontal surface area dedicated to plant installation and irrigation plus the wet surface of any decorative water features. The landscape area for shrubs and trees shall be determined using the shrub/tree mature growth diameter or drip line. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, or other pervious or non-pervious hardscapes outside of planted areas. Landscape area does not include undisturbed areas with established non-irrigated vegetation, or landscaping that is exempt pursuant to Municipal Code Section 17.40.020.D.

If the project qualifies for an exemption from the landscape documentation requirements pursuant to Municipal Code Section 17.40.020.D, the Water Efficient Landscape Ordinance Exemption form shall be completed by the property owner and the completed form shall be submitted to the Town prior to issuance of a certificate of occupancy.
19. A valid building permit and a permit from the Mammoth Lakes Fire Protection District are required before any building can begin on-site.
20. Proposed water and sewer connections require a Connection Permit from Mammoth Community Water District. Prior to the Town authorizing any construction, the applicant shall obtain water and sewer permits from Mammoth Community Water district and pay applicable fees to the District.
21. New or changed improvements, exterior illumination, elevations, designs, materials, or colors shall conform to the adopted Design Guidelines of the Town of Mammoth Lakes and will require review and approval from the Town of Mammoth Lakes Community

and Economic Development Department or Planning and Economic Development Commission pursuant to Municipal Code Chapter 17.88.

22. A certificate of occupancy is required for all future tenant improvements within the subject structure. Tenant improvements shall identify occupancy separation requirements, disabled access requirements and compliance with all applicable building, electrical, plumbing, and fire code requirements.
23. Zoning entitlement conditions of approval shall be printed verbatim on all of the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the index.

SPECIAL PLANNING CONDITIONS

24. Pursuant to the Federal Migratory Bird Treaty Act and California Fish and Game Code Sections 3503 and 3503.5, it is unlawful to take, possess, or needlessly destroy the nest or eggs of any bird or bird-of-prey, except as otherwise provided by FGC or any regulation made pursuant thereto. Completion of a nesting bird survey by a biologist with relevant qualifications within three days of initiation of site disturbance is recommended for projects that have the potential to disturb suitable nesting habitat, which may include riparian vegetation, mature trees, snags, and structures.
25. The Building Division will require that a string line be run between the property monuments on the west (front property line) and east (rear property line) at the time of foundation inspection to verify the actual field distance from the structure to the property line.
26. All exterior wood products shall comply with the Wildland Urban Interface (WUI) construction materials requirements certified by the State Fire Marshal's Office and be in compliance with Chapter 7A of the 2016 California Building Code. Plywood or OSB sheeting shall be a minimum of one-half inch thickness with approved siding material placed over top.
27. All eave and crawl space ventilation shall resist the intrusion of flame and burning embers and comply with Chapter 7A of the California Building Code and local modifications.
28. The structure shall comply with NFPA 13R automatic fire sprinkler requirements as required by Section 903.2.8 and 903.3 of the California Fire Code. A deferred submittal for sprinkler plans and calculations will be acceptable.
29. Prior to issuance of a grading or building permit, applicant shall submit a snow removal/storage management plan for the hauling of snow in accordance with Municipal Code Section 17.36.110.B(3)(a) to the Community and Economic Development Department and Public Works Department for approval. The plan shall be in the form of a recorded document mutually agreed to between the property owner and the Town and shall describe features such as, but not limited to, location of snow storage areas, the method of snow hauling, frequency of pick-ups, pick-up areas, haul routes, hours of hauling operations, and snow deposit areas. The plan shall include provisions stating that snow and ice shall be removed daily and pedestrian areas shall be maintained in a safe condition. The plan shall also include methods to address potential cornice and ice falling onto pedestrian and vehicular areas and methods to address hazardous snow and ice build-up on pedestrian pathways and sidewalks. Approved methods to address hazardous snow and ice build-up include plowing, application of cindering, and potential of heat-traced pavement.