



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

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**APPLICATION REQUIREMENT ATTACHMENTS:  
MAJOR / MINOR DESIGN REVIEW**

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# MAJOR/MINOR DESIGN REVIEW - SECTION ONE

## **HOW TO USE THIS ATTACHMENT**

Section One of this attachment contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

Section Two contains material that you are required to fill out, detach, and submit with your application. The Application Submittal Requirements checklist describes the minimum information to include in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments identifies the required findings and criteria that will be used to evaluate your application. Your application should focus on demonstrating how your proposal meets the required findings and complies with all the criteria. Effective use of this attachment will help you avoid costly revisions to your application later.

## **DESIGN REVIEW SUMMARY**

The purpose of Design Review, as described in [Chapter 17.88](#) of the Town of Mammoth Lakes Municipal Code, is to implement the design review procedural requirements of the Town of Mammoth Lakes Design Guidelines. In addition to the objectives outlined in [Chapter 17.04](#) (Purpose and Effect of Zoning Code) and the Town of Mammoth Lakes Design Guidelines, the design review requirements are included to achieve the following purposes:

- A. Implement the goals, policies and objectives of the General Plan related to community design and character;
- B. Promote excellence in site planning and design and the harmonious appearance of buildings and sites and ensure the man-made environment is designed to complement, not dominate, the natural environment;
- C. Regulate the design, coloration, materials, illumination, and landscaping of new construction, and renovations within the town in order to maintain and enhance the image, attractiveness, and environmental qualities of the town as a mountain resort community;
- D. Ensure that new landscaping provides a visually pleasing setting for structures on the site and within the public right-of way and to prevent indiscriminate destruction of trees and natural vegetation, excessive or unsightly grading, indiscriminate clearing of property, and destruction of natural significant landforms;
- E. Ensure that the architectural design of structures and their materials and colors are appropriate to the function of the project and the high-elevation climate of Mammoth Lakes and are visually harmonious with surrounding development and natural landforms, trees, and vegetation; and
- F. Supplement other Town regulations and standards in order to ensure control of aspects of design that are not otherwise addressed.

## **Design Review Process:**

Applications for Design Reviews are received by the Community and Economic Development Department and are reviewed through the Planning Permit Application review process as described in MC [Chapter 17.60](#).

Within thirty (30) days after submittal of the application, plans and fee deposit, Town staff will review the submittal for completeness. The environmental application will also be reviewed to determine the required CEQA process. Once the submittal is deemed complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing.

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Once an application has been deemed complete the initial review of the application takes approximately three weeks. If your application requires subsequent revisions, each additional staff review of the revisions may also take up to three weeks from the resubmittal date. Design Review projects must be found to meet the applicable review criteria and required findings found in Sections [17.88.050](#) and [17.88.060](#) of the Municipal Code. A list of the Design Review criteria and required findings is attached.

For all **Major Design Review** applications requiring a public hearing by the Planning and Economic Development Commission, after the application has been deemed complete and all Town requirements have been addressed, Planning staff shall prepare a report to be submitted to the Commission and made available to the applicant. The Commission shall conduct a public hearing on the application in compliance with [Chapter 17.124](#) (Public Hearings). Notice of public hearings shall be given in compliance with State law. PEDC hearings are held on the **second Wednesday of each month at 2:00 pm**. Requests for a specific hearing date should be made as early in the review process as possible. In order for an application to be scheduled for a public hearing, all application materials requested by staff must be provided a minimum of 30 days prior to the hearing date. If any changes to the application occur within 30 days of the hearing date, the hearing will be rescheduled to the next available hearing date a minimum of 30 days from the date the changes were received by the Town.

For **Minor Design Review** applications, the Director of the Community and Economic Development Department (The Director) has authority to approve or deny the application. The Director may also refer applications to the PEDC when, in their opinion, the public interest would be better served by having the Commission make the final decision.

### **APPLICABILITY**

#### **Major Design Review:**

Major design review is required for the following projects:

1. All projects that require a permit for new construction, reconstruction, rehabilitation, alteration, or improvements to the exterior of a structure, site, or parking area, as well as any projects that require Commission approval, unless subject to minor design review or exempt (see Minor design review requirements and list of exempt projects below);
2. New single-family residential units in the Rural Residential Zone above 8,250 feet in elevation located within the Snow Deposition Design Zone;
3. New residential structures with five or more units, including those where one developer or builder is constructing residential structures on five or more adjoining lots;
4. All projects in the Commercial Zoning Districts which are not exempt or subject to minor design review; and
5. As required in applicable specific and master plans.

#### **Minor Design Review:**

Minor design review is required for the following projects:

1. New three and four-unit residential structures;
2. New single-family residential units in the Rural Residential Zone above 8,250 feet in elevation that are not located within the Snow Deposition Design Zone;
3. As required in applicable specific and master plans; and
4. All other projects subject to design review that do not meet the criteria for major design review and which are not exempt.

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## Exempt Projects:

The following are exempt from design review:

1. Construction, reconstruction, alterations, improvements, and landscaping for a project developed in compliance with an existing design review approval
2. New one-and two-unit residential structures and second units, except those in the Rural Residential Zone above 8,250 feet in elevation, and except where one developer or builder is constructing residential structures on five or more adjoining lots;
3. Additions to residential structures with four units or less and second units (except those in the Rural Residential Zone above 8,250 feet in elevation);
4. Additions and alterations to existing buildings and structures (except those in the Rural Residential Zone above 8,250 in elevation) that will not increase the gross floor area of the building by more than 10 percent, will not involve exterior alterations along any street-facing façade, and will match the existing or historic design of the building;
5. New construction of an emergency shelter or renovation of an existing building to create an emergency shelter;
6. Additions of floor area within an existing building envelope;
7. Routine maintenance not resulting in change in color or materials;
8. Installation of landscaping under 2,500 square feet where no other project is planned;
9. Signs are subject to the design review requirements of Chapter 17.48, Signs; and
10. Alterations and improvements required in whole or part to meet federal or State requirements to accommodate persons with disabilities.

## Amendments to an Approved Design Review Permit:

Generally, minor changes to an approved Design Review project may be approved, modified, or denied by the Director through the Administrative Permit process, while major changes shall be approved, modified, or denied by the original review authority (e.g., the Director, Commission, or Town Council), unless expressly stated otherwise by the conditions of approval imposed on the project, as follows (also see Subsections 17.60.090E and 17.60.090F - Post Approval Procedures):

1. Minor changes. The Director may authorize minor changes to an approved site plan, architecture, or the nature of the approved land use where the Director first finds that the changes:
  - Are consistent with all applicable provisions of this Zoning Code, and the approval will remain in compliance with the findings required by this Zoning Code for the applicable permit;
  - Do not involve a feature of the project that was a basis for or subject of findings in a negative declaration or environmental impact report for the project;
  - Do not involve a feature of the project that was specifically addressed or was a basis for conditions of approval for the project or that was a specific consideration by the review authority in the project approval; and
  - Do not result in an expansion in the scope or intensity of the use.
2. Major changes. The original review authority may authorize major changes to an approved site plan, architecture, or the nature of the approved land use subject to the following:
  - A new planning permit application or modification of the existing permit has been processed in the same manner as the original permit in compliance with this Zoning Code.
  - If the permit for which a change is being requested originally required a noticed public hearing, the review authority shall hold a noticed public hearing on the proposed change(s) in compliance with Chapter 17.124 (Public Hearings).

## MAJOR/MINOR DESIGN REVIEW - SECTION TWO

### DESIGN REVIEW APPLICATION REQUIREMENTS CHECKLIST

Complete applications must include:

- One (1) electronic copy of each required application material. These must be provided on a jump drive or CD. Drives and CDs cannot contain any other files; they will not be returned to the applicant following review. Files must be saved using the file name indicated beside each application requirement.
  - All plans and materials to be submitted in Adobe PDF format.
- Hard copies in the quantity and size indicated below for each required application material. If a size is not indicated, use the size that best accommodates plans not to exceed 24" x 36". Oversized plans will not be accepted.
  - Plans must be carefully drawn and easily readable. Plans that are not so drawn will not be accepted for filing. Plans shall be folded to a size not larger than 9 by 12 inches.
- Collated packets: Packets should include one of each hard copy requested. One packet will include all materials including the items where only one hard copy is requested.
- In the event of a resubmittal, the Project Manager will determine if a full set or individuals sheets are required. Individual sheets shall include the date of the resubmittal.

Please fill out the following checklist and submit with your application. Please check with staff to determine whether certain materials listed below may not be applicable for your application.

- A completed Major/Minor Permit Application Form
- The Design Review fee, as stated on the Land Use Permit form, and Processing Agreement Form if applicable
- Improvement survey or improvement location certificate by registered surveyor
- Vicinity Map (8 ½" x 11") indicating the application site and adjacent streets and properties within 100 feet
- Current title report dated within 30 days or attorney memorandum, based on abstract of title
- Completed Planning Application Project Fact Sheet
- Completed Hazardous Waste and Substances Form
- Written statement that describes the proposal and indicates how the application meets all applicable findings and review criteria for approval found in Municipal Code Sections [17.88.050](#) and [17.88.060](#) (see attached Design Review Criteria Response form). This written statement shall also include the following information:
  - (A) A statement of the current ownership;
  - (B) An explanation of the objectives to be achieved by the project, including without limitation building descriptions, sketches, or elevations that may be required to describe the objectives;
  - (C) A development schedule indicating the approximate date when construction of the project or phases of the project can be expected to begin and be completed; and
  - (D) Copies of any special agreements, conveyances, restrictions, or covenants that will govern the use, maintenance, and continued protection of the goals of the project and any related parks, recreation areas, playgrounds, outlots, or open space; and
  - (E) For projects subject to an existing Master Plan or Specific Plan, an explanation of how the project meets the Plan's goals and/or special requirements applicable to the project site.

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- Three (3) prints of a complete **site development plan(s)** (18" x 24" or 24" x 36") folded to 9" x 12"; prepared at a standard engineering scale sufficient to clearly show the details of the drawing (such as 1"=50'); showing elements of the development, including without limitation:
  - (A) The existing topographic character of the land, showing contours at two foot intervals;
  - (B) The site and location of proposed uses with dimensions indicating the distance from lot lines;
  - (C) The location and size of all existing and proposed buildings, structures, and improvements, and the general location of adjacent streets, structures, and properties;
  - (D) The density and type of uses;
  - (E) The internal traffic and circulation systems, off-street parking areas, service areas, loading areas, and major points of access to public rights-of-way;
  - (F) The location, height, and size of proposed signs, lighting, and advertising devices;
  - (G) The areas that are to be conveyed, dedicated, or reserved as parks, recreation areas, playgrounds, outlots, or open space and as sites for schools and other public buildings;
  - (H) The areas that are to be conveyed, dedicated, or reserved for streets, alley and utility easements;
  - (J) A general landscaping plan at the time of initial submission to be followed by a detailed landscaping plan prior to or as a condition of approval showing the spacing, sizes, specific types of landscaping materials, quantities of all plants and whether the plant is coniferous or deciduous. All trees with a diameter of six (6) inches and over measured forty eight (48) inches above the ground on the property or in the landscape setback of any property adjacent to the development shall be shown on the landscaping plan;
  - (K) A north arrow and scale of drawing clearly indicated on each sheet.
  - (L) A tree inventory that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured forty eight (48) inches above the ground on the property or in the landscape setback of any property adjacent to the development. The inventory shall indicate which trees will be adversely affected and what if any steps will be taken to mitigate the impact on the trees. The tree inventory shall be prepared by a certified arborist that has a valid contractor license pursuant to [MC Section 17.36.140](#).
  - (M) Proposed lot coverage, including visual delineation and calculations
  - (N) Snow storage areas meeting the requirements of [MC Section 17.36.110](#)
- Three (3) prints (18" x 24" or 24" x 36"), folded to 9" x 12", drawn at a standard architectural scale sufficient to show the details of the drawing, **of architectural floor plans and elevations** of the existing structure(s) and any proposed additions or renovations, including the maximum height of all buildings measured per the requirements of MC Section 17.36.060, and building elevations showing exterior colors and materials and any anticipated roof top appurtenances. If new residential units are proposed label each unit with a discreet unit address. Please see [MC Sections 17.136.040](#) through [17.35.080](#) for Housing Impact Mitigation Requirements.
- For Major Design Review only: Photographically correct color perspective representations of the project showing accurately the project and its context in three dimensions, including the proposed development, existing and proposed structures on adjoining properties, backdrop, and proposed landscaping including trees to remain after development.

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- A preliminary grading plan which includes the existing and proposed contours, cut and fill areas, retaining walls and proposed wall heights, and corner elevations (for sites of more than 5% slope, contour intervals shall be 2 feet; for sites of less than 5%, corner elevations only need to be indicated). A licensed engineer or surveyor shall stamp the site plan containing topographical information.
- Three (3) prints (18" x 24" or 24" x 36"), folded to 9" x 12" of a utility plan or utility connection plan, depending on whether public improvements are required. See Section 200 of the Town of Mammoth Lakes Standards for specific requirements
- Three (3) prints (18" x 24" or 24" x 36"), folded to 9" x 12", drawn at a standard engineering scale, of preliminary stormwater plan, and two (2) copies of preliminary stormwater report, depending on whether public improvements are required. See Section 300 of the Town of Mammoth Lakes Standards for specific requirements.
- If a Height Adjustment is being requested, please provide a shadow analysis depicting shadows on December 21st (see attached sheet) for each structure in the project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

### **DESIGN REVIEW CRITERIA RESPONSE**

A Design Review application may only be approved if the review authority finds that the application is consistent with the purposes of Municipal Code [Chapter 17.88](#) and meets all applicable findings and review criteria for approval found in Municipal Code Sections [17.88.050](#) and [17.88.060](#). The review criteria and required findings are rephrased below to put them in question form. Applicants must provide responses to all the criteria, explaining **how** their application complies with each criterion. Please note that incomplete responses (i.e., no response provided or response states "Not applicable" with no further explanation) or responses written in the affirmative with no supporting information (i.e., "The application meets this criterion.") are not sufficient to comply with the application requirements. Please provide written responses to each of the criteria below and include as an attachment to the application submittal.

#### **Design Review Criteria for Approval (MC Section 17.88.050):**

##### *Site and Building Design:*

- How do the site 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;
  - promotes compatibility among neighboring land uses?



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### *Streetscapes and Parking:*

- How are the design of streetscapes, including street trees, lighting, and pedestrian furniture, consistent with the character of commercial districts and nearby residential neighborhoods?
- How are parking areas located, designed and developed to:
  - Foster and implement the planned mobility system for the area;
  - Buffer surrounding land uses and 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?

### *Lighting:*

- How do the proposed lighting and lighting fixtures achieve the following:
  - Complement buildings and provide appropriate scale;
  - Provide adequate light over walkways and parking areas to create a sense of pedestrian safety; and
  - Minimize light pollution and trespass and avoid creating glare?

### *Landscaping:*

- How does the landscaping design achieve the following:
  - Conserve water resources and create a natural aesthetic;
  - Enhance the architectural character of the project and help relate the building to the surrounding landscape?

### *Additional Findings:*

- How is the project consistent with the applicable standards and requirements of the Town of Mammoth Lakes Municipal Code?
- How is the project consistent with the General Plan and any applicable specific plan or master plans? Please provide responses to specific goals, policies or recommendations with which the project is consistent.
- How does the project comply with the Town of Mammoth Lakes Design Guidelines? Please provide responses to as many specific elements of the Design Guidelines as apply to the proposed project.
- If the project requires additional planning approvals such as a tentative map, use permit, variance, or other planning or zoning approval, does the Design Review application comply with all of those approvals as well?