

PC

Agenda Item 12  
April 2, 2008  
File No. R08 -  
430 - 90

**AGENDA BILL**

Subject: Resolution to Revise Policies for the Processing of Major Development Applications in Relationship to the 2007 General Plan

Initiated by: Karen C. Johnston, Assistant Town Manager

**BACKGROUND:**

The Town Council adopted Resolution 2007-40 to address the processing of major land use applications in relationship to the 2007 General Plan in June 2007. Preparing a District Plan is a requirement for any major land use application that was not acted upon before April 8, 2007. The General Plan included the District Planning concept identified in the Resolution and describes the districts and the character of each district. The General Plan requires "District Planning and focused studies for special areas and sites within the community to aid in future planning." (Land Use Policy L.1. D) There are currently 3 District Plans underway and 3 pending applications that will require a District Planning Process.

An update on the District Planning process was originally scheduled for the regular Town Council Meeting of February 20, 2008. The agenda item was in response to the Community Stakeholders Group's concerns that the Town had not addressed their understanding of the process as outlined in their December 19, 2007 PowerPoint presentation. The Council directed staff and a representative from the CSG to meet to resolve their concerns regarding the District Planning process.

At the March 19<sup>th</sup> council meeting, the Town Council considered revisions to the District Planning process and how those revisions would affect ongoing land use applications, based upon the meetings between the town and the CSG. This Agenda Bill proposes to adopt the accepted revisions by resolution.

**ANALYSIS/DISCUSSION:**

Based on direction from the Town Council at the March 19<sup>th</sup> Council meeting, the attached resolution modifies Resolution 07-40 as follows:

- Incorporates into the scope of work, or framework, the sphere of influence, preliminary issues/elements to be analyzed and guiding principles.

- Provides for Town Council review of the scope of work, or framework, of a future District Plan.
- Replaces the prior processing schedule with the revised processing policy and the implementation framework for existing projects.
- Indicates that codification will occur as directed by the Town Council, based upon available funding and resources.
- Provides an outline of issues or elements that will be reviewed in each District Plan.

All other portions of the original policy remain the same. The proposed Resolution is written as a “redline” of the original Resolution so that the Council can view the proposed changes. The recommendations regarding the application of the proposed new policy to the six projects currently in progress is also attached for confirmation.

#### **OPTIONS ANALYSIS**

1. Adopt the Resolution of the Town Council of the Town of Mammoth Lakes, State of California, Revising Policies for the Processing of Major Land Use Development Applications in Relationship to the 2007 General Plan as directed by the Town Council at the March 19, 2008 Town Council meeting, and confirm the application of the process to the six existing projects.
2. Modify the direction provided by the Town Council at the March 19, 2008 Town Council meeting and make any further revisions to the policy, as necessary. Direct staff to prepare a revised resolution.
3. Retain the existing policy, Resolution 07-40, without modifications.

#### **VISION CONSIDERATIONS:**

Successful implementation of District Planning will further emphasize the goals of the General Plan and provide an understanding of the contribution of each neighborhood toward the social, economic and environmental success of the entire community.

#### **FINANCIAL CONSIDERATIONS:**

None.

#### **ENVIRONMENTAL CONSIDERATIONS:**

Once the process of District Planning is complete, the implementation of the outcomes will require environmental review under the provisions of the California Environmental Quality Act.

**LEGAL CONSIDERATIONS:**

All projects are required to comply with the adopted policies of the Town.

**RECOMMENDATION:**

Therefore, it is recommended that the Town Council:

Approve Option 1:

Adopt the Resolution of the Town Council of the Town of Mammoth Lakes, State of California, Revising Policies for the Processing of Major Land Use Development Applications in Relationship to the 2007 General Plan, and confirm the application of the process to the six existing projects.

**RESOLUTION NO.**

RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA, REVISING  
POLICIES FOR THE PROCESSING OF MAJOR LAND USE DEVELOPMENT  
APPLICATIONS  
IN RELATIONSHIP TO THE 2007 GENERAL PLAN

WHEREAS, the Town Council adopted Resolution 07-40 establishing policies regarding the processing of major land use development permit applications submitted concurrently with and following the General Plan Update process; and

WHEREAS, the Town Council directed the Town Manager to review the policies based on comments received from the Community Stakeholders Group at the December 19, 2007 Town Council meeting;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mammoth Lakes does hereby affirm the attached Policy for Processing major Land Use Development Permit Applications, and direct the Town Manager and Planning Commission to evaluate permit application in accordance with the adopted policy.

APPROVED AND ADOPTED THIS 2<sup>nd</sup> day of April, 2008.

ATTEST:

\_\_\_\_\_  
SKIP HARVEY, Mayor

\_\_\_\_\_  
ANITA HATTER, Town Clerk

**Town Council of the Town of Mammoth Lakes  
Policies for the Processing of Major Land Use Development Applications  
in Relationship to the 2007 General Plan  
Revised 4-2-08**

The following policies shall apply to the processing, consideration, and approval or disapproval of land use and development permit applications. When taking action to approve or deny a major land use and development permit application, the review authority shall make the findings that the approval of the application is consistent with these policies.

1. The Town of Mammoth Lakes will use its best judgment in evaluating all new development proposals.
  - a. The GPU Vision applies to the whole community, which means that an individual project does not have to meet every element of the Vision statement.
  - b. Town discretionary density bonuses and increases are not a given.
  - c. Discretionary decision evaluations will be influenced by the thirteen (13) resource documents and public input, and other information.
2. A "Major Land Use Development Permit Application" ("Permit Application") shall be defined as an application for a tentative map, use permit, master plan, or specific plan that requests or requires an amendment(s) to the Town of Mammoth Lakes Zoning Code, adopted General Plan, and any proposed development agreement or significant amendment to an existing development agreement. "Applicant" shall be the person or entity of record filing the Permit Application with the Town. A Major Land Use Development Permit Application shall not include tentative map or use permit applications that request now-permitted discretionary actions, such as additional density.
3. An Applicant that has filed a Major Land Use Development Permit with the Town of Mammoth Lakes that has not been acted upon by the Town Council as of April 18, 2007, shall have prepared a "District Plan." The District Plan, in conjunction with other application information described in Section 7, will be used by the Town of Mammoth Lakes in considering approval, approval with modifications, or denial of the Permit Application.

4. "District Planning" shall be defined as the analysis and planning of a larger geographic area or neighborhood surrounding a Permit Application. District Planning Areas will be defined as those shown on Figure 3 of the 2007 General Plan and will include a sphere of influence describing around a Permit Application to analyze the context of surrounding areas and neighborhoods that can be reasonably determined to be related to, and be affected by, the subject application through aesthetics, land use, density, population, mobility, or public service infrastructure. The Community Development Director will recommend, and the Planning Commission shall establish, the boundaries of District Planning Areas, the sphere of influence, the preliminary issues/elements to be analyzed and the guiding principles. Exhibit 1, "District Planning Areas" includes a "District Map" and the "Physical Development Diagram" that provide guidance in defining District Planning Areas. The Town Council shall confirm the boundaries, sphere of influence, preliminary issues/elements to be analyzed and the guiding principles.
5. "District Planning Process," shown in Exhibit 2, describes the major steps, sequence of events, and participants involved in preparing District Plans. This process allows thorough understanding of issues, opportunities, and constraints; analysis of relevant information; exploration of plan alternatives; and extensive community participation. Exhibit 3, Major Land Use Permit Application & Model District Planning Process Neighborhood District Planning Process, provides a more detailed outline that illustrates the general timing and relationship of District Planning with current major permit applications.
6. District Planning may result in a three types of documents: 1. Special Study, 2. Master Plan, or 3. Specific Plan. In general, special studies are not enacted by the Town of Mammoth Lakes, are intended to provide relevant information to inform decision-makers about a district and the subject permit application, and have no regulatory authority. Master plans may provide a similar level of information and are intended to be enacted by ordinance for a specified area. A specific plan may be enacted by ordinance or resolution and provides additional information to describe specific actions, responsibilities, financing, and phasing. For example, a specific plan may include infrastructure improvements related to a requested development agreement. Master plans and specific plans have regulatory authority. A Special Study may be codified, as directed by the Town Council, based upon available funding and resources.
7. Exhibit 4, "Model District Plan Organization," describes the general content and organization of a district plan. The Community

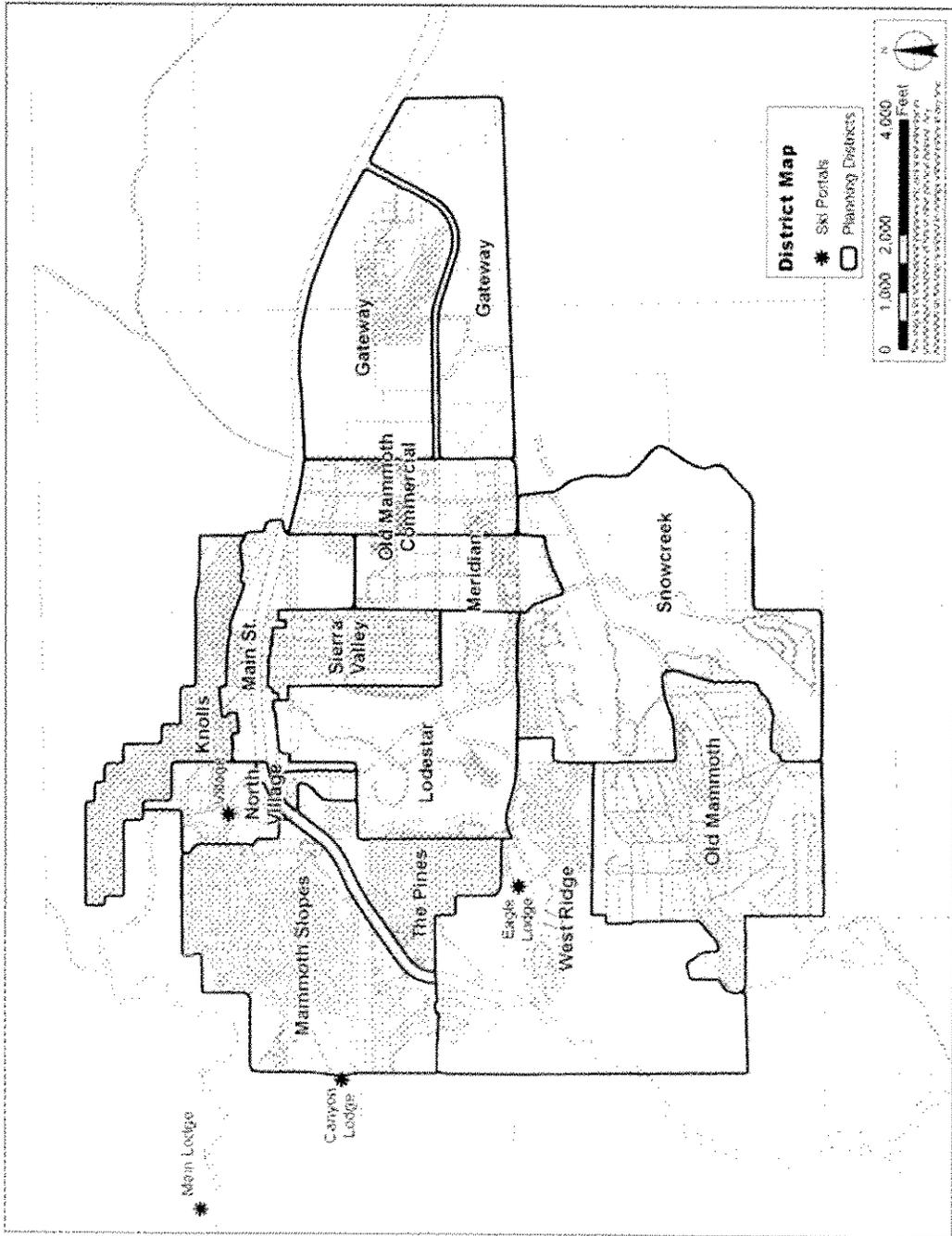
Development Director will recommend, and the Planning Commission shall establish, the required content of each District Plan. Community benefits and a PAOT discussion shall be incorporated into District Plans and shall not compromise the Town's vision or planning. Exhibit 5 describes the specific issues/elements that will be addressed during the district planning process.

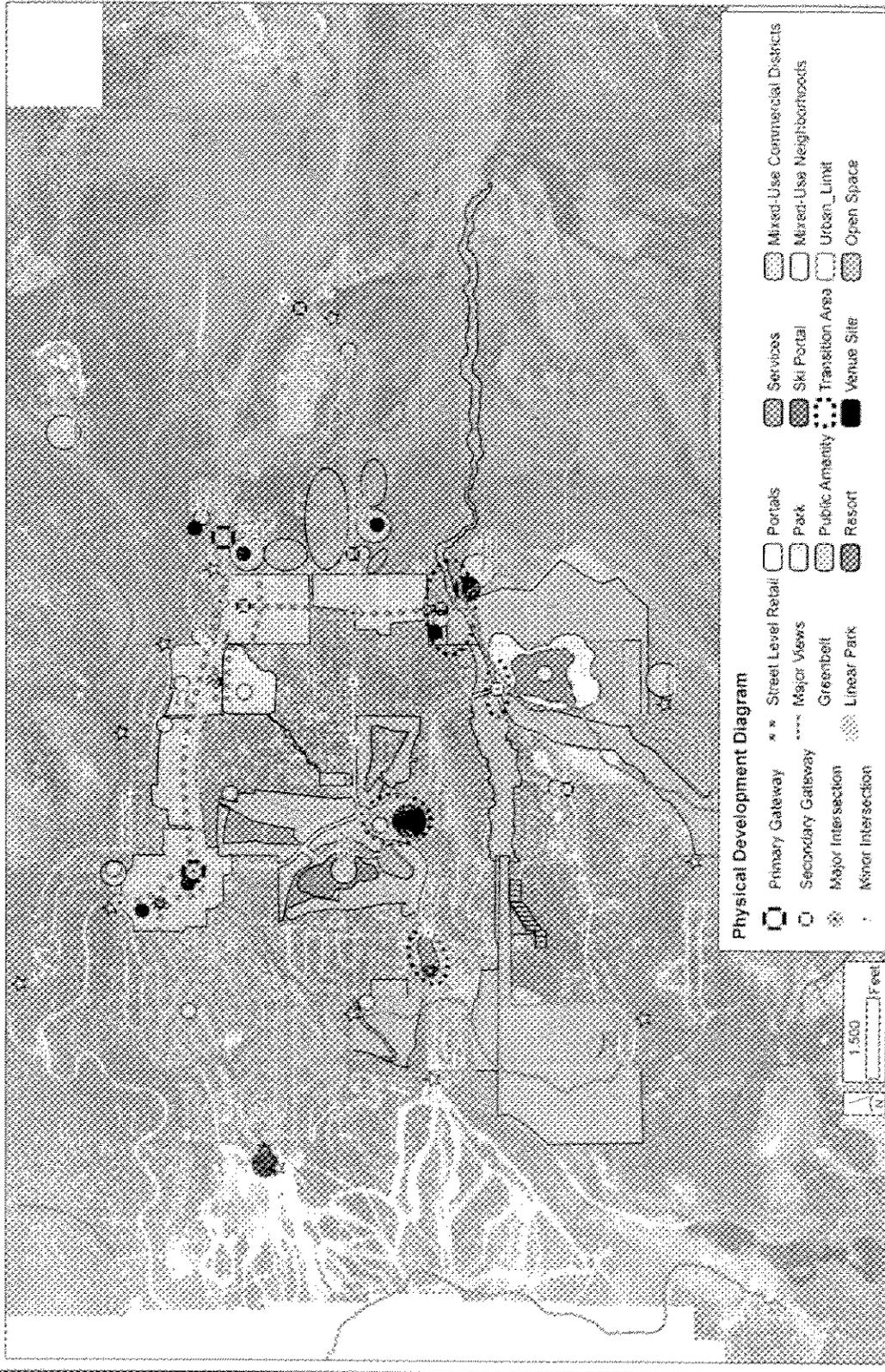
8. The Town of Mammoth Lakes will evaluate Permit Applications and approve, approve with modifications, or deny the Permit Application only after thoroughly evaluating the Permit Application with the following information:
  - a. Adopted plans, ordinances, and guidelines of the Town of Mammoth Lakes.
  - b. The following thirteen (13) resource documents:
    - i. The Town of Mammoth Lakes 1987 General Plan, as amended,
    - ii. The Vision Statement, dated December, 1992 and amended May 1998,
    - iii. Physical Development & Mobility Study, accepted August 6, 2006,
    - iv. "Town of Mammoth Lakes Community Stakeholders: Vision for the Future," PowerPoint presentation, dated August, 2006,
    - v. UCSB Report to the Town of Mammoth Lakes, dated September, 2006,
    - vi. Peer Resort Tour Reports, August, 1999 and December 6, 2006,
    - vii. Community benefits reports and presentations, dated, November 1, 2006 (two), December 13, 2006, and January 24, 2007,
    - viii. Mammoth Lakes Trails and Public Access Trail Inventory, January 12, 2007,
    - ix. Town Council General Plan Update Policy Issues report, January 31, 2006,
    - x. Draft General Plan Update, dated May, 2007,
    - xi. Town of Mammoth Lakes Market and Strategy Study for the Town of Mammoth Lakes, by Economic Research Associates, (in progress),
    - xii. Draft Term Sheets (in progress), and
    - xiii. Town of Mammoth Lakes Parks and Recreation Master Plan, (in progress).
  - c. "District Plans" as described above.

- d. Additional information reasonably determined by the Town of Mammoth Lakes necessary to evaluate the permit application, such as:
  - i. Required permit application information,
  - ii. Appropriate environmental impact analyses,
  - iii. Market, fiscal impact, and project pro forma analysis, and
  - iv. Written and oral public comments.

# Exhibit 1 District Planning Areas

The boundaries of District Plans should be established after consulting the following illustrations, the District Map and the Physical Development Diagram.

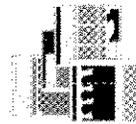




# Town of Mammoth Lakes

## District Planning Process

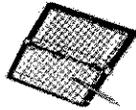
### Phase I: Existing Conditions / Vision



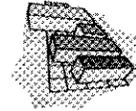
Existing Conditions Analysis



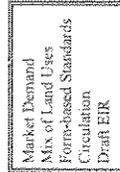
Market Demand Study



Vision and Planning Principles Memo



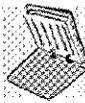
Opportunities and Constraints Analysis



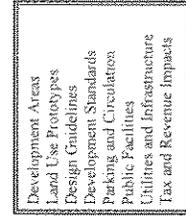
Market Demand  
Mix of Land Uses  
Form-based Standards  
Circulation  
Draft EIR



Plan Alternatives



Preferred Plan



Development Areas  
Land Use Prototypes  
Design Guidelines  
Development Standards  
Parking and Circulation  
Public Facilities  
Utilities and Infrastructure  
Tax and Revenue Impacts

Draft District Plan

Final EIR

Final District Plan

### Phase II: Develop Alternatives

### Phase III: District Plan Development



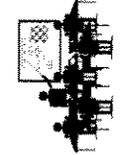
Interview Area Stakeholders



Planning Commission Workshop #1:  
District Area Vision



Review Plan with Area Stakeholders



Planning Commission Workshop #2:  
Review Plan Alternatives



Planning Commission / Town Council Workshop



Planning Commission Workshop #3:  
Review Draft District Plan Components



Planning Commission / Town Council Hearings



Town Staff / Consultant Kick-off and Site Tour Meeting #1



Town Staff / Consultant Meeting #2



Town Staff / Consultant Meeting #3



Town Staff / Consultant Meeting #4



Town Staff / Consultant Meeting #5

### Project Coordination

**Town of Mammoth Lakes  
Neighborhood District Planning Process  
Revised by Action of the Town Council on 4/2/08**

Purpose: The updated Neighborhood District Planning (NDP) Process revises the existing District Policy and has been confirmed by the Community Stakeholders Group. The goal of district planning remains the same: to determine the specific form, function and character of an area regardless of any pending applications for development. However, there are six existing projects that would be affected by the changes in the proposed Revised NDP Process. The Town Council has determined that the six projects each require individual consideration with respect to NDP planning in order to acknowledge the best faith efforts of the developer to proceed with project approval as well as to meet the community's intent in regard to the creation of NDPs. The expeditious and timely processing of these NDPs will take approximately 3 months (for areas without significant issues, potentially longer for areas with complex issues) and will remain a priority of The Community Development Department now that the General Plan Update has been adopted.

**3 Types of Neighborhood District Plans (NDP)**

- 1) Master/Specific NDP
  - a) NDP and MP/SP have a coterminous boundary, not including the sphere of influence. Final adopted document will be the MP/SP. The work effort, including the documentation of issues and considered options, will be bound separately.
  - b) E.g. Shady Rest, North Village, Snowcreek, Sierra Star
- 2) Residential NDP
  - a) Multiple individual property owners, general character similarities
  - b) E.g. Sierra Valley, Old Mammoth, Mammoth Slopes, Knolls, Meridian, Majestic Pines
- 3) Hybrid NDP
  - a) Generally mixed use development areas which may include one or more MP/SPs within the NDP boundary. MP/SPs may precede the NDP but a unified document for the entire district will be the ultimate final product.
  - b) E.g. Old Mammoth Road (North and South), Main Street, Gateway, Juniper Ridge

**NDP Planning Process (Meetings are noted in italics)**

- 1) Process Initiation: Trigger
  - a) If a NDP is not in place, any project requiring a major legislative change will trigger and fund the creation of a NDP.
  - b) A NDP can also be initiated by a 3<sup>rd</sup> party such as the Town Council, subject to budget allocation, or community group at its own expense.
- 2) Determine Framework: Planning Commission and Town Council
  - a) Staff and applicant will develop the framework for presentation to Planning Commission and Council
  - b) *Planning Commission will hold a public meeting to determine the framework to include Boundary Determination, Sphere of Influence, Element Review/ Issue Identification and Guiding Principles:*
    - i) Boundary Determination and Sphere of Influence
      - (1) Boundary will follow the GP District Boundary (Figure 3)
      - (2) If the staff or proponent is suggesting a boundary different from the GP Figure 3, a clear and compelling argument shall be made for deliberation

- (3) Sphere of Influence will include regions in the vicinity that may have common issues or upon which the district may have impacts
- ii) Element Review/ Issue Identification
  - (1) All elements will be reviewed and preliminary issues identified for analysis
    - (a) A NDP will describe all potential issue areas and evaluate conformity
    - (b) If an analysis is not needed on an element the finding will read n/a and give the reason
    - (c) Preliminary alternatives will be identified
- iii) Guiding Principles
  - (1) Review the Neighborhood Character description identified in the GPU and make any other guiding principle directions
- c) *Planning Commission recommendation will be transmitted to Town Council at the Council's next meeting for confirmation or modification*
- 3) Plan Preparation Sequence
  - a) Planning Consultant will be agreed upon by Initiator and Town Staff to prepare, plan and facilitate the public process
  - b) Data Discovery & Analysis of all Elements and Issues
    - i) Data Discovery
      - (1) Background information developed from Town, Consultant and Applicant (may require special studies per prior policy adopted by Planning Commission)
      - (2) District Focus Group Formed – selection by staff and applicant
        - (a) Consists of small group of property owners and residents to identify detailed opportunities and constraints
        - (b) Focus Group meets throughout the process to help prepare for Public Workshops – meetings supplement and conform to Commissions' Workshop schedule (usually held on the same day as a workshop)
  - c) *Public Input Workshop(s) hosted by joint Commissions ( the number to be determined by the complexity of the issues)*
    - (1) The agenda for the public workshop(s) is designed, based on data discovery and focus group input – consultant facilitates meeting
    - (2) Commissions hold public workshop(s) to gain general public input on issues, opportunities, constraints, form, function, character and the connection to town wide goals
  - d) Consultant and Staff prepare written report and options to address identified issues
  - e) *Options Workshop – hosted by joint Commissions*
    - i) Public provides comment on Options
    - ii) Commissions provide comment on Options
  - f) Assemble into Final NDP Document
- 4) Plan Acceptance and Adoption Process
  - a) *Planning Commission meeting to make recommendation to Council on Preferred Option and to accept and/or adopt NDP*
    - i) In the case where NDP has had a full CEQA analyses, NDP will be able to be recommended for acceptance or adoption simultaneously with project, as may be the case with a MP/SP NDP
    - ii) In the case of NDPs that have not had a CEQA analysis, depending on the level of detail, further CEQA analyses may be needed in order to be adopted
      - (1) If NDP is accepted but not yet adopted, Staff advises Commission as to additional CEQA steps required for adoption

- (2) While in adoption process, NDP accepted concepts will be used to review subsequent project proposals and may be in the form of:
  - (a) include in MP/SP document
  - (b) include in all project reviews within the Boundary
  - (c) include follow-up actions
- (3) Project approval and project CEQA process may occur any time after NDP acceptance meeting- regardless of outcome
- b) *Town Council meeting to accept and/or adopt NDP*
  - i) Same process as above
  - ii) NDP becomes codified and may include:
    - (1) EIR mitigation measures
    - (2) Master Plan, Specific Plan, Land Use Zoning
    - (3) GPU update
    - (4) Design Guidelines
    - (5) Informative in Staff review documents

**Town of Mammoth Lakes**  
**Neighborhood District Planning Process:**  
**Recommended Implementation Strategy for Existing Projects Already in Process**  
**Adopted by the Town Council 4/2/08**

**1) Shady Rest – Master Plan Amendment**

Shady Rest District has an existing Master Plan in which the project applicant is proposing an amendment. The project applicant has initiated site specific EIR analyses and has retained a consultant to facilitate the district planning process. The project would be in phase 2b (framework has been drafted) of the revised NDP process.

**2) Sierra Star – Master Plan Amendment**

The Sierra Star District has an existing Master Plan in which the project applicant is proposing an amendment. The proponent has filed a Master Plan Amendment and has completed, but not certified, an EIR. Given the amount of prior involvement in the proposal, the project will start with a Planning Commission special meeting that combines Step 2 b, framework provisions, with Step 3c, Planning Commission Meeting/Public Workshop, to receive input on element, issues, opportunities and constraints, boundaries, and guiding principles. The results of that meeting will be forwarded to the Town Council at their next available meeting and placed on the consent calendar for review and/or consideration.

At the Planning Commission Meeting/Public Workshop, the Commission will first address the requirements of the district planning process identified in step 2b. When the Planning Commission is comfortable with the establishment of the framework, the Commission will host a public participation session as identified in step 3c of the district planning policy.

At the same meeting, after the extent of comments is known, the Commission will direct the extent to which future Commission Meetings/Public Workshops are necessary, based upon the complexity of the issues, and identify whether options are required to address the issues. The project will then follow steps 3d, 3e, and 3f as described in the district planning policy, as required by the Planning Commission. If additional Commission Meetings/Public Workshops are not necessary, the project will move through the Planning Commission approval process, Step 4a, and then on to the Town Council, Step 4b, in a timely and orderly manner.

**3) North Village District Plan Amendment**

The Mammoth Crossing project is requesting a specific plan amendment to the North Village District. A project EIR is in process regarding the specific plan amendment only. The project applicant has retained a

consultant to facilitate the district planning process and is in phase 3 of the revised NDP process.

**4) North Old Mammoth Road Neighborhood District Plan (NOMR NDP)**

The Clearwater project is requesting the creation of a Specific Plan in the NOMR District. The project applicant has completed a NOMR District Study under the previous district planning process. The Planning Commission must forward their recommendation to the Town Council. The NOMR NDP is in phase 4 of the revised NDP process. The Clearwater project has submitted a proposed Specific Plan and staff must complete the responses to comments to complete the project EIR. The Town Staff will provide a PAOT analysis, in connection with its review of the Specific Plan. The proposed Specific Plan will be considered by the Planning Commission and Town Council. Later codification of comprehensive NOMR NDP will incorporate SP conclusions and PAOT analysis, as directed by the Town Council.

**5) Mammoth Creek East Open Space Stream Corridor Neighborhood District Plan (MCEOSSC NDP)**

The Sherwin project started the MCEOSSC Special Study under the previous district planning process and was considered part of the Snowcreek District. The Sherwin project has applied for a zoning code amendment, use permit, and tract map. The project is currently in phase 3d of the revised NDP process. Under the revised NDP policy, the project applicant, with the cooperation of Snowcreek, may propose the creation of a new district, the MCEOSSC NDP. A NDP follow-up meeting will be required to approve a new GP district boundary.

**6) Snowcreek– Master Plan Amendment**

The Snowcreek District has an existing Master Plan in which the project applicant is proposing an amendment. The proponent has filed Master a Plan Amendment and has completed, but not certified, an EIR. Given the amount of prior involvement in the proposal, the project will start with a Planning Commission special meeting that combines Step 2 b, framework provisions, with Step 3c, Planning Commission Meeting/Public Workshop, to receive input on element, issues, opportunities and constraints, boundaries, and guiding principles. The results of that meeting will be forwarded to the Town Council at their next available meeting and placed on the consent calendar for review and/or consideration.

At the Planning Commission Meeting/Public Workshop, the Commission will first address the requirements of the district planning process identified in step 2b. When the Planning Commission is comfortable with the establishment of the framework, the Commission will host a public participation session as identified in step 3c of the district planning policy.

At the same meeting, after the extent of comments is known, the Commission will direct the extent to which future Commission Meetings/Public Workshops are necessary, based upon the complexity of the issues, and identify whether options are required to address the issues. The project will then follow steps 3d, 3e, and 3f as described in the district planning policy, as required by the Planning Commission. If additional Commission Meetings/Public Workshops are not necessary, the project will move through the Planning Commission approval process, Step 4a, and then on to the Town Council, Step 4b, in a timely and orderly manner.

**Exhibit 4**  
**Model District Plan Content and Organization**

**I. Introductory Plan Information**

- A. Title Page
  - 1. Name of the plan
  - 2. Name of local agency (project proponent and/or public agency)
  - 3. Date of adoption
- B. Credits, acknowledgments and participants
- C. Table of Contents
- D. List of Tables
- E. List of diagrams and maps
- F. Copy of date of acceptance, or adopting resolution and/or ordinance

**II. Summary**

- A. Purpose statement and range of issues
- B. Location
- C. Acreage
- D. Summary of preparation process and participation of citizens and agencies

**III. Introduction**

- A. Detailed district plan purposes and objectives
- B. Development and conservation issues addressed in the plan
- C. Project location(s), including influencing jurisdictions
  - 1. Written description
  - 2. Regional location map
  - 3. Vicinity map
  - 4. Site Location Map(s)
- D. Planning area information and environmental description
- E. Statement of whether the document is an informational study, or proposed to be enacted by policy or regulatory by application (If the plan is both policy and regulatory by design, explain the relationship between the policies and regulations.) The types of District Plan are as follows:
  - 1. Special Study (not enacted)
  - 2. Master Plan (enacted by ordinance)
  - 3. Specific Plan (enacted by ordinance or resolution)
- F. Statement of how the plan policies and/or regulations accomplish the objectives of the plan.
- G. Relationship of the district plan to the general plan.
- H. Relationship of the district plan to neighboring plans and those of other jurisdictions, regional agencies, and the state.
- I. A list of projects required by law to be consistent with the district plan (e.g. rezonings, tentative subdivision maps and public works projects).

**IV. District Plan Analysis**

- A. Description of proposed major land use development permit application(s)

1. Project location(s)
2. Summary project description(s)
- B. District description and assessment
  1. Description of setting and context
    - a. Neighborhood and district character summary
    - b. Existing land uses, density, and population
    - c. Location and description of housing stock
  2. Physical conditions
    - a. Topography
    - b. Soils and soils engineering
    - c. Drainage
    - d. Trees and vegetation
    - e. Biology
    - f. Archeology and paleontology
    - g. Natural hazards
  3. Property information
    - a. Property ownership
    - b. Easements and rights-of-way
  4. Public service infrastructure (overhead, underground, vaults, and associated easements)
    - a. Electric
    - b. Cable
    - c. Gas
    - d. Water
    - e. Storm Drain
    - f. Sewer
  5. Physical development
    - a. Relationship to adjoining and surrounding areas
      1. Boundaries, edges, and barriers
      2. Landscape and open space connections
      3. Summary mobility connections
    - b. View Assessment
      1. Public vistas
      2. Public view corridors
      3. Public views and vistas of and through area
    - c. Pattern and form analysis
      1. Transect description
      2. Block and figure ground pattern
      3. Building form, scale and pattern
      4. Streetscape design and conditions
  6. Mobility
    - a. Way finding
    - b. Gondola or similar access
    - c. Pedestrian plazas, paths, sidewalks, crosswalks and amenities
    - d. Paved and unpaved trails
    - e. Bicycle

- 1. Paths and trails
- 2. Storage and cyclist accommodations
- f. Transit routes, stops and shelters
- g. Streets and mid-block connectors
- h. Traffic control
- i. Parking
  - 1. Public and private parking
  - 2. On- and off-site
- j. Maintenance and operations
  - 1. Service and delivery access and operations
  - 2. Snow management
  - 3. Emergency access

## **V. Planning and Regulatory Provisions**

A. The plan - a statement of development policies (opportunities, issues, and analysis of data) pertaining to the district. The plan should be arranged substantially similar to the 2007 General Plan content and include: economy; arts, culture, heritage, and natural history; community design; neighborhood and district character; land use; mobility; parks, open space, and recreation; resource management and conservation; public health and safety. The plan should consist of:

- 1. Objectives
- 2. Policies
- 3. Programs
- 4. Plan proposals
  - a. Diagram and written description of planned land uses.
  - b. Characteristics of each land use designation (e.g. single family residential, neighborhood commercial, open space for conservation).
    - 1. Development Standards
    - 2. Standards for conservation, development, and utilization of natural resources.

### **B. Land use regulations**

- 1. Statement of purpose or intent
- 2. Applicability
  - a. Statement of applicability of the regulations to the planning area and designations on the district land use plan diagram.
  - b. Effective date of the regulations
- 3. Statement of relationship between the district plan regulations and the zoning, subdivision, and other local ordinances.
- 4. Development standards.
- 5. Statement of relationship between the district plan build-out population and the General Plan.

### **C. Design standards**

- 1. Building design, massing & height

2. Parking location & orientation
3. Garage door size & type
4. Entrances, access, & on-site circulation

## **VI. The Infrastructure Plan**

A. Mobility: Development policies pertaining to the planned distribution, location, extent and intensity of public and private transportation consisting of:

1. Objectives
2. Policies
3. Discussion of the relationship between the objectives, policies and how they are implemented through the individual plan proposals.
4. Plan proposals
  - a. Diagram(s) and written description of proposed circulation and transportation components, including improvements that support the planned land uses.
  - b. Development standards for the primary components of public and private infrastructure (street cross-sections and material requirements).

B. Public service infrastructure (water, sewer, and storm drainage): Development policies pertaining to the planned distribution, location, extent, and intensity of water, sewer, and storm drainage consisting of:

1. Objectives
2. Policies
3. Discussion of the relationship between the objectives, policies and how they are implemented through the individual plan proposals.
4. Plan proposals
  - a. Diagram(s) and written description of proposed water, sewer, and drainage systems, including the improvements which support the planned land uses.
  - b. Development standards for the primary components of public infrastructure.

C. Solid waste disposal: Development policies pertaining to the planned distribution, location, extent, and intensity of solid waste disposal facilities and services consisting of:

1. Objectives
2. Policies
3. Plan Proposals
  - a. Description of the type and location of proposed solid waste disposal facilities and serving necessary to support the planned land uses.
  - b. Description of the proposed facilities and services to be provided (e.g., transformation station and recycling).

D. Energy: Development policies pertaining to the planned distribution, location, extent, and intensity of energy facilities and services consisting of:

1. Objectives
2. Policies

3. Plan proposals
  - a. Description of the type and location of proposed energy facilities, transmission lines, and easements necessary to support the planned land uses.
  - b. Description of the proposed facilities and services to be provided (e.g., distribution of natural gas and the regulation of pressure).
- E. Other essential facilities necessary to support the proposed land uses (e.g., schools, fire stations, street lighting and landscaping).

## **VII. Program of Implementation Measures**

- A. Description of the regulations and ordinances which will implement the district plan.
- B. Capital improvement program
  1. Estimated cost of capital projects identified in the district plan's infrastructure plan.
  2. The measures by which each capital project will be financed.
  3. Identification of parties responsible completing each proposed improvement.
- C. Financing measures necessary for implementation of each of the district plan's proposals other than capital improvements.
  1. List and description of projects needing financing.
  2. Cost estimates
  3. The measures by which each district plan proposal will be financed.
  4. Identification of parties responsible for completing each proposal.
- D. Phasing plan for the district plan proposal including capital improvements.
- E. Subsequent development entitlements
- F. Other Programs

## **VIII. Relationship of the Plan's Environmental Document to Subsequent Discretionary Projects**

- A. Projects that will be exempt from additional environmental documentation based on the plan's EIR.
- B. Projects that will require additional environmental documentation.

## **IX. Plan Administration**

- A. Specific plan cost recovery fees authorized by §65456
- B. District plan amendment procedures
  1. State requirements
  2. Local requirements

## **X. Plan Enforcement**

## **XI. Appendices**

- A. Precise description of the district plan area boundary.
- B. Summaries of key district plan background data and information.

### C. Glossary of district plan terms

**District Planning  
List of Topical Elements**

At the December 19 Town Council meeting, the CSG presented a list of topical elements that they would like to see addressed consistently in a district plan. Staff has developed a checklist template for evaluation of a project against General Plan goals, which will cover, in a consistent and systematic way, the elements suggested by the CSG. This evaluation summary is attached.

The following list reflects the elements suggested by the CSG, with some slight modifications to more closely align with the General Plan-based evaluation described above. The correspondence between the CSG list and the summary evaluation form is shown in the table below.

<b>Element or Topic</b>	<b>General Plan Summary Evaluation Item</b>
Density and Impacts to PAOT	<ul style="list-style-type: none"> <li>• Land Use Goal L.1, L.3.</li> </ul>
Land Use. (Mix and types of uses (housing, commercial, retail, etc.) and physical development characteristics: height, setbacks, massing)	<ul style="list-style-type: none"> <li>• Land Use Goal L.1, L.2, L.3, L.5 and L.6.</li> <li>• Community Character Goal C.1, C.2, C.3, C.4</li> </ul>
Character. (Architecture and sense of place)	<ul style="list-style-type: none"> <li>• Neighborhood and District Character Goals, as applicable by district.</li> <li>• Community Character Goals C.1, C.2, C.4.</li> </ul>
Sphere of Influence. (Transitions and consistency with adjoining areas)	<ul style="list-style-type: none"> <li>• Neighborhood and District Character Goals, as applicable</li> <li>• Community Character Goals C.1, C.2, C.4.</li> </ul>
Circulation, Mobility and Parking. (Feet-first, park once, way-finding, trails and pedestrian facilities)	<ul style="list-style-type: none"> <li>• Mobility Goals M.1 through M.7</li> <li>• Community Design Goal C.3</li> </ul>
Recreation and Community Amenities. (Recreational opportunities and facilities and open space)	<ul style="list-style-type: none"> <li>• Parks, Open Space and Recreation Goals P.1, P.2, P.4 and P.5.</li> </ul>
Economic Trade-Offs. (Contribution to a sustainable economy town-wide)	<ul style="list-style-type: none"> <li>• Economy Goals E.1, E.2, and E.3.</li> </ul>
Public Infrastructure and Facilities. (Emergency access and safety, snow removal, public services, utilities infrastructure)	<ul style="list-style-type: none"> <li>• Community Design Goal C.3</li> <li>• Mobility Goal M.9</li> <li>• Public Health and Safety Goal S.1, S.2, S.3, S.4, S5 and S.6.</li> </ul>
Environment and natural resources (Tree preservation, wetlands and riparian habitat, sensitive natural resources)	<ul style="list-style-type: none"> <li>• Arts and Culture Goal A.1</li> <li>• Resource Management and Conservation Goals R.1 through R.11.</li> </ul>

**2007 General Plan Land Use Permit Application  
Summary Evaluation Template  
[insert application name]**

**Summary Evaluation**

This form is used to present the summary evaluation of land use permit applications filed with the Town of Mammoth Lakes; it will accompany staff reports to Town Commissions and Town Council. The evaluation form is organized by the Community Visions and the Goals contained in the adopted 2007 General Plan. As an umbrella summary, the findings and information placed in this evaluation will be drawn from the relevant studies and determinations required of the project. These include but are not limited to: California Environmental Quality Act analyses, traffic studies, district planning studies, market studies, design review, master plans and guidelines, the Municipal Code, and the General Plan.

This evaluation also provides a framework to address a number of topical issues that community members have been concerned to see addressed in the project review process.

**Triple Bottom Line**

The values of the community also encompass making decisions that benefit the community's social, natural and economic capital – the triple bottom line. Decisions that enhance all three aspects of community provide the greatest benefit; decisions that improve or conserve two forms of capital without diminishing the third are also ideal. Decisions that only benefit one and decrease the other two forms of capital are undesirable.

**COMMUNITY VISION**

Surrounded by uniquely spectacular scenery and diverse four-season recreational opportunities, the community of Mammoth Lakes is committed to providing the very highest quality of life for our residents and the highest quality of experience for our visitors. To achieve this vision, Mammoth Lakes places a high value on:

<b>Statement</b>	<b>Evaluation</b>
1. Sustainability and continuity of our unique relationship with the natural environment. As stewards, we support visitation and tourism as appropriate means to educate and share our abundant resources. We are committed to the efficient use of energy and continuing development of renewable resources.	[Insert description of conformance and exceptions though out.]
2. Being a great place to live and work. Our strong, diverse yet cohesive, small town community supports families and individuals by providing a stable economy, high quality educational facilities and programs, a broad range of community services and a participatory Town government.	
3. Adequate and appropriate housing that residents and workers can afford.	

4. Being a premier year-round resort community based on diverse outdoor recreation, multi-day events and an ambiance that attracts visitors.	
5. Protecting the surrounding natural environment and supporting our small town atmosphere by limiting the urbanized area.	
6. Exceptional standards for design and development that complement and are appropriate to the Eastern Sierra Nevada mountain setting and our sense of a “village in the trees” with small town charm.	
7. Offering a variety of transportation options that emphasize connectivity, convenience, and alternatives to use of personal vehicle with a strong pedestrian emphasis.	

### COMMUNITY GOALS FOR EACH ELEMENT

#### ECONOMY

Goal	Evaluation
E.1. Be a premier destination community in order to achieve a sustainable year-round economy.	
E.2. Achieve sustainable tourism by building on the area’s natural beauty, recreational, cultural, and historic assets.	
E.3. Achieve a more diversified economy and employment base consistent with community character.	

#### ARTS, CULTURE, HERITAGE AND NATURAL HISTORY

Goal	Evaluation
A.1. Be stewards of Mammoth’s unique natural environment.	
A.2. Be a vibrant cultural center by weaving arts and local heritage and the area’s unique natural history into everyday life.	
A.3. Encourage public art and cultural expression throughout the community.	

#### COMMUNITY DESIGN

Goal	Evaluation
C.1. Improve and enhance the community’s unique character by requiring a high standard of design in all development in Mammoth Lakes.	
C.2. Design the man-made environment to complement, not dominate, the natural environment.	
C.3. Ensure safe and attractive public spaces.	

including sidewalks, trails, parks and streets.	
C.4. Be stewards of natural and scenic resources essential to community image and character.	
C.5. Eliminate glare to improve public safety. Minimize light pollution to preserve views of stars and the night sky.	
C.6. Enhance community character by minimizing noise.	

**NEIGHBORHOOD AND DISTRICT CHARACTER**

This element expands on Land use and Community design goals. Insert the relevant neighborhood and district character section relevant to the land use permit application, e.g.:

**North Village**

<b>Characteristic</b>	<b>Evaluation</b>
1. Viewsheds to Sherwin Range and the Knolls are preserved	
2. Landscape that recalls the Eastern Sierra and establishes scale and street edge	
3. Create a sense of exploration using pedestrian-oriented sidewalks, plazas and courtyards with pedestrian comforts	
4. Easy pedestrian access across main streets	
5. Gateway intersection at Minaret Road and Main Street/Lake Mary Road	
6. Visitor-oriented entertainment retail district	
7. Active day and evening through all four seasons, designed to achieve a 2-3 hour visit	
8. Resort and resident activities, amenities and services	
9. Animation with retail and significant businesses oriented to the street	
10. Retail and services in “storefront” setting located at the sidewalk	
11. A variety of resort lodging supported by meeting facilities, outdoor activities and restaurants, arts, culture and entertainment	
12. Create year-round non-vehicular links to mountain portals	
13. Lake Mary Road connected to the North Village District by trails	
14. Shared and pooled parking, convenient structured parking and small-scale street adjacent surface parking	
15. Encourage living and working in close proximity to transit oriented development	

**LAND USE**

<b>Goal</b>	<b>Evaluation</b>
L.1. Be stewards of the community's small town character and charm, compact form, spectacular natural surroundings and access to public lands by planning for and managing growth.	
L.2. Substantially increase housing supply available to the workforce.	
L.3. Enhance livability by designing neighborhoods and districts for walking through the arrangement of land uses and development intensities.	
L.4. Be the symbolic and physical heart of the Eastern Sierra: the regional economic, administrative, commercial, recreational, educational and cultural center.	
L.5. Provide an overall balance of uses, facilities and services to further the town's role as a destination resort community.	
L.6. Maintain the Urban Growth Boundary to ensure a compact urban form; protect natural and outdoor recreational resources; prevent sprawl.	

#### **MOBILITY**

<b>Goal</b>	<b>Evaluation</b>
M.1. Develop and implement a townwide way-finding system.	
M.2. Improve regional transportation system.	
M.3. Emphasize feet first, public transportation second, and car last in planning the community transportation system while still meeting Level of Service standards.	
M.4. Encourage feet first by providing a linked year-round recreational and commuter trail system that is safe and comprehensive.	
M.5. Provide a year-round local public transit system that is convenient and efficient.	
M.6. Encourage alternative transportation and improve pedestrian mobility by developing a comprehensive parking management strategy.	
M.7. Maintain and improve safe and efficient movement of people, traffic, and goods in a manner consistent with the feet first initiative.	
M.8. Enhance small town community character through the design of the transportation system.	
M.9. Improve snow and ice management.	

#### **PARKS, OPEN SPACE, AND RECREATION**

<b>Goal</b>	<b>Evaluation</b>
P.1. Maintain parks and open space within and	

adjacent to town for outdoor recreation and contemplation.	
P.2. Provide additional parks within town.	
P.3. Create a Master Plan for an integrated trail system that will maintain and enhance convenient public access to public lands from town.	
P.4. Provide and encourage a wide variety of outdoor and indoor recreation readily accessible to residents and visitors of all ages.	
P.5. Link parks and open space with a well-designed year-round network of public corridors and trails within and surrounding Mammoth Lakes.	

### RESOURCE MANAGEMENT AND CONSERVATION

Goal	Evaluation
R.1. Be stewards of habitat, wildlife, fisheries, forests and vegetation resources of significant biological, ecological, aesthetic and recreational value.	
R.2. Maintain a healthy regional natural ecosystem and provide stewardship for wetlands, wet meadows and riparian areas from development-related impacts.	
R.3. Preserve and enhance the exceptional natural, scenic and recreational value of Mammoth Creek.	
R.4. Conserve and enhance the quality and quantity of Mammoth Lakes' water resources.	
R.5. Minimize erosion and sedimentation.	
R.6. Optimize efficient use of energy.	
R.7. Be a leader in use of green building technology.	
R.8. Increase use of renewable energy resources and encourage conservation of existing sources of energy.	
R.9. Reduce volume of solid waste.	
R.10. Protect health of community residents by assuring that the town of Mammoth Lakes remains in compliance with or improves compliance with air quality standards.	
R.11. Reduce greenhouse gas emissions.	

### PUBLIC HEALTH AND SAFETY

Goal	Evaluation
S.1. Support high quality health care and child care for Mammoth Lakes' residents and visitors.	
S.2. Keep Mammoth Lakes a safe place to live, work and play.	
S.3. Minimize loss of life, injury, property	

damage, and natural resource destruction from all public safety hazards.	
S.4. Maintain adequate emergency response capabilities.	
S.5. Support high quality educational services and life-long learning resources within the community.	
S.6. Enhance quality of life by encouraging and supporting high quality facilities and services.	

**HOUSING ELEMENT (2003)**

<b>Goal</b>	<b>Evaluation</b>
1. To ensure the provision of a variety of housing types suitable to the needs of the different social and economic segments of Mammoth Lakes' population.	
2. Housing programs and opportunities that maximize choice, and avoid discrimination based upon age, ethnic background, sex, marital status, handicaps, or family size.	
3. Energy efficient structures and sites.	
4. Maintenance or enhancement of the quality and availability of existing residential units.	

**PARK AND RECREATION ELEMENT (1990)**

<b>Goal</b>	<b>Evaluation</b>
1. To develop the Mammoth Lakes community as a quality year-round recreation destination resort.	
2. To assure the availability of adequate park and recreation facilities for the existing and future citizens of the Town of Mammoth Lakes.	

**NOISE ELEMENT (1997)**

<b>Goal</b>	<b>Evaluation</b>
1. To protect the citizens of the Town from the harmful and annoying effects of exposure to excessive noise.	
2. To protect the economic base of the Town by preventing incompatible land uses from encroaching upon existing or planned noise-producing uses.	
3. To preserve the tranquility of residential areas by preventing noise-producing uses from encroaching upon existing or planned noise-sensitive uses.	
4. To educate the citizens of the Town concerning the effects of exposure to excessive noise and the methods available for minimizing such exposure.	

Analysis of Where Projects Fit into Revised Process

District	CSG	Town
Shady Rest	Currently in Phase 2b- framework has been drafted..	Currently in Phase 2b – framework has been drafted.
<del>Sierra Star</del>  <i>see next page</i>	<del>Master Plan Amendment has been submitted, Development Agreement is in place. EIR response to comments in process, start at 3c.</del>	<del>Master Plan proposal is being revised and will be submitted soon. EIR Responses to Comments in progress, framework has not been accepted so start at Phase 2.</del>
North Village	Currently in Phase 3.	Currently in Phase 3.
North Old Mammoth Road	Study must be forwarded to Council for acceptance, EIR response to comments in progress, add PAOT to project analysis, later codify NDP.	Study must be forwarded to Council for acceptance, EIR Responses to Comments in progress, add PAOT to project analysis, later codify NDP subject to Council direction and budget.
Mammoth Creek East	Currently in Phase 3c, create a new district.	Currently in Phase 3, create a new district if desired by applicants.
<del>Snowcreek</del>  <i>see next page</i>	<del>Master Plan has been submitted, EIR needs to be certified, start at Phase 3c.</del>	<del>Master Plan has been submitted, EIR needs to be certified, framework has not been accepted so start at Phase 2.</del>

**Sierra Star and Snowcreek District Planning Implementation Practice**  
**Approved by the Town Council**  
**March 19, 2008**

Both proponents have filed Master Plan Amendments and have completed, but not certified, an EIR. Given the amount of prior involvement in the proposal, each project will start with a Planning Commission special meeting that combines Step 2 b, framework provisions, with Step 3c, Planning Commission Meeting/Public Workshop, to receive input on element, issues, opportunities and constraints, boundaries, and guiding principles. The results of that meeting will be forwarded to the Town Council at their next available meeting and placed on the consent calendar for review and/or consideration.

At the Planning Commission Meeting/Public Workshop, the Commission will first address the requirements of the district planning process identified in step 2b. When the Planning Commission is comfortable with the establishment of the framework, the Commission will host a public participation session as identified in step 3c of the district planning policy.

At the same meeting, after the extent of comments is known, the Commission will direct the extent to which future Commission Meetings/Public Workshops are necessary, based upon the complexity of the issues, and identify whether options are required to address the issues. The projects, Sierra Star and Snowcreek, will then follow steps 3d, 3e, and 3f as described in the district planning policy, as required by the Planning Commission. If additional Commission Meetings/Public Workshops are not necessary, the project will move through the Planning Commission approval process, Step 4a, and then on to the Town Council, Step 4b, in a timely and orderly manner.