



Town of Mammoth Lakes

Advisory Design Panel Staff Report

Meeting Date: February 1, 2024

AGENDA TITLE: Advisory Design Panel meeting for consideration of Design Review (DR) 23-006 and Adjustment 23-004, for the Town of Mammoth Lakes Civic Center Project located at 1344 Tavern Road in the Public and Quasi-Public Zone. The project consists of a 2-story building that is 19,337 square feet.

Applicant/ Property Owner: Town of Mammoth Lakes

REQUESTING DEPARTMENT:

Community & Economic Development

Nolan Bobroff, Acting CED Director

Michael Peterka, Associate Planner

OBJECTIVE:

Hold Advisory Design Panel meeting and complete the following Concept Review procedures:

1. Introduction of Staff and Applicant
2. Staff presentation
3. Applicant presentation
4. Panel and applicant questions and discussion
5. Public comment
6. Panel discussion/identification of consensus comments

SUMMARY:

Proposal:	The proposed Civic Center project consists of a 2-story, 19,337 square foot municipal office building for the Town of Mammoth Lakes.
Project Name:	Town of Mammoth Lakes Civic Center
Location:	1344 Tavern Road (APN: 035-010-070-000)
Size of Property:	2.1 acres
Zoning:	Public and Quasi-Public (P-QP)

KEY ISSUES: Does the proposed project meet the applicable Town of Mammoth Lakes Design Guidelines?

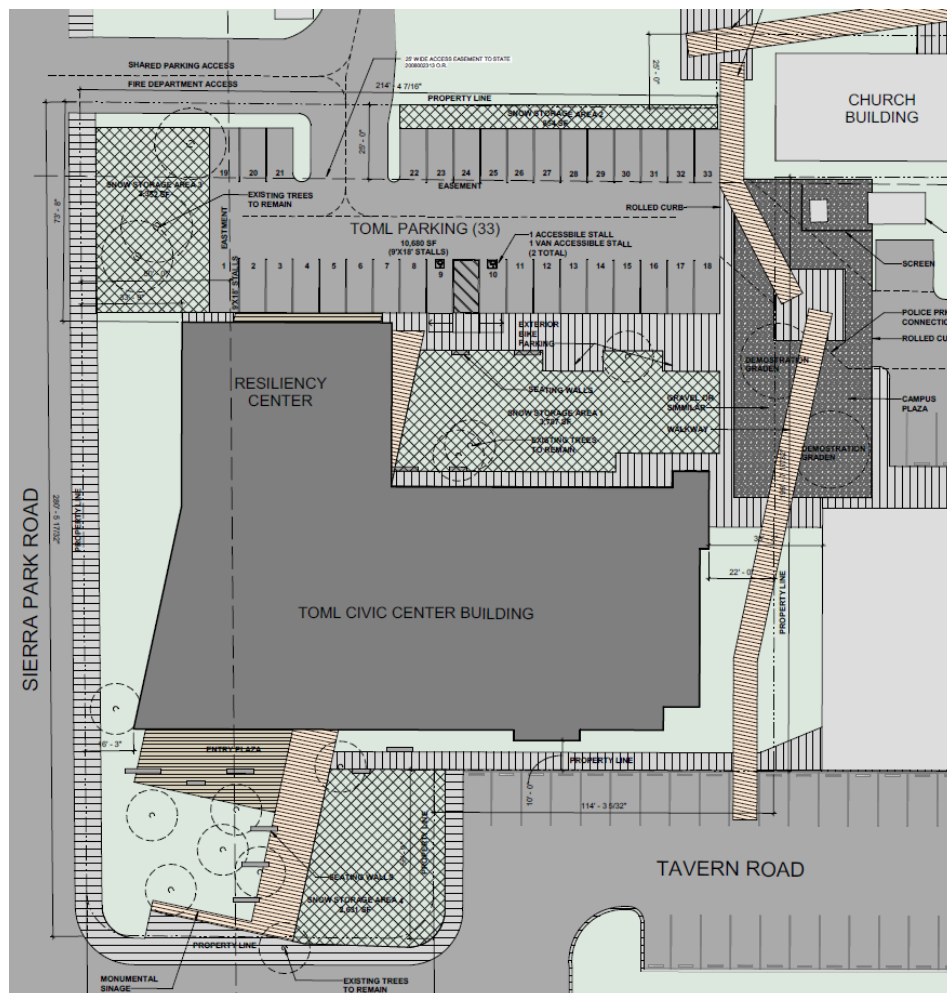
Project Description

The project site is located at 1344 Tavern Road in the Public and Quasi-Public (P-QP) zoning district. The project site is 2.1 acres in size and is a part of the larger 11-acre Civic Center plaza property. The 11-acre Civic Center plaza property has been divided up into separate ownership parcels amongst the State of California, Mono County, Town of Mammoth Lakes, and the Southern Mono Healthcare District and was envisioned to be developed with a variety of public uses including the California Superior Court building (*completed in 2011*), the Mammoth Lakes Police Station (*completed in 2016*), the Mammoth Community Church (*existing*), the Mono County Administrative offices (*completed in 2019*), the expansion of the Mammoth Hospital (*future development*), and the proposed Town Civic Center. The proposed Town Civic Center building will be located on the western portion of the lot that is currently undeveloped.

The 19,337 square foot Town Civic Center is conceptually segmented into three elements: public, semi-private, and business operations. The public elements include a main lobby, public restrooms, large conference rooms, and a resiliency center that will be used for Town emergency operations. The semi-private elements include Town Council chambers, storage, meeting rooms, and private restrooms. The business operation element includes a two-story administrative office for various Town departments. This includes open and closed offices, meeting rooms, storage, workrooms, break room, interior bike storage, and restrooms.

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. Staff parking will be located on the north side of the building and will include shared access with the Mono County Superior Court building. The staff parking lot on the north side of the building will provide 33 parking spaces, including 2 ADA compliant spaces. The placement of the building is intended to promote the retention of existing trees on the site. Additionally, 3,787 square feet of landscaping are planned for the site. A total of 8,800 square feet of snow storage is provided in three locations on the property. The proposed site plan can be seen in Figure 1.

FIGURE 1: PROPOSED SITE PLAN



Existing Site and Surrounding Land Uses

The project site is shown in Figure 2. The 2.1-acre parcel is located in the Public and Quasi-Public (P-QP) zone and is within the larger 11-acre Civic Center plaza site. The site is also home to the Mammoth Lakes Police Station, the Mammoth Community Church, the CA Superior Court building, the Mono County administrative offices, and the future expansion of the Mammoth Hospital. The proposed Civic Center project will be located on the western

portion of the property along Sierra Park Road. The surrounding uses include Public and Quasi-Public uses and Commercial uses.

FIGURE 2: PROJECT SITE



TABLE 1: SURROUNDING LAND USES AND ZONING.

Location	Zoning*	Land Use	Notes / Special Considerations
North	P-QP	Mono County Superior Court	None
South	P-QP	Mammoth Hospital	None
East	P-QP	Mono County Civic Center; Mammoth Lakes Police Station	None
West	D	Multi-Tenant Commercial Building; Starbucks	None

*P-QP = Public and Quasi-Public Zone; D = Downtown Commercial Zone

General Plan

The General Plan land use designation for the site is Institutional Public (IP). This designation allows for institutional uses such as schools, hospitals, governmental offices and facilities, museums, and related uses.

Zoning Code

The proposed project is consistent with the applicable requirements of the Public and Quasi-Public (P-QP) zoning district, with approval of the administrative adjustment for a minor setback reduction on the west side. The only relevant development standards specified in the zoning code include setbacks of 20 feet on all sides.

Project Design

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. A clerestory at roof level also provides daylighting down to the first floor at the core of the building where the main open staircase is located.

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 closely match 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.

FIGURE 3: SOUTHWEST VIEW OF PUBLIC ENTRANCE



FIGURE 4: NORTH VIEW – STAFF ENTRANCE



FIGURE 5: WEST VIEW FROM SIERRA PARK ROAD



FIGURE 6: WEST VIEW

Design Guidelines

The design review and analysis in this report is organized based on the [Town's Design Guidelines](#). Staff has determined that the following criteria are consistent with the Design Guidelines.

1. Site Design Guidelines (Section 3.0)
 - a. Site Planning (Section 3.2)
 - i. The site balances utilization, the location of existing healthy trees, and solar access.
 - ii. The building is sited to take advantage of natural sun patterns and avoids shadows on parking and pedestrian features.
 - iii. Conflicts between pedestrian and vehicular circulation are minimized.
 - iv. Safe and convenient pedestrian connections are provided and dead ends for pedestrians are avoided.
 - b. Parking (Section 3.5)
 - i. Parking is located to be least visible from the public right-of-way.
 - ii. Adequate snow storage is provided.
2. Architectural Guidelines (Section 4.0)
 - a. Building Design (Section 4.2)
 - i. The mass of the large building is broken up by façade treatments and roof articulation.
 - ii. The building form provides variation, visual interest, and appropriate scale.
 - iii. The building allows sunlight into pedestrian places.
 - iv. The design provides aesthetic appeal to all sides of the building that are visible from adjacent properties and public spaces.
 - v. The building is designed to maximize southern exposure and use of natural light.
 - vi. The roof has a dominant form with interesting design features that include changes in height.
 - vii. The building base utilizes materials and textures to create pedestrian scale.
 - viii. The building provides a clearly identifiable pedestrian entrance at ground level.

- ix. The exterior siding materials are appropriate for the neighborhood area and harmonize with the site and surrounding structures.
 - x. The metal roofing utilities matte, non-reflective materials that are dark in color.
 - xi. Wall colors are organized to express building modules.
- b. Building Types: Desirable Features (Section 4.3)
 - i. Create an obvious entrance with forecourt
 - ii. Form is simple with interesting details
 - iii. Snow sheds away from pedestrian areas
 - iv. Consistent use of materials
 - v. Pedestrian amenities provided
 - vi. Roof overhang and angle creates an interesting façade
 - vii. Form of building is simple and mass does not dominate surroundings

Next Steps

The ADP's comments will be documented in meeting minutes by Town staff and distributed to the panel members and the applicant. After any applicable ADP, staff, and agency comments have been addressed, the entitlement process will continue. The PEDC will ultimately approve or deny the Major Design Review application at a public hearing (tentatively scheduled for March 2024).

Staff requests that the ADP review, discuss, and provide comments on the site and building design, based on the analysis provided in this staff report and the standards and recommendations provided for in the guiding documents.

Attachments

Attachment 1: Project Plan Set

Attachment 2: Architect's Design Review Criteria Summary