Town of Mammoth Lakes
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2013

March 20, 2014

Housing Policy Department
Received on:
APR - 1 2014

Housing and Community Development
Housing Policy Department
1800 3rd Street
Sacramento, CA 95811-6942

RE: 2013 Annual Planning Activities Report for the Town of Mammoth Lakes, California

Dear State of California Department of Housing and Community Development,

Please find enclosed the Town of Mammoth Lakes Annual Planning Activities Report for 2013.

Please do not hesitate to contact me with questions.

Sincerely,

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TOWN OF MAMMOTH LAKES

ANNUAL PLANNING REPORT

January 1 – December 31, 2013

Prepared by:

Town of Mammoth Lakes Community and Economic Development Department
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(760) 934-8989

Approved by:

Daniel C. Holler
Town Manager

Date: March 20, 2014

TOWN OF MAMMOTH LAKES
ANNUAL PLANNING REPORT
January 1 – December 31, 2013

INTRODUCTION AND PURPOSE

California Government Code Section 65400(a) requires local planning agencies to: "Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan."

An annual report including the following information is required to be prepared and submitted to the Mammoth Lakes Town Council, Office of Planning and Research, and the Department of Housing and Community Development (HCD) by April 1st of each year:

1. The status of the general plan and progress in its implementation;
2. The Town's progress in meeting its share of the regional housing needs;
3. Local efforts to remove governmental constraints to the maintenance, improvement, and development of housing; and
4. The degree to which the Town's approved general plan complies with the State General Plan Guidelines and the date of last revision to the general plan.

In addition to the above-listed required information, the Community Development Department has included additional content in this report that is locally relevant including planning activities, programs, and permits.

The purpose of this report is to inform the Town Council and the community of Mammoth Lakes about the status of implementing the General Plan, housing issues, and development in Mammoth Lakes. The report should be used to identify what necessary adjustments, if any, should be made to further implement the General Plan in the upcoming year.

This report summarizes the planning activities for the Town of Mammoth Lakes from January 1 to December 31, 2013.

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ANNUAL PLANNING REPORT
January 1 – December 31, 2013

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1. Housing Element Implementation Tables
2. Detailed List of Planning Applications

TOWN OF MAMMOTH LAKES
ANNUAL PLANNING REPORT
January 1 – December 31, 2013

EXECUTIVE SUMMARY

The Town of Mammoth Lakes January 1 – December 31, 2013 Annual Planning Report was prepared by the Town of Mammoth Lakes Community and Economic Development Department in accordance with California Government Code Section 65400. This report was presented to and accepted by the Mammoth Lakes Town Council on March 19, 2014.

This report summarizes the measures and actions associated with the implementation of all of the Town's General Plan elements with specific reference to each of the individual elements required by State law. These elements include Land Use, Circulation, Conservation, Open Space, Noise, Safety, Economy, and Housing. The Town's General Plan addresses all of these topics, but the elements differ in how they are titled and organized.

The Town has made significant progress in the implementation of the General Plan in 2013 through the Zoning Code Update, Air Quality Management Plan, and Main Street Implementation Plan. These achievements are discussed under the appropriate General Plan element section of this report.

The Town adopted the updated Housing Element on June 23, 2010. The Housing Element addresses the planning period 2007-2014. The Town's progress in meeting the Housing Element goals is discussed in depth in this report. The Housing Element Implementation Tables, Attachment 1, provide details of the progress of meeting regional housing needs as well as removing governmental constraints to the development of affordable housing. The 2014-2019 Housing Element update will be adopted in 2014.

This report also includes information on planning applications that were initiated, completed, or underway in 2013. The Town is seeing improvements and an increase in permit activity since the slowdown of California's housing market and economy. The Town anticipates permit activity to continue to increase in 2014.

2007 GENERAL PLAN

State General Plan Guidelines

The Town of Mammoth Lakes General Plan was adopted on August 15, 2007. The Town of Mammoth Lake's 2007 General Plan ("General Plan") was prepared using the State's 2003 General Plan Guidelines (Government Code section 65040.2). The General Plan includes the seven mandatory elements: land use, circulation (Mobility Element), conservation (Resource Management and Conservation Element; and Arts, Culture, Heritage, and Natural History Element), housing, noise (Noise Element; and Community Design Element), open space (Parks, Open Space and Recreation Element; and Parks and Recreation Element), and safety (Public Health and Safety Element). The General Plan also includes three optional elements: economy, public arts, and community character.

The 2007 General Plan did not include updates to the existing Housing, Parks and Recreation, and Noise elements. An update of the Housing Element (2003) was completed and adopted in 2010 and the 2014-2019 update will be adopted in 2014. An updated Parks and Recreation Master Plan (PRMP) was adopted in 2012, which replaced the previous Parks and Recreation Element (1990). The Noise Element (1997) is anticipated to be updated when feasible with Town resources. Progress was made on the adoption of the draft Mobility (Circulation) Element in 2013.

Key Efforts and Challenges in Implementing the General Plan

The following key efforts were accomplished in 2013 to implement the General Plan:

- The Public Hearing draft of the comprehensive Zoning Code Update was released for public review and comments.
- The Finance Department was expanded to continue implementation of an aggressive Tax Enforcement and Revenue Collection Program.
- Online payment system was launched for Transient Occupancy Tax (TOT) and Tourism Business Improvement District (TBID) remittance.
- The draft Main Street Implementation Plan was released for public review.
- Establishment of an undergrounding utility district to allow for undergrounding of overhead power poles along Main Street.
- Completion of the Air Quality Management Plan Update.
- A code compliance officer was hired to enforce zoning standards, focusing on banners, visual clutter, and other issues.
- Completion of an Entertainment and Cultural Event Facilities study.

The Town encountered a number of challenges while furthering the goals of the General Plan:

- Loss of experienced staff has impacted the Town's ability to initiate or complete priorities on schedule.
- Competing priorities and unanticipated priorities have affected staff time spent on approved work program items.
- Poor snow conditions are anticipated to result in lower than projected revenues, which may affect completion of work program items.

Even with these challenges, the Town made substantial progress in implementing the 2007 General Plan in 2013.

Land Use Elements

Three elements in the 2007 General Plan address land use. These elements are Land Use, Community Design, and Neighborhood and District Character.

Land Use Element

The Land Use Element states: "An overarching principle of the community is to maintain the town's compact urban form, protect natural and outdoor recreation resources, and prevent sprawl."

During 2013, the Town continued work on the Zoning Code Update that will implement the General Plan by aligning the Zoning Code more closely with General Plan goals, policies, and actions and by codifying neighborhood district plans. The Zoning Code Update is a comprehensive update that addresses and revises development standards; parking and loading standards; permit processing requirements; regulations for nonconforming uses, structures and parcels; and many other topics. Numerous public listening sessions, workshops, and methods of outreach were conducted and utilized to address existing issues and improve the Zoning Code.

In 2013, the Town continued to work closely with the Downtown Working Group to develop recommendations for commercial zoning, land use, transportation, and other regulations to successfully implement the Town's General Plan, Neighborhood District Plans, and Downtown Concept for Main Street. Recommendations were reviewed with the Planning and Economic Development Commission, the zoning code committee, and Town Council. A goal of the Zoning Code Update is to ensure processes and standards are relevant and as user friendly as possible.

The Zoning Code Update is anticipated to be effective in May 2014.

In 2013, the Town continued work under a $318,245 grant from the Strategic Growth Council (SGC) to develop sustainability standards and principles, such as mixed use

development, form-based zoning, and mobility concepts that will be incorporated in the Zoning Code, Project Impact Evaluation Criteria and an Indicators Reporting Program. The Town selected Dyett & Bhatia as a consultant to assist the Town with the work to be completed under this SGC grant. Dyett & Bhatia's work was completed in 2013. The Community Indicators Reporting Program is anticipated to be adopted by Town Council in 2014.

The Town worked on various planning applications in 2013 including the following: Lodestar Master Plan Amendment, Mammoth View, Inn at the Village, Graystone Subdivision, and the Tallus whole ownership amendment. In 2013, construction continued on a bowling center with 12 bowling lanes, billiards tables, darts, golf simulation machines, and a bar and restaurant. The Mammoth View Project, which was approved in 2011 by the Planning and Economic Development Commission (PEDC) and consists of a 54-room boutique hotel, 24 townhome condominiums, and 28 freestanding condominium cabin units, is working towards construction in the summer of 2014. Additional work related to the Mammoth View project includes the creation of the Mammoth View Benefit Assessment District and the undergrounding of utilities in the district.

Lastly, the Town continues to maintain the Town's Urban Growth Boundary (UGB) to ensure a compact urban form, prevent sprawl, and protect natural and outdoor recreational resources, and as well as monitor progress and status of build-out in the General Plan.

Community Design Element

The Community Design Element states: "Our community is set within the forest; trees and the natural landscape are prominent and create a sense of scale and strong aesthetic."

An important policy in this Element is to limit building height to the tree heights on site or to the top of the tree canopy if no trees exist on site (Policy C.2.X). The Town continues to evaluate proposed projects against this policy.

To implement the policies and actions of this Element, the Town continues to retain an Advisory Design Panel (ADP) and Design Review Committee that reviews site design, building massing and architecture of proposed development project. In addition, the Town continues to implement and revisit the Town's Design Guidelines and Color Handbook to achieve desired community design through project review and/or the entitlement process.

Neighborhood and District Character Element

The Neighborhood and District Character Element states: "To enhance the unique character of Mammoth Lakes, development of individual sites and districts must be carefully planned...the community's overall mix and composition of land uses, housing, employment, lodging and amenities should be considered in the planning of each

district."

In 2013, the Town continued to apply the Townwide Neighborhood District Planning document, which integrated all of the neighborhood district plans into a single comprehensive document. The townwide document, as well as the individual district plans, continues to facilitate the overall planning and implementation of specific policies and actions for the various geographical areas of town, including informing the Zoning Code Update.

Circulation Element – Mobility Element

The Mobility Element in the 2007 General Plan addresses circulation and states, "Mammoth Lakes will be connected, accessible, uncongested and safe with emphasis on feet first, public transportation second, and car last."

Main Street Implementation Plan Project
In 2012, the Community and Economic Development Department received a $165,000 Caltrans Community Based Transportation Planning grant to continue work to improve the overall transportation and land use potential of Main Street (Highway 203). The project, which began in summer 2012, will advance the recommendations of the Downtown Concept for Main Street (neighborhood district plan, completed in September 2010). The project will develop an implementation and phasing plan for "feet-first" transportation infrastructure, pedestrian and bicyclist safety, parking and business access, snow removal, and streetscape features on Main Street. The project is closely tied to the development and completion of the Zoning Code Update Commercial Zoning Chapter and is supported by the Downtown Working Group. The Draft Main Street Plan was released for public comment and review in the fall of 2013 and was presented to the Town Council and the Planning and Economic Development Commission (PEDC) at a joint meeting in October of 2013. The Final Plan was accepted by the Town Council and the PEDC in February 2014.

The town will work on snow management and parking districts in 2014 to begin implementation of the Main Street Plan.

Streets
In 2013, the Town continued to work with Caltrans on the relinquishment of Viewpoint Road. Viewpoint Road is currently within the Caltrans right-of-way, but is privately maintained and serves as access for the Viewpoint Condo development. The Town wishes to facilitate the acquisition of the road and form a maintenance district to ultimately accept ownership and maintenance responsibility for the road. The road will be improved and maintained to Town standards and the relinquishment from Caltrans is expected to be finished in 2014.

The Town continues to hold meetings with the California Department of Transportation (Caltrans – District 9), and works jointly with Mono County to provide staff services to the Mono County Local Transportation Commission (LTC).

During 2013, staff worked on the plans and specification for the rehabilitation of Canyon Boulevard. The project will provide road rehabilitation, storm drains, and

sidewalks between Lake Mary Road and Forest Trail. The project is funded by STIP and scheduled to be completed in 2014.

The Public Works Department continued to update the Town's Pavement Management System (PMS) throughout 2013. The PMS is an asset management tool that uses current and projected pavement conditions to develop a plan to best use maintenance dollars. Staff will continue to use this system in the upcoming years.

Pedestrian Facilities and Trails
In 2011, the Town, U.S. Forest Service Inyo National Forest, and Mammoth Lakes Trails and Public Access completed the Lakes Basin Special Study (LABSS), which was a two-year grant funded transportation and recreation study of the Mammoth Lakes Basin. The project was funded by a grant from the Sierra Nevada Conservancy and will assist the Inyo National Forest and the Town in establishing a comprehensive plan for the area with the objectives of preserving natural resources and improving the visitor experience. The Town and the Inyo National Forest received a follow-up grant award from the Federal Transit Administration in 2012 to complete further environmental review, transportation planning, and capital projects in the Lakes Basin area. The Town and Forest Service began implementation in 2013 and will continue in 2014.

The Trails System Master Plan (TSMP) is a comprehensive trails and public access plan that updated the Town's 1991 Trails System Plan for the area within the Town's Municipal Boundary. The TSMP was adopted in October 2011. The plan continued to be implemented in 2013.

Over the last few years, the Town has been awarded a number of Federal and State funded Safe Routes to School Program grants to construct sidewalks. These sidewalk projects also include an educational component to work with the schools program to promote the benefits of walking, biking, and alternative modes of transportation. The Sierra Nevada Road sidewalk project that extends from Old Mammoth Road to Arrowhead Drive was constructed in the summer of 2013.

The Meridian Boulevard Sidewalk project is also funded by a federal Safe Routes to School grant and consists of a sidewalk on the north side of Meridian Boulevard from Sierra Park Road to Joaquin Road. Staff worked on the design of this project throughout 2013. Construction is anticipated to begin in 2014.

The Middle School Connector Path project is funded by a State Safe Routes to School grant. The project will provide intersection improvements at Old Mammoth Road and Sierra Nevada Road and Meridian Boulevard and Sierra Park Road. The project will also provide a path between the middle and elementary schools as well as funding to the MLPD for bicycle education programs. The project is scheduled to be constructed in the summer of 2015.

In 2010, the Town was awarded a Bicycle Transportation Account (BTA) grant for the construction of a Class I bike path from the Mammoth Lakes Library to the College. The project is being complemented with an Environmental Enhancement and Mitigation Program (EEMP) Grant that was awarded in 2012. The EEMP grant will provide funding to complete a path from the College to the Main Path. The projects will be designed and constructed together. Construction of this path was completed in 2013.

The Town was awarded a second BTA grant to close a gap in the Town's Main Path system. The gap, located near Mammoth Creek Park connecting to Meadow Lane will be closed with a combination of on street and multi-use bike paths. Construction was completed in 2013.

The Waterford Gap Closure Project is the third BTA grant awarded to the Town in as many cycles. The project will provide two 120-foot bridges and a path to span the gap at the end of Waterford Avenue. The project is scheduled to be completed in 2014.

The Mammoth Creek Gap Closure project will provide a path on the north side of Old Mammoth Road from Minaret Road to Mammoth Creek Park. The project is funded by State Transportation Enhancement dollars and will be constructed in 2016/17. The project includes an undercrossing at Minaret Road.

The Lake George Connector Path is funded by a Paul S Sarbanes grant and will construct a new multi-use path along the west side of Lake Mary Road from Pokonobe Lodge to Lake George Road. The project also includes the procurement of a new trolley, bus trailers, and additional planning of Lake Mary Road. Construction of the path is anticipated to begin in the summer of 2015. A trolley and bike trailer were purchased in 2013.

Air Service
In 2013, commercial airport winter service consisted of two daily flights to San Francisco and Los Angeles seven days a week, one daily flight to San Diego seven days a week, and once a day service four times a week to Orange County. During the summer season, the airport had one flight a day four days a week from Los Angeles. Expanded air service is expected to result in fewer private vehicles in town, thereby supporting transit and "feet-first" goals.

A final revised Airport Layout Plan Update (ALP) was submitted to the F.A.A. in September of 2013 after ongoing coordination with the F.A.A. It is expected that the ALP will be conditionally approved by spring 2014. After the ALP is approved, the Town will start the planning for a new terminal facility to accommodate the expected growth in air service.

Transit
The Town continues to contract with Eastern Sierra Transit Authority (ESTA) to provide community transit services, which are funded with dedicated tax increment. These services provide over 15,000 service hours annually.

The Public Works Department worked with ESTA to develop a master plan for the transit facility and Phase 1 was completed in 2013; the initial phase provided a paved parking area for the recently acquired buses along with lighting and security upgrades.

Signage and Wayfinding
The Town continues to work on town-wide improvements to trail system signage and wayfinding as part of the overall transportation system. In 2011, the Town and the U.S. Forest Service Inyo National Forest installed a number of trail signs as part of the completion of the Lakes Basin Path project. The signs are consistent with the Trail

System Signage Program that was approved as a joint effort between the Town and the Inyo National Forest. Signage and wayfinding efforts were continued throughout 2013.

The Town also completed the Municipal Wayfinding Master Plan in 2012, which included a complete schematic design and master plan for signage and wayfinding within the Town's urban area. The municipal program is intended to integrate with the Trail System Signage Program, directing visitors to public and private recreation, civic, commercial, and entertainment destinations. Additional engineering work was completed in 2013. This work provided engineered drawings that are scheduled to be incorporated into the Towns Public Works Standards in 2014. There is currently no funding for construction of these new signs, but the Town will continue to pursue grant funds when available.

Conservation Elements

Two elements in the 2007 General Plan address conservation. These elements are Resource Management and Conservation and Arts, Culture, Heritage and Natural History.

Resource Management and Conservation Element

The Resource Management and Conservation Element states: "Mammoth Lakes is valued for its majestic setting, the forest and trees, the smell of the pines, wildlife, clean air and water. The goals and policies of this Element address the community of Mammoth Lakes being a leader in managing and conserving these resources."

This Element supports the preservation of Mammoth Creek, which runs through town, by prohibiting development that does not maintain established setbacks and by managing Town-owned properties along Mammoth Creek for open space, habitat preservation, and passive recreation. The Snowcreek Development Agreement (DA), approved by Town Council in 2010, included a requirement for permanent preservation of the Mammoth Creek open space within the project boundary. Preservation efforts will continue in 2014.

The Town prepared a draft update to the Town's Water-Efficient Landscape Regulations to encourage appropriate landscaping while conserving water, which will be refined through the SGC grant work conducted by the Town and consultant, Dyett & Bhatia. The Town continues to work with Mammoth Community Water District to implement water conservation and infrastructure improvements, including an update of the Water Efficient Landscaping Ordinance (as part of the Zoning Code Update), to help implement the Urban Water Management Plan's (UWMP) recommendations and meet mandated efficiency goals.

The Town monitors air quality in coordination with the Great Basin Unified Air Pollution Control District (APCD). This monitoring effort focuses on particulate matter (PM-10), which is caused by wood burning and cinders placed on the roads to increase traction during icy conditions. When PM-10 reaches certain levels in town, "no-burn" days are called, meaning that the use of fireplaces and wood stoves are prohibited for that time period. During the 2012-2013 monitoring season, federal PM-10 standards were not

exceeded; however, more stringent State PM-10 standards were exceeded on nineteen days. The days with the poorest air quality exhibited very cold and calm weather. For comparison, there were five days that exceeded State standards in 2011-2012. The air quality monitoring season is November 15th to March 15th.

In addition to the monitoring efforts, the Town completed an update to the Air Quality Management Plan. This work was funded through a Clean Air Projects Program Grant. This plan updated the Town's air standards contained in Municipal Code Chapter 8.30, Particulate Emission Regulations. The plan had not been updated since 1991.

The Town also utilized a new street sweeper, which was funded by the Clean Air Projects Program Block Grant. Street sweeping is a road dust reduction measure required by the Air Quality Management Plan.

In 2014, the Town anticipates implementing a woodstove replacement program, funded by the Clean Air Projects Program block grant, to encourage replacement of non-certified wood stoves and fireplaces with certified stoves, pellet stoves, or gas appliances. This should further improve Mammoth Lakes' air quality.

The Town continues to be supportive of renewable energy resources such as geothermal. Ormat Technologies currently has two geothermal projects in the Mammoth Lakes area that are in various stages of the permitting process and the Town has provided comments and been engaged throughout the process and will continue to do so in 2014. One of the projects was stalled due to litigation and the other project is in the environmental review phase. In addition, the Town continues to work with the developers of the Mammoth View project who intend to use geothermal resources for the heating of their hotel and condominium project. In 2014, the developers plan to drill an injection well and begin preliminary site grading. There are also several homes throughout the Town than have installed ground source heat pump systems and many homes with photovoltaic (PV) installations. The Town and Mono County have been working with other community members and stakeholders to develop a Biomass project, which will turn green waste and forest slash into energy. A final study will be completed in 2014 and Mammoth Mountain Ski Area (MMSA) may be selected as the primary site for such a facility, with an expected output of 0.5-1 megawatt (MW) capacity.

In partnership with Mammoth Disposal (MD) and Sierra Conservation project (SCP), the Town has been working on improving waste disposal, and recycling to serve the needs of the Town and surrounding communities. In 2013, the Town reviewed various options for improving waste disposal, including the construction of a Materials Recycling Facility (MRF) and exporting the solid waste to other counties or states. The diversion rate for 2013 (approximately 27%) was lower than previous years, primarily due to there being less road grindings recycled since there were no road rehabilitation projects completed. The diversion rate average includes diversion through the transfer station, road grindings used for road rehab, and grass clippings from the golf courses and parks. In addition, the Town is able to use Vons, Rite Aid, The Post Office, and Shred Pro's numbers as they backhaul their own recyclables. The Town continues to work on implementing programs that will help the Town meet California's mandated diversion rate of 50% and the states long-term goal of 75%. In addition, the Town is continuing to work with regional partners to achieve and maintain our commitment to CalRecycle.

Another valuable resource is Mammoth's dark night skies. These starry skies continue to be preserved through the Town's Outdoor Lighting Ordinance that requires down directed and shielded light fixtures for all existing and proposed outdoor lights. This requirement has significantly reduced dangerous glare for drivers and pedestrians as well. The Town continues to require all development projects to be consistent with these lighting requirements, and continues code compliance efforts to bring non-conforming fixtures into compliance with the Town's Lighting Ordinance.

The Town also continues to require tree removal permits for the removal of hazardous trees and to reduce wildfire danger, which helps to maintain and preserve trees within the community in a healthy and safe condition.

The Town is an active member of the Inyo-Mono Integrated Regional Water Management Plan (IRWMP) and was awarded a grant to prepare a Stormwater Management Master Plan (SMMP) that will provide a more proactive approach to managing stormwater, improving water quality, and minimizing the risk of flooding. The SMMP is an important contributing document to the Town's overall Capital Improvement Program (CIP) and not only helps to prioritize stormwater related improvements, but also helps guide and prioritize street improvement projects that have a stormwater component. The work began in 2013 and will be completed in 2014.

In addition, the California Environmental Quality Act (CEQA) requires analysis of aesthetic, air quality, biological resources, and water quality for all projects. Mitigation measures are identified to reduce impacts to these resources. The Town includes these mitigation measures as conditions of approval for development projects to protect Mammoth Lakes' environmental resources.

Arts, Culture, Heritage and Natural History Element

The Arts, Culture, Heritage and Natural History Element states: "It is important that arts, culture, heritage and natural history are encouraged throughout the community."

The Community and Economic Development Commission have taken on the duties of the Public Arts Commission to continue to implement the Public Arts Program. The purpose of the Public Arts Fee Fund and Program is to develop and maintain a visual arts program and provide for the acquisition and maintenance of quality works of public art.

Measure R and Measure U funding in the amount of $60,000 was approved by Town Council in 2012 to conduct a market and feasibility study for special events in Mammoth Lakes. This feasibility study was funded to support and advance efforts to identify and secure special event venue(s) in Mammoth Lakes. The scope of work included the following:

- Determine if development of event facilities in Mammoth is warranted by market conditions.
- If so, recommend appropriate size and type(s) of facility spaces.
- Recommend a short list of sites to be subjected to further study.

- Estimate development and operational costs.

The Town would then decide whether to move forward to identify one or more sites for investment in facilities. Having such a venue or venues would provide the opportunity to host more special events, attract additional visitors, and increase incremental revenues from these visitors. This visitation could be measured by correlating occupancy and revenues (TOT, sales tax etc.) with the occurrence of new and expanded special events.

HVS Convention, Sports, & Entertainment Facilities Consulting (HVS) was contracted by the Town in April 2013 to assess the potential cultural and live entertainment opportunities/special events in Mammoth Lakes and recommend facilities that would accommodate those events.

Representatives from HVS met with the Recreation Commission on June 4, 2013 and discussed the goals of the study and proposed timeline for completion. On October 7, 2013, HVS Consulting presented the final report to the Town of Mammoth Lakes. The report can be found online: http://www.ci.mammoth-lakes.ca.us/index.aspx?nid=259

CEQA requires a cultural resource analysis for all proposed projects. Mitigation measures are identified for each project to reduce impacts to cultural resources. The Town also complies with Senate Bill 18 regarding Native American Tribal Consultation.

Open Space Elements

Two elements in the 2007 General Plan address open space. These elements are Parks, Open Space and Recreation and the Parks and Recreation Element (1990). The Parks, Open Space and Recreation Element states: "Parks, open space, and our recreational opportunities in Mammoth Lakes are critical to our residents and to the success of our tourism-based economy."

The Town adopted the Parks and Recreation Master Plan in 2012. The Parks and Recreation Master Plan updated the two parks and recreation related elements of the General Plan, and continued to be implemented in 2013.

Adopted in 2008, Measure R or the "Mammoth Lakes Recreation, Trails and Parks Investment Initiative" (Ordinance No. 08-01) is a special fund designated for use by the Town of Mammoth Lakes only for the planning, construction, operation, maintenance, programming and administration of all trails, parks and recreation facilities managed by the Town of Mammoth Lakes without supplanting existing parks and recreation facility maintenance funds. Projects that received Measure R funds in the year(s) 2012-2013 include the following:

- Whitmore Pool Technology Enhancements
- Parks Master Planning
- Multi-Use Facility-Roller Rink Summer programming
- Trails End Park Maintenance and upgrades
- Expansion of the MLTS Trail System

- Design for a Multi-Use Facility Shade Structure
- www.Mammothtrails.org Website Enhancements
- Mammoth Track Project
- Lake Mary Road Bike Path Cost Share
- College Connector Path
- Waterford Trail Design
- Community Center Tennis Court Rehabilitation
- Multi-use Facility Enhancements
- Special Event Barricades
- Whitmore Track Equipment
- Whitmore Track Maintenance
- Special Event Generator
- Annual funds for the enhancement of the Mammoth Lakes Trail System

The Whitmore Track and Sports Field, constructed in 2012 is an all-weather, 9-lane polyurethane running track, with a full-size synthetic turf infield that will serve to enhance Mammoth Lakes' reputation as the premier high-altitude training destination for a multitude of endurance sports and recreation. Future phases of the Whitmore Track will be completed as funding becomes available.

The Town continued to operate and maintain all Town parks and recreation facilities in 2013, including Mammoth Creek Park, Community Center Park, Shady Rest Park, Whitmore Regional Park and Pool, and Trails End Park. The Town's ice rink/multi-use facility was operated during the 2013-2014 winter, and the Town in partnership with the Mammoth Unified School District and Mono County Office of Education is investigating summer programming and/or activity options.

Noise Elements

Noise is addressed in two elements of the 2007 General Plan. These elements are Noise (1997) and Community Design.

Noise Element

A goal of the Noise Element is: "To protect the citizens of the Town from the harmful and annoying effects of exposure to excessive noise."

The Town continues to enforce the noise limits stated in Municipal Code 8.16 Noise Regulation.

Community Design Element

A goal of the Community Design Element is: "Enhance community character by minimizing noise."

The California Environmental Quality Act (CEQA) requires a noise analysis for all proposed development projects. Mitigation measures are identified for each project to reduce noise impacts. The Town includes these project specific mitigation measures as conditions of approval for the project to reduce noise impacts. Nuisance complaints related to noise are handled by continued enforcement through the Mammoth Lakes Police Department.

Safety Element – Public Health and Safety Element

The Public Health and Safety Element states: "The community will be comfortable and safe. Facilities that are important to a livable community will be supported, provided, and encouraged."

The Town continues to enforce building code requirements to minimize loss of life, injury, and property damage from snow, earthquakes, and fire. The Town also continues to work closely with the Mammoth Lakes Fire Protection District to review proposed development projects to ensure adequate emergency access and fire equipment access. The Town continues to respond to code compliance complaints including those related to potential safety issues. In addition, the Town's Public Works Department prioritizes streets for snow clearing to maintain safe routes during snow storms.

All development project applicants are required to submit a Hazardous Waste Acknowledgement Form to disclose any hazardous materials information prior to project review and approval. In addition, the Town maintains an Emergency Operations Plan (EOP) that outlines how the Town will organize to respond to emergencies within the Town's jurisdiction.

Lastly, the Town's Municipal Code continues to allow day care facilities in residential zones to encourage adequate and high quality child care in Mammoth Lakes.

Economy Element

The Economy Element in the 2007 General Plan is an optional Element (not required by California State Law) that states: "Mammoth Lakes' economy is tourism-based...Mammoth Lakes' economic sustainability is dependent upon the mountain resort, expanded employment opportunities, shoulder season and midweek occupancy, air service and many other components of the community."

In 2011, the Town initiated a significant transient occupancy tax (TOT) enforcement program. The program incorporates a substantial outreach component to inform locals and second homeowners of the Town's short term rental regulations. The program addresses transient rentals in unpermitted zones and transient rentals in permitted zones that are not remitting the required tax. A TOT Committee was established to

assist and provide direction in the Town's TOT enforcement efforts. In 2013, the Town received an additional $264,224 in TOT revenue collection from the additional enforcement efforts. The Town Council adopted Municipal Code revisions to facilitate this program. In 2013, the Town continued to refine and improve the TOT enforcement program, including conducting audits and assessments. The Town launched an online payment system in 2013 to automate the TOT payment process and continue to work towards further streamlining of the remitting process.

In 2013, Mammoth Lakes Tourism (MLT), with the direction of a steering committee implemented the Mammoth Lakes Tourism Business Improvement District (TBID). This benefit assessment district was developed to help fund marketing and sales promotion efforts for Mammoth Lakes tourism businesses. The TBID places a one percent (1%) assessment of gross short term room rental revenue on lodging businesses, a one and one-half percent (1.5%) assessment of gross sales for restaurants and retail businesses, and for ski resorts, a two percent (2%) assessment on gross lift ticket sales and a one and one-half percent (1.5%) assessment on ski school revenues. The TBID will be in place for a period of five years at which time it can be renewed and expects to generate approximately $4.7 million annually.

The continued expansion of commercial air service is anticipated to have a significant economic benefit for the town, by reducing midweek and seasonal drops in tourism and visitation. The construction of a temporary holding facility at the airport has improved the experience of those using the airport.

The Town anticipates continued work on economic development in 2014 and remains as one of the Town Council's top priorities.

Housing Element

Housing element law requires local governments to adequately plan to meet the existing and projected housing needs of all economic segments of the community. All Housing Elements must meet the requirements of the California Government Code sections 65583 and 65584.

The Town adopted the updated Housing Element on June 23, 2010, which was certified as compliant with State law in September 2010. The Housing Element addresses the planning period 2007-2014, and meets the two purposes identified by State law, including assessment of current and future housing needs and constraints in meeting those needs; and providing a strategy that establishes housing goals, policies, and programs. The Housing Element addresses the statewide housing goal of "attaining decent housing and a suitable living environment for every California family." The 2104-2019 Housing Element update will be adopted in 2014.

In 2013, the Town continued work to update the existing Housing Ordinance (Municipal Code 17.36) to reflect the Housing Element Update and the interim housing mitigation policy adopted by Town Council in 2009. The interim policy sets revised (reduced) requirements for housing mitigation, including reliance on an inclusionary housing requirement for residential and lodging projects, revision of the in-lieu fee schedule for housing, and exemptions for certain project types from housing mitigation. This update

would also ensure compliance with recent legal mandates (the "Palmer and Patterson" cases) regarding inclusionary housing programs. The updated Housing Ordinance is anticipated to be adopted and effective in 2014.

Mammoth Lakes Housing, Inc. (MLH) was established by the Town in 2003 to acquire and develop reasonably priced housing for the resident worker population of Mammoth Lakes and to manage and facilitate the ownership and rental of such housing. Town staff continues to work with MLH on achieving the goals of the Housing Element. Attachment 1 identifies the Town's actions towards completion of the programs and status of the Town's compliance with the deadlines in the updated Housing Element.

In 2013, MLH worked with the Town of Mammoth Lakes to establish a Revolving Loan Fund using the Town's Housing In-Lieu Fee Account for the preservation of deed restricted ownership housing stock. Since that time, three homes have been preserved. The Town identified this as a priority under Housing Element program H.2.G.1.

MLH commissioned RRC & Associates in 2011 to conduct a housing needs assessment for Mammoth Lakes. Through employee and employer surveys, interviews, and trend analysis, data was collected which will be used to drive the Community Housing Strategy. The recommendations of this assessment include expanding MLH rehabilitation efforts, initiating the development of additional rental housing, exploring opportunities to better serve the Hispanic/Latino population, and exploring relaxing current restrictions on deed restricted properties, among others. This study will influence the Community Housing Strategy, which continues to be a priority of both the Town of Mammoth Lakes and Mammoth Lakes Housing. The Town anticipates the completion of the Community Housing Strategy by December 31, 2014.

The Town offered a First-Time Homebuyers Assistance Program with funding available from the BEGIN, CDBG Revolving Loan Fund, and HOME Programs. Three households were assisted with these funds in 2013.

The December 31, 2013 balance within the Affordable Housing In-Lieu Fund totaled $250,693.28.

The Town, in conjunction with MLH, submitted a grant application to the CDBG Program for the acquisition and rehabilitation of an existing multi-family complex, the rehabilitation of the Glass Mountain Apartments, and planning and technical assistance funds in the amount of $1,100,000.00, which was not awarded (Table 1).

Table 1: Housing Related Grant Applications

Grant Funding Source	Amount	Program	Status
CDBG	$100,000	Planning & Technical Assistance	Not Awarded
CDBG	$600,000	Acquisition and Rehabilitation	Not Awarded
CDBG	$400,000	Rehabilitation of Glass Mountain Apartments	Not Awarded

Additionally, the Town, in conjunction with MLH, submitted a HOME First-Time Homebuyer Assistance Program application for $700,000 under the 2013 Notice of Funding Availability. The Town has since been notified that their application has been awarded funding.

REGIONAL HOUSING NEEDS

Table 2 summarizes the Town's progress towards meeting the Regional Housing Needs Allocation (RHNA), for the 2007-2014 Housing Element period.

Table 2: 2007-2013 Progress to Meeting RHNA

Year Constructed/Restricted	Very Low	Low	Moderate	Above-Moderate (Deed Restricted)
2007	9	57	2	2
2008	3	15	10	24
2009	0	0	5	19
2010	0	4	0	0
2011	0	0	0	0
2012	0	0	0	0
2013	1	0	17	0*
Total	13	76	34	45
RHNA 2007-2014	**55**	**56**	**58**	**110**
Net Remaining	*42*	*(20)*	*24*	*65*

*8 non-deed restricted market rate units were constructed in 2013.

As shown in the Table 2, the Town did acquire 18 new housing units in 2013, but did not construct any new housing units. The 18 new rental units have long term affordability restrictions recorded on them for low and moderate income households. 17 of the 18 units came from the renovation of the Kitzbuhel apartments, which is a multi-tenant building that was uninhabitable for years and was renovated and made available for rent in 2013. Ongoing efforts will need to be focused on the production of housing, particularly for very-low, moderate, and above-moderate income residents, in order to achieve the Town's fair share of the regional housing needs.

The Town continued to direct resources to housing in 2013, particularly the allocation of in-lieu housing funds, and a portion of Transient Occupancy Tax revenues to housing. The latter source was principally used to fund the work of MLH, the Town's affordable housing non-profit. MLH has used these funds to leverage additional State and Federal grant funds to construct and acquire affordable housing units, to provide down payment assistance to qualifying households, to preserve the existing deed restricted housing stock, and to provide assistance to qualified families to find and move into affordable housing units.

GOVERNMENTAL CONSTRAINTS TO AFFORDABLE HOUSING

The Housing Element is required to analyze and identify potential government constraints to the production of affordable housing, and where possible, identify programs that will help to lessen these constraints. Examples of such constraints are government-imposed fees that contribute to the overall cost of housing production, development standards that make it more difficult or costly to develop, or review processes that add time and cost to housing development proposals.

Although some development standards, such as those for on-site parking, lot coverage, and setbacks may be more stringent than in other communities, they are appropriate in the town's local context, particularly the need to deal with large amounts of snowfall.

The analysis of government constraints found that the Town's permitting, development review, and fees represent actual staff costs and time to process applications, and are not unduly restrictive to new residential development. The Town undertook a review of its development impact fees, including housing mitigation in lieu fees, and, as a result, lowered fees substantially in 2009. One area identified for improvement is the Zoning Code, which has not been updated since adoption of the General Plan update in 2007.

Programs identified in the Housing Element to reduce governmental constraints to housing production include:

- Modify the Municipal Code (MC) to incorporate General Plan Policy L.2.D, allowing additional density bonuses for deed-restricted housing projects, and SB 2 pertaining to emergency shelters and transitional housing (H.1.D.1 and H.1.F.2).
- Adopt a resolution waiving application processing fees for developments that include affordable to extremely low-income households (H.4.B.1).
- Amend the MC to allow residential care and assisted living facilities, licensed group homes, and small residential care facilities (H.4.C.1 and H.4.C.2).
- Amend the MC to clarify that manufactured housing is permitted in all residential zones (H.4.C.3).
- Allow additional types of secondary housing units within single family residential zones (H.4.D.1).
- Amend the DIF Ordinance to assure that impact fees do not impede housing production to meet the Town's RHNA (H.4.E.2).

- Amend the Town's parking standards to allow reduced parking standards for affordable, infill, and mixed use housing (H.4.E.3).

In addition, the Housing Element identifies completion of the comprehensive Zoning Code Update as a key action. The Zoning Code Update will help to reduce regulatory constraints to housing development by ensuring that the Zoning Code is consistent with the General Plan, reducing ambiguity and making for a more efficient review process. It will also look at opportunities for streamlining and simplification of development review procedures, such as design review. The Zoning Code Update is underway and will be completed in 2014.

The Housing Element also includes an action, H.2.B.1, to amend the Zoning Ordinance in keeping with the interim housing mitigation policy, which was adopted in November 2009. The analysis leading to adoption of the interim policy concluded that existing development impact and housing fees were set at a relatively high level, and were likely to suppress development, including new housing production. The interim policy simplifies the current requirements for housing mitigation, generally reduces the cost burden associated with housing mitigation, and requires periodic review of housing fees to ensure they are in line with actual community needs and costs to develop affordable housing.

A complete summary of the Town's progress to achieving the programs identified in the Housing Element is included as Attachment 1.

PLANNING APPLICATIONS

The following table summarizes the status of planning applications as of December 31, 2013. A detailed list of application requests is attached (Attachment 2).

Table 3: 2013 Planning Applications

Table 1				
Application Types	Requests	Approved	Denied	In Process
General Plan Amendments (GPA)	2	0	0	2
District Zoning Amendments (DZA)	1	1	0	1
Zoning Code Amendments (ZCA)	1	0	0	1
Use Permit Applications (UPA)	6	2	1 (withdrawn)	3
Tentative Tract Maps (TTM)	3	1	0	2
Tentative Parcel Maps (TPM)	0	1	0	0
Variances (VAR)	3	2	1 (withdrawn)	0
Design Reviews (DR)	3	1	1 (withdrawn)	1
Administrative Design Review (ADR)	8	7	0	1
Lot Line Adjustments (LLA)	0	3	0	0
Concept Reviews (CR)	0	1	0	0
Zoning Adjustments (ADJ)	5	3	1 (withdrawn)	1
Administrative Permits (AP)	2	2	0	0
Building Permits (BP)	727	624	5 (withdrawn)	98
Code Compliance Cases (CC)	83	NA	NA	NA
TOT Compliance Cases	35	NA	NA	NA
Sign Permits (SP)	22	19	1 (withdrawn)	4
Tree Removal Permits (TRP)	29	29	0	0
Outdoor Sales Permit (OS)	4	4	0	0
Business Tax Certificates	197	162	12	23

LOOK AHEAD - MAJOR PROJECTS IN 2014

The Town of Mammoth Lakes anticipates a busy 2014 completing significant work programs and projects that will further implement the 2007 General Plan:

- Floor Area Ratio / Density Analysis in Commercial Zones
- Adoption and implementation of the Zoning Code Update
- Snow Management and Parking District Feasibility Study
- Housing Element Update
- Economic development activities
- Continuation of the TOT Enforcement Program
- Online Building Permit System
- Approval and implementation of the Airport Layout Plan
- Airport Terminal Planning and Environmental Review
- Completion of environmental review and adoption of the Draft Mobility Element
- Adoption of the General Bikeway Plan
- Adoption of the Pedestrian Master Plan
- Municipal Trails Signage and Wayfinding
- Code Compliance
- Mammoth View Benefit Assessment District (BAD)
- Permit Processing
- Grant funded sidewalk and trails projects

ATTACHMENTS

Attachment 1: Annual Element Progress Report – Housing Element Implementation

Attachment 2: Detailed List of Planning Application Requests

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
						8					
(9) Total **of Moderate and Above Moderate** from Table A3 ► ►					0	8					
(10) Total by income Table A/A3 ► ►						8	0				
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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Jurisdiction Town of Mammoth Lakes

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Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity					
(2) Preservation of Units At-Risk					
(3) Acquisition of Units		1			Per Program H.2.D.1 one rental unit was acquired with a restrictive use covenant recorded for rent.
(5) Total Units by Income	0	1	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for **Moderate**						0	
No. of Units Permitted for **Above Moderate**						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	55	9	3	0	0	0	0	1			13	42
	Non-deed restricted												
Low	Deed Restricted	56	57	15	0	4	0	0	0			76	-20
	Non-deed restricted												
Moderate	Deed Restricted	58	2	10	5	0	0	0	17			34	24
	Non-deed restricted												
Above Moderate		110	2	24	19	0	0	11	8			64	46
Total RHNA by COG. Enter allocation number:		279	70	52	24	4	0	11	26			187	92
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremly low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
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(CCR Title 25 §6202)

Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
H.1.A.1	Maintain an up-to-date GIS database.	On-going	The Town contracts with a GIS coordinator that works for both the Town and Mono County to keep the GIS database functioning and up-to-date.
H.1.A.2	Provide annual reporting on the Town's progress to meeting the Housing Element.	On-going	This table, included with the annual planning report provided to the State Department of Housing and Community Development, is how the Town will report and track progress.
H.1.A.3	Ensure Master Plan/Specific Plan updates provide development capacity and policy to meet housing needs.	On-going	As master plans and specific plans are processed, the Community Development Department, Planning Commission, and Town Council will evaluate and ensure adequate development capacity and policy is included to meet housing needs.
H.1.B.1	Study exemption from density calculations for required on-site affordable and workforce housing.	31-Dec-14	The Town studied density exemptions for on-site affordable and workforce housing as part of the Zoning Code Update in 2011. The Zoning Code Upate will be codified in 2014.
H.1.C.1	Prepare and codify District Plans that address livability and workforce housing and incentives for infill, mixed-use development.	31-Dec-14	The South Districts and Sierra Valley Sites district plans were completed in 2011. The Zoning Code Upate will be codified in 2014.
H.1.D.1	Amend the Housing Ordinance to incorporate General Plan Policy L.2.D. allowing additional density bonuses for deed-restricted housing projects.	31-Dec-14	The Housing Ordinance is being amended as part of the comprehensive Zoning Code Update. The draft Housing Ordinance was completed in 2011. The Zoning Code Update will be codified in 2014.
H.1.E.1	Develop criteria, standards, and thresholds for assessment and approval for Alternative Housing Mitigation Plans.	31-Dec-14	These criteria, standards, and thresholds will be included in the Housing Ordinance update. See H.1.D.1.
H.1.F.1	Continue to apply zoning standards that allow for special needs housing.	On-going	The Town is continuing to apply these zoning standards.
H.1.F.2	Modify the Municipal Code pursuant to SB 2.	31-Dec-14	The Zoning Code Update is underway and will include this amendment and the updated Housing Ordinance. The Zoning Code Update will be codified in 2014.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

H.2.A.1	Dedicate TOT revenues to fund housing programs, loans, and grants.	On-going	The Town Council annually dedicates TOT revenues to fund housing programs, loans, and grants.
H.2.A.2	Pursue grant funds to support housing programs.	On-going	The Town and Mammoth Lakes Housing, Inc. continue to pursue grant funds to support housing programs. A CDBG grant for the acquisition of and energy efficient upgrades to an existing multi-family structure for affordable housing, and a HOME grant for First-Time Homebuyer Assistance were completed in 2013.
H.2.A.3	Develop and adopt a Community Housing Strategy.	31-Dec-14	The Town and MLH worked with RRC & Associates to complete a Housing Needs Assessment in 2011, which will be used to develop a Community Housing Strategy.
H.2.A.4	Conduct an analysis of ELI household housing needs and develop a local policy target percentage of affordable housing funds for housing the ELI population.	31-Dec-11	The 2011 Housing Needs Assessment looked at current needs including ELI, through employee and employer surveys, interviews, and trend analysis. The recommendations included in the Housing Needs Assessment will drive the Community Housing Strategy.
H.2.B.1	Develop and adopt an amended Housing Ordinance.	31-Dec-14	See H.1.D.1.
H.2.D.1	Work with Mammoth Lakes Housing to acquire and renovate units that can be added to the workforce housing inventory. Program creation will include an evaluation of program costs, benefits, and opportunities.	On-going	In 2011 the Town and Mammoth Lakes Housing completed the rehabilitation and energy efficient upgrades to an existing 4 unit structure that was acquired in 2010 (i.e., Star Apartments). In 2013 the Town and Mammoth Lakes Housing aquired a 4 bedroom rental unit and recorded a restrictive covenant.
H.2.E.1	Study potential strategies to encourage upgrades of existing multi-family rental properties.	31-Dec-14	This study has not been started; expected start date is 2014.
H.2.G.1	Work with Mammoth Lakes Housing, Inc. to study and develop procedures that will avoid the inadvertent loss of deed-restricted units.	31-Dec-13	A new deed restriction has been implemented that helps to alleviate some of the problem caused by the previous versions. MLH secured a CDFI loan fund to help to buy back an existing unit in an effort to maintain deed restrictions. The Town and MLH created a Revolving Loan Fund using the Town's Housing In-Lieu Fee Fund for the buy back of deed restricted units. Three (3) units were perserved in 2013 via these efforts.
H.2.H.1	Update the 2006 Employee Housing study and use the results of the update to target efforts to facilitate development of employee housing units.	31-Dec-14	This study has not been started; expected start date is 2014.

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Housing Element Implementation
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Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

H.3.A.1	Work with Mammoth Lakes Housing, Inc. to develop and adopt minimum design and livability standards for affordable and workforce housing units.	31-Dec-10	The livability standards adopted as part of the Interim Housing Mitigation Policy are included in the Housing Ordinance update that is part of the Zoning Code Update (See H.1.D.1).
H.3.C.1	Complete a District Plan for the Sierra Valley Sites.	31-Dec-11	The District Plan for the Sierra Valley Sites was completed in 2011.
H.4.B.1	Adopt a resolution waiving 100% of the application processing fees for developments in which at least 5% of units are affordable to extremely low-income households.	31-Dec-14	The Town anticipates amending the Municipal Code fee waiver section to include this program concurrently with the Housing Ordinance update. See H.1.D.1.
H.4.C.1	Amend the Municipal Code to allow residential care and assisted living facilities.	31-Dec-14	The draft Zoning Code Update includes this amendment. The Zoning Code Update will be codified in 2014.
H.4.C.2	Amend the Municipal Code to permit licensed group homes and small residential care facilities.	31-Dec-14	See H.4.C.1
H.4.C.3	Amend the Municipal Code to clarify that manufactured housing is permitted in all residential zones.	31-Dec-14	See H.4.C.1
H.4.D.1	Allow additional types of secondary housing units within the Rural Residential and Residential Single Family Zones.	31-Dec-14	See H.4.C.1
H.4.E.1	Complete the update of the Municipal Code to bring it into conformance with the 2007 General Plan and the Housing Element Update.	31-Dec-14	See H.4.C.1
H.4.E.2	Amend the DIF Ordinance to assure that impact fees do not impede housing production to meet the Town's RHNA.	31-Dec-14	The Interim Housing Mitigation Policy and DIF modifications adjusted housing fees, and exempted additional residential uses from payment of housing fees. Additional modifications may be made as a result of the 2011 Housing Needs Assessment.
H.4.E.3	Amend the Town's parking standards to allow reduced parking standards for affordable housing and infill and mixed use housing.	31-Dec-14	See H.4.C.1

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Housing Element Implementation
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Jurisdiction Town of Mammoth Lakes

Reporting Period 1/1/2013 - 12/31/2013

H.5.B.1	Provide information regarding fair housing practices at the Town of Mammoth Lakes offices and website, the Mammoth Lakes Community Center and Library, and the Mono County offices located in Mammoth Lakes.	31-Dec-14 and on-going	Information regarding fair housing practices is expected to be completed in 2014.
H.5.C.1	Establish a process to address fair housing complaints and inquiries.	31-Dec-14 and on-going	The Town anticipates establishing a process to address fair housing complaints and inquiries by 2014.
H.6.A.1	Update and revise local building codes in accordance with State Green Building requirements, and consider adoption of an ordinance that includes incentives for use of green building technologies that exceed building code requirements.	31-Dec-10 and on-going	The Town is enforcing the 2013 California Building Code. The Town will study and consider the adoption of incentives for use of green building technologies that exceed the 2013 Code's requirements through the Zoning Code Update process.
H.6.B.1	Work with Inyo Mono Advocates for Community Action (IMACA) and Mammoth Lakes Housing to increase the number of weatherization retrofits and other upgrades of owner occupied and non-transient rental housing units in Mammoth Lakes.	31-Dec-10 and on-going	The Town continues to work with Mammoth Lakes Housing on permits for upgrades to existing non-transient housing.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	Town of Mammoth Lakes
Reporting Period	1/1/2013 - 12/31/2013

General Comments:

Attachment 2: Detailed List of Application Requests

A. General Plan Amendments –
   a. GPA 13-001: Inn at the Village; ongoing.

B. District Zoning Amendments –
   a. DZA 13-001: Inn at the Village; ongoing.

C. Zoning Code Amendments –
   a. ZCA 13-001: Zoning Code Update; ongoing.

D. Use Permit Applications –
   a. UPA 13-001: Single Family Residence in the Bluffs Subdivision; approved 6/2013.
   b. UPA 13-002: Medical Marijuana Cooperative; approved 4/2013.
   c. UPA 13-003: Inn at the Village; ongoing.
   d. UPA 13-004: Mammoth View; Modification of UPA 10-006; ongoing.
   e. UPA 13-005: AT&T Wireless Facility at Mammoth Lakes Fire Station #2; withdrawn 9/2013.
   f. UPA 13-006: Tallus Amendment; approved 2/2014.

E. Tentative Tract Maps –
   a. TTM 13-001: Graystone; approved 10/2013.
   b. TTM 13-002: Inn at the Village; ongoing.
   c. TTM 13-003: Tallus Amendment; approved 2/2014.

F. Variance Applications –
   a. VAR 13-001: Garage Addition; approved 5/2013.
   b. VAR 13-002: AT&T Wireless Facility at the Shilo Inn; approved 8/2013.
   c. VAR 13-003: AT&T Wireless Facility at Mammoth Lakes Fire Station #2; withdrawn 9/2013.

G. Design Review –
   a. DR 13-001: Single Family Residence in the Bluffs Subdivision; approved 6/2013.
   b. DR 13-002: AT&T Wireless Facility at Mammoth Lakes Fire Station #2; withdrawn 9/2013.
   c. DR 13-003: Inn at the Village; ongoing.

H. Administrative Design Review -
   a. ADR 13-001: Verizon Wireless Tower at the Westin; approved 2/2013.
   b. ADR 13-002: AT&T Wireless Facility at the Shilo Inn; approved 8/2013.
   c. ADR 13-003: Seasons 4 Condominiums Re-Paint; approved 5/2013.
   d. ADR 13-004: Mammoth Brewing Company Expansion; approved 5/2013.
   e. ADR 13-006: Tyrolean Village II Re-Paint; approved 8/2013.

f. ADR 13-007: Dorrance Apartment Re-Paint; approved 9/2013.
g. ADR 13-008: Detached Garage; approved 11/2013
h. ADR 13-009: Single Family Residence in the Bluffs Subdivision; ongoing.

I. Zoning Adjustments –
   a. ADJ 13-001: Flynn Residence; decrease of 20% of the required street side yard setback; approved 9/2013.
   b. ADJ 13-002: Polvoorde Residence; decrease of 20% of the required side yard setback and an increase of not more than 5% in lot coverage; approved 6/2013.
   c. ADJ 13-003: withdrawn.
   d. ADJ 13-004: Randolph Residence; increase of not more than 3.5-feet in height and an increase of not more than 5% in lot coverage; ongoing.
   e. ADJ 13-005: Hooper Residence; decrease of 20% of the required front yard setback; approved 12/2013.

J. Administrative Permits –
   a. AP 13-001: Temporary Rail Park; approved 5/2013.
   b. AP 13-003: Dog Daycare; approved 7/2013.

K. Building Permits and Certificate of Occupancy - A total of 727 building permits were submitted in 2013.

L. Code Compliance – A total of 83 code compliance complaints and violations were submitted in 2013, including: trash spills, unpermitted signs, illegal lighting, unpermitted construction, un-secured abandoned buildings, hazardous dead trees, and other public nuisances.

M. TOT Code Compliance- During 2013, 35 TOT cases were initiated.

N. Sign Permits – 22 sign permits were submitted; of those, 17 were approved, 1 was withdrawn, and 4 are ongoing.

O. Tree Removal Permits – 29 tree permit applications were submitted. Some tree permits included multiple trees, and many trees were removed for fuel reduction purposes to provide defensible space around residences and other structures. Other trees were removed because they were dying or hazardous.

P. Outdoor Sales Permits – 4 outdoor sales permits were submitted and approved in 2013.

Q. Business Tax Certificates – A total of 197 business tax certificates were applied for in 2013.