



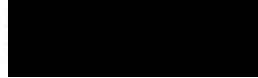
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August 9, 2016

Mr. Jim Freeze



Subject: Design Review Application – Self Storage and Car Wash Project

Dear Mr. Freeze and Associates:

The City Staff has reviewed your documents to develop parcels 057-801-230, 057-801-160, and 057-801-040. A number of features on the presented site plans and application materials have been deemed inadequate or non-existing by City Staff. This letter serves as a complete list of standards and requirements from all departments that must be met to move forward with development. This list can be expanded once completed plans are received to address development specific features.

Fire Department

The City of Mt. Shasta Fire Department requires that all development follow:

- All 2013 California Fire Code, Title 24 Regulations
- Chapter 49 Wildland Urban Interface
- Chapter 9 Fire Protection Systems
- Appendix B
- Appendix D
- Appendix CC

In addition to this list, your specific development must have 50 foot turn radii on all buildings. This is at the discretion of the Fire Chief.

Public Works Department

The City of Mt. Shasta Public Works Department requires that all development follow:

- 2015 Greenbook: Standard Specifications for Public Works Construction
- City of Redding Construction Standards
- Mt. Shasta Municipal Code
- California Streets & Highways Code
- Manual on Uniform Traffic Control Devices
- Uniform Building Code, Appendix J Grading

- United States Environmental Protection Agency Clean Water Act

In addition to this list, your specific development must keep all City easements free of development, including, but not limited to, trees, paving, concrete walkways, fencing, and buildings.

Planning Department

The City of Mt. Shasta Planning Department requires new development projects to follow the Architectural Design Guidelines and Application and California Environmental Quality Act (CEQA) process. The Design Guidelines and Application are attached to this letter. The current submission is missing most of the requirements and pieces that have been submitted do not take the adjacent land uses into account: required in items 1, 2, and 5.

An Initial Study for the development is required and has been communicated to you via email and hard copy letter. The process cannot begin until we have a complete application. A complete application must meet the requirements set forth in this letter.

We also do not have an appropriately written check and payment agreement. The check and agreement submitted by Mr. Freeze were not filled out correctly. An attempt to contact Mr. Freeze was made on 7/27/2016, but we have not remedied the issue.

Building Department

The City of Mt. Shasta Building Department requires all developments to follow all commercial plan requirements attached to this document.

The requirements and standards presented in this letter have been approved by City Council to develop the City in an economically and environmentally responsible way. We at the City understand that our development process may differ from other jurisdictions. This letter, in addition to staff time, is meant to clarify and assist you through our development process.

Please feel free to contact our office with any questions regarding this letter, the enclosed standards and regulations, and the development process.

Sincerely,



Parish Cross
Acting City Manager

[Design Guidelines and Application & Commercial Plan Requirements]

Design Guidelines

City of Mount Shasta

June 14, 2010



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A. Preface

It is a goal of the City of Mount Shasta to ensure that development is harmoniously integrated with its surroundings, and to encourage excellence in urban design and improvement in overall City appearance. To further this goal the city created this design review manual which outlines both requirements and expected design elements intended to foster, encourage, promote and advance the innovative application of architectural, landscape and site design. This manual is a supplement to the City of Mount Shasta General Plan and Zoning Ordinance.

B. History

The City Mount Shasta has had design guidelines in place since the 1980's. The initial design guidelines were very detailed in scope and some felt that they were too restrictive. The original guidelines were subsequently amended to provide more flexibility and were then criticized for being too vague, lenient and subjective in their interpretation. The design review process was seen by builders as a hurdle to development rather than as an effective tool. Implementation of the guidelines left much of the interpretation up to the individual Planner, Commission and ultimately the Council, with all or portions of nearly every project ending up before the Council upon appeal. This resulted in numerous meetings before a building design could be *approved*, which took time and money and resulted in a perception of Mt. Shasta as an unfriendly place to build.

This revised design manual is intended to provide a mechanism for objective review of proposed buildings and to provide a more defined process for their review. Ideally, the manual would be used to allow non-residential and multiple family development to proceed without additional Commission or Council review. Realistically, the difficulty with the implementation of the previous guidelines, and the sensitivity of development in much of the downtown and community entry areas, means that Commission review of projects will still be necessary. In this context, the design manual will provide a framework intended to make the design review process more predictable for the applicant and the general public.



Both of these buildings are new and met the design guidelines. The guidelines did not differentiate between the office use and the fast-food use. Both buildings use similar roof lines to reflect the alpine theme.

Projects consistent with the design manual should have a faster consideration and approval path than those seeking a change or waiver from all or some of the design features. Recognizing that the City may wish to reward excellent design, even at the expense of some or all of the elements contained in this design manual, there is also a process for design waiver.

C. Theme

The mountain village theme was established in name by the design guidelines in 1988. The following excerpt provides an insight to the original concept as expressed in the ordinance:

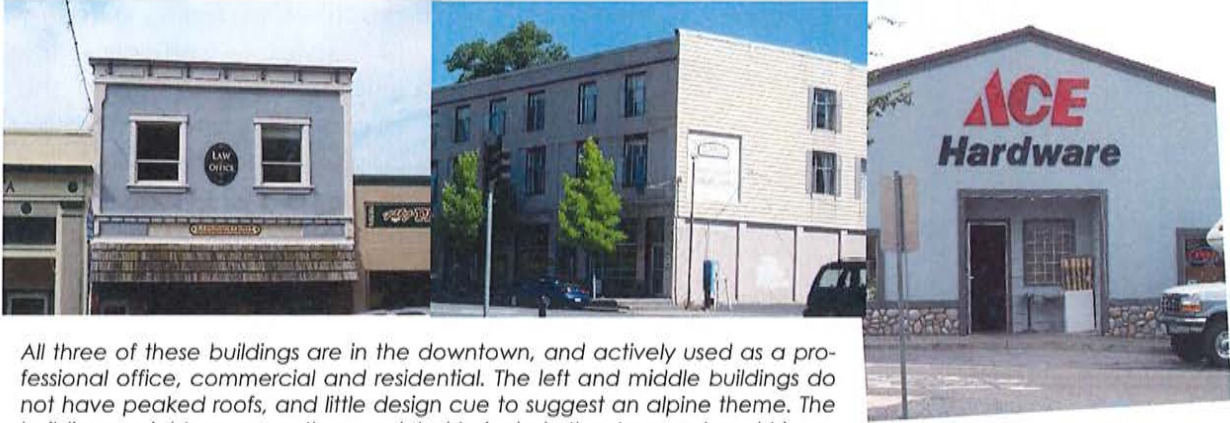
The overriding design philosophy of the City of Mt. Shasta is to establish an attractive, comfortable, contemporary village with its own identity, while complementing rather than competing with the natural landscape.

The architectural theme for the City of Mt. Shasta has been directed as establishing a compatibility between buildings and the natural environment fulfilling the expectations of visitors as a retreat to the mountains, and respecting both the historic precedent of local buildings and traditional mountain architecture.

As seen from a distance, the Mt. Shasta mountain village concept should represent an uncomplicated whole; in detail, at the pedestrian level, an exciting vitality and broad individual expressing is encouraged.

Unfortunately, the design principles espoused above were considered by some to not be sufficiently clear to enable a consistent interpretation of the mountain village theme. The point of the theme statement was to result in mainly sloped roofs, attractive building facades that use natural materials such as stone and wood, and a color palate designed to complement rather than conflict with the surrounding forests and mountains. The design guidelines did not differentiate between large industrial buildings and smaller commercial structures, and some of the theme statement is inconsistent with

existing structures - particularly those found in the downtown. As a result, during reviews of projects large portions of the design guidelines were frequently set aside and have gradually become less meaningful to the planning process.



All three of these buildings are in the downtown, and actively used as a professional office, commercial and residential. The left and middle buildings do not have peaked roofs, and little design cue to suggest an alpine theme. The building on right was recently remodeled to include the stonework and trim as shown, and had difficulty complying with the adopted guidelines.

Much of the Mountain Village Theme remains in this design manual as the overall concepts are valid. Mount Shasta is a village in the mountains and there are design features consistent with mountain living that are appropriate for, and desired by, this community. What has changed is that this design manual allows the designer to choose the features important to the purpose of the structure, while simultaneously informing the designer of the expectations of the community.

D. Design

Design is not just making things look pretty. New paint on a poorly designed building will not make the building function better. A poorly designed parking lot will not function well regardless of the amount of landscaping. Design affects the economic vitality of the town. A pleasant environment to visit and linger will bring more customers and more reasons for visitors to come to Mt. Shasta. Regardless of the addition of more visitors, or more residents, to the community, a well designed community is more pleasant for the existing residents.

This design manual is intended for use by professionals. The City expects non-residential buildings to be designed by professionals that can take into account the vision of the community as well as the needs of their clients. The manual is not intended to design a building for a property owner, but rather to encourage that owner's design professional to provide a building that meets the expectations of the City of Mt. Shasta.

E. Town Character



Photo 3, This building, at the edge of the downtown, was a former rail station. The re-use of existing structures is desired in the downtown, and the guidelines must reflect how the City is to address the building changes.



Photo 2, This building, along Mt. Shasta Boulevard uses natural looking materials and textures to invite pedestrians into the establishment.



Photo 1, Mt. Shasta City Hall typifies many of the buildings in the downtown.

As with any town with over a 100 year history there are structures displaying a variety of styles. Certainly the weather plays a role in the overall design such as providing for peaked roofs intended to shed snow, however much of the existing character of the town is established more from the planned use of the structure and the time it was constructed than much in the way of consistent design. For

example, the entry into town from Lake Street represents larger commercial buildings more defined by the parking lot than landscape or structure design. These are buildings typical of early 1970's construction techniques, flat roof, and a minimalist design approach. The parking areas are similarly dated, lacking much in the way of landscaping or shade. While the lack of landscaping does make snow removal easier, the resulting sea of asphalt does little to soften the stark building design, or relieve summer heat.

Entry along Mount Shasta Boulevard from the south shows a collection of purpose built commercial structures, or re-purposed residential buildings, that more or less provide for commercial uses. In some cases homes were converted to restaurants and retain their front landscaping and street presence, in other areas the buildings were more industrial to start with.

Once in the downtown, the buildings along Mount Shasta Boulevard are more urban in form with largely flat roofs, two-story street presence right up to the edge of the sidewalk. While there are exceptions, the buildings are close enough together to form a largely unbroken block street-face of architecture. Parking in the downtown is

largely on-street, though there are off-street alternatives. Parking, when provided for a specific building, is often behind the building with access from an alley. Expansion of the downtown is occurring on Chestnut Street and along Castle Street. New structures in these areas are separate, and may have landscaping and/or parking.

1. Streetscape

Outdoor recreation is important to the citizens of Mount Shasta, who regularly walk and bike around town. Visitors to the city are almost always here to be in the outdoors. The view of the city from the perspective of the pedestrian is very important. The view along the roadway is considered the streetscape, and must be an integral part of any design. As with the buildings, the streetscape varies depending on the location in town, and the type of adjacent use.



The pedestrian-oriented street-light coupled with the hanging basket provides natural color in the downtown.

The entry roads into the City often lack continuous sidewalks. As the buildings along the routes are improved, or as the City reconstructs roadways, city development standards will require that continuous sidewalks and/or paths be constructed. Closer to the downtown there are sidewalks, and along Mount Shasta Boulevard in the downtown area, there are commercial-width (10 foot wide) sidewalks. As many of the buildings along Mount Shasta Boulevard outside of the downtown, and along Chestnut Street began life as homes, in these areas there is often a landscape strip between the sidewalk and the structure.

Along with landscaping, the downtown has street trees and pedestrian-oriented lighting. The trees provide shade in the summer, and stunning fall color. The street lights are more historical than modern, and provide for an attractive evening ambience as well as providing an opportunity for more landscaping. The street lights are low and designed to be pedestrian oriented. Because of the proximity of the buildings to the sidewalk, there are few opportunities for landscaping in the downtown along Mt. Shasta Boulevard. The street trees and street lighting, along with hanging baskets and flower boxes, help soften the area.

Landscaping is important in all areas of the City, especially along the major corridors leading into town. The design and plantings must be hardy to ensure survival during snow season, and to reduce the potential to



This building on Chestnut Street has both commercial and residential character reflecting its conversion from a single family home. The City encourages appropriate mixed use. Note the use of color, landscaping and peaked roof.



This fence and landscape strip is in the heart of the downtown.

conflict with snow removal. Color and green space within an urban environment reflect positively on the community and encourage visitors to the City,



As shown above, flowers and trees are important to the community. Even in downtown (upper right), there is an opportunity for flower boxes to provide natural color. The median landscaping, (upper left and lower right) has survived several winters with snow being stored on the median. The lower left photo shows some of the street trees along Chestnut Street and the photos shown below show the street trees along Mount Shasta Boulevard.



2. Landscaping

The downtown has a largely western urban style with high single, or two-three story buildings positioned adjacent to the sidewalk. Outside of the downtown there are structures positioned further from the travel way that allow for more



These newer structures show the appropriate use of landscaping adjacent to the sidewalk. The landscaping softens the development and provides a space to store snow from the sidewalk during the winter. Note too the use of natural materials such as bark and river rock that reflect the mountain environment. The lawn in the photo shown above is consistent with residential uses on the same street.



landscaping and parking. New buildings constructed in these areas also provide landscaping between the travel way and the building. Even in the most urban environment there is the potential for natural elements. Note the trees in planters shown in the photo at right. While not an ideal method of planting, the planters provide protection to the trees from snow removal and errant drivers as the trees are located adjacent to a parking lot.



While not ideal in terms of design, these planters do provide protection to the trees from snow removal and drivers as the trees are located adjacent to a very busy parking lot.

3. Materials

As can be seen in many of the photographs the buildings in town often mix materials to provide a more natural and pleasing look. The combination of wood and stone in particular is seen as a positive and used extensively in both new construction and remodel. A variety of textures and patterns can be

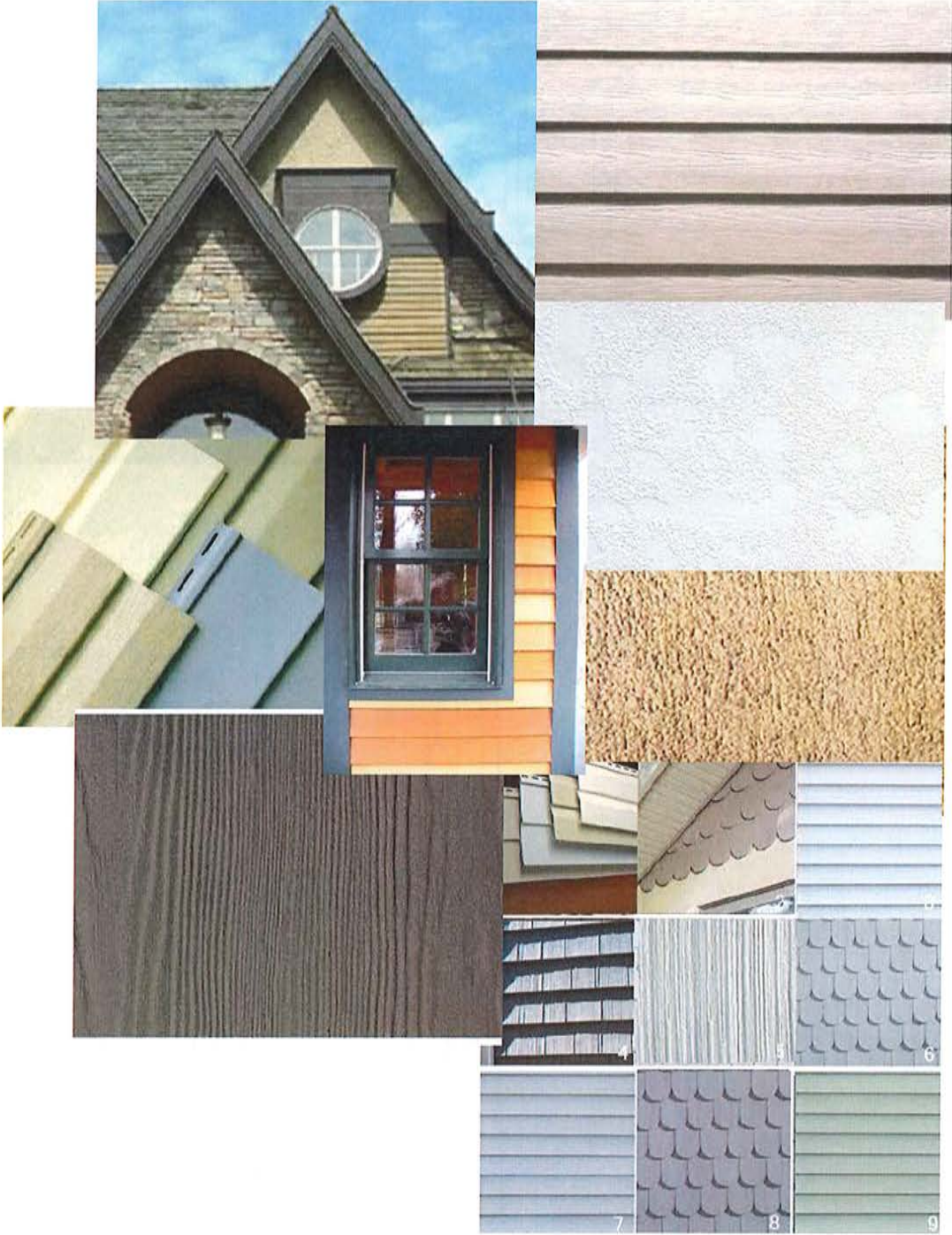
used and those shown below are not considered a comprehensive list. It is also not necessary to use the actual material as a number of manufacturers provide synthetic products that mirror the texture and look but are easier to install and to maintain.



This example on Mt. Shasta Boulevard uses river rock and wood, as well as color to provide a mix of textures compatible with the surrounding buildings and pleasing to the eye.

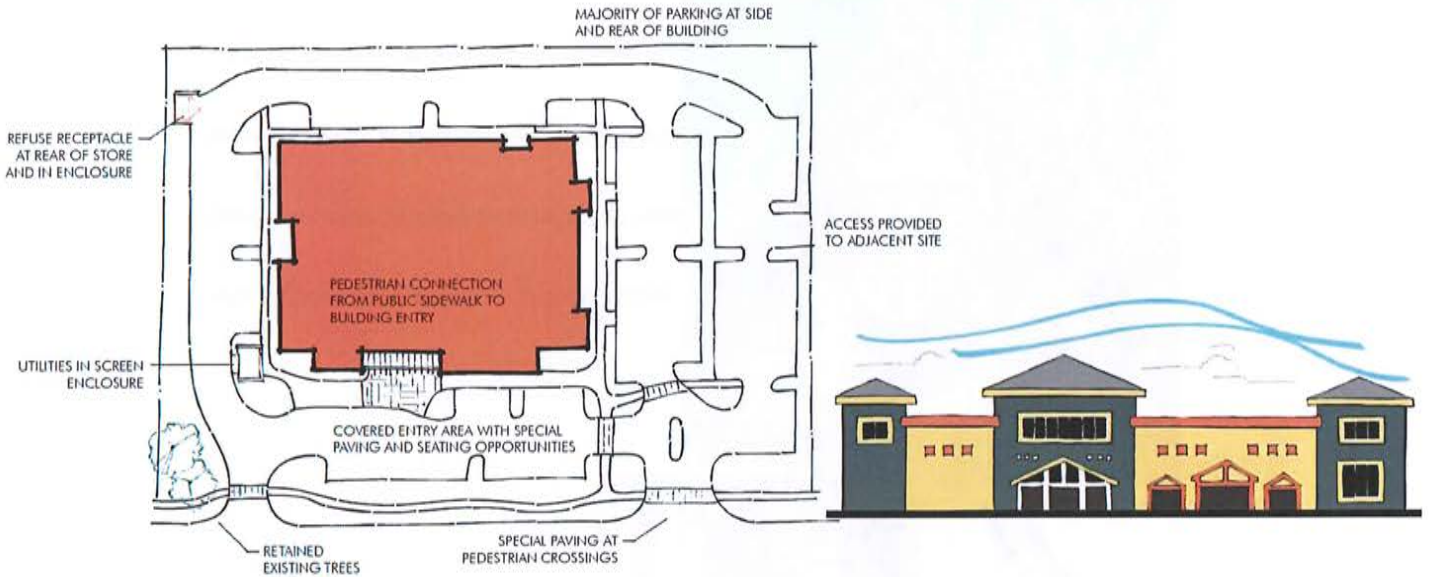


Building siding materials are also important to the overall look of the structure. Technological advances in these materials allow for emulation of different textures and materials while providing a long-lasting, attractive and low maintenance building. As noted in these guidelines, the appearance in most cases is the important focus, not necessarily the material type.

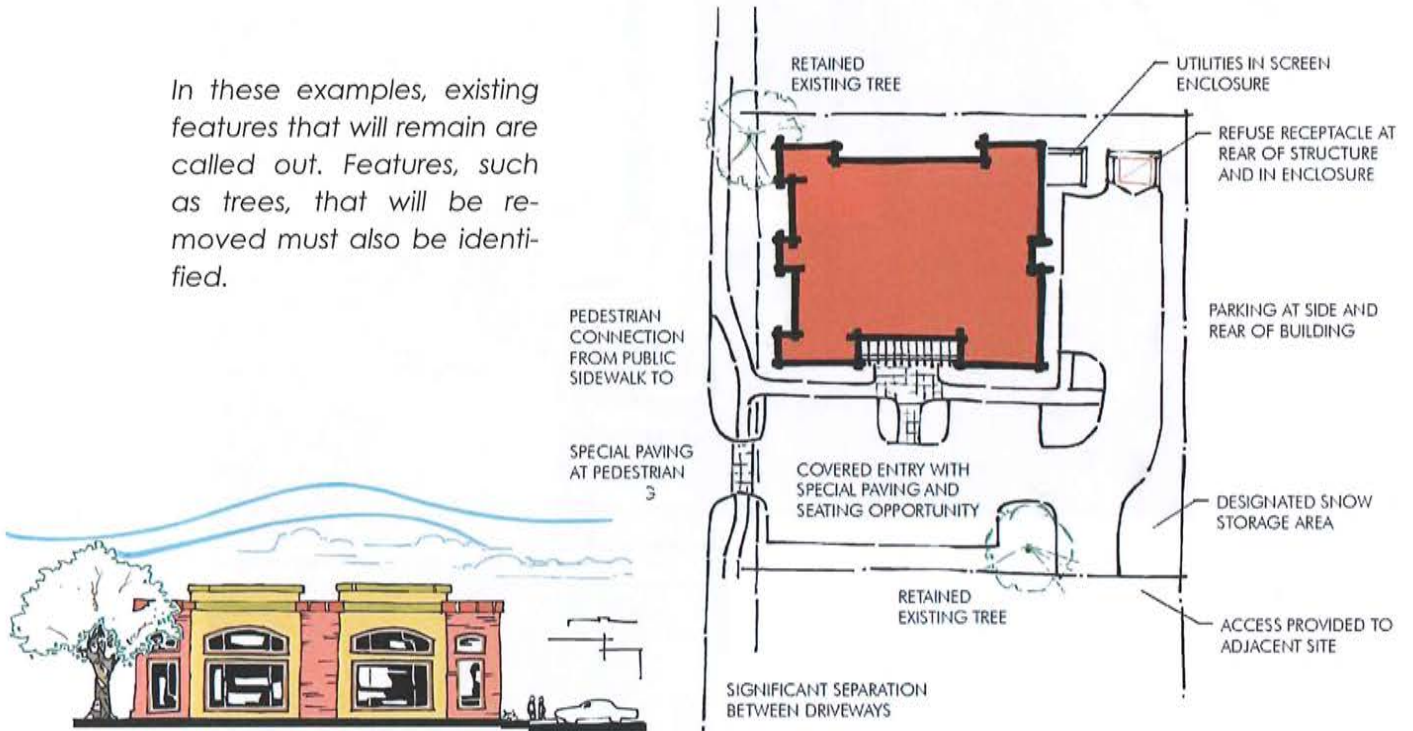


4. Site Planning

Buildings are placed on a parcel of land and must interact with the surrounding buildings, allow for pedestrian access, vehicle parking, snow removal, landscaping and a variety of other amenities and requirements. Plot plans, such as those illustrated here, will provide the City with the ability evaluate the building within the context of surrounding structures.



In these examples, existing features that will remain are called out. Features, such as trees, that will be removed must also be identified.



5. Building Form

The location and use of the structure often dictates the shape and layout of the building. In the downtown for example, pedestrian access is important and the buildings are oriented to the street with little or no setbacks. Parking is located along the street or in public lots near, but not adjacent to, the buildings. The smaller parcels in the downtown also restrict side yard setbacks. As would be expected in older downtowns the buildings are two or more floors in height and have flat roofs, or at least the façade of a flat roof as seen from the street.

Further away from the downtown, the buildings are typically on larger lots, have setbacks and on-site parking. Along South Mount Shasta Boulevard several of the buildings are converted homes and retain most of the architectural features from their previous use. With these buildings, as well as those along Lake Street, it is expected that a majority of the visitors will drive to the structure and expect to be able to park at their destination.

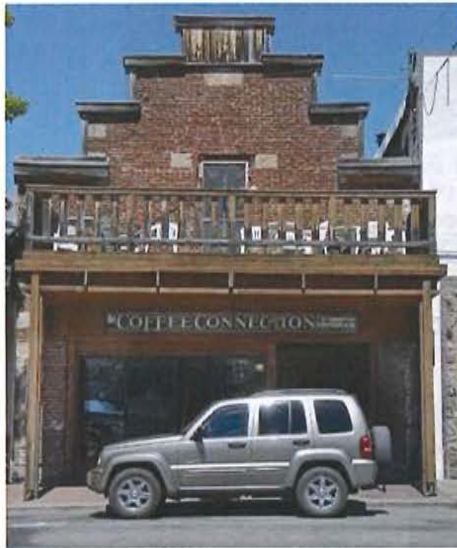


This example of the City Hall and the adjacent two-story structure shows the flat roof and building façade prevalent in the downtown. Note the lack of setback and the street presence with doors opening onto the street. Both buildings provide a small alcove to help shelter pedestrians from the weather. Color is used to help accentuate the building's design.



6. Examples (Non Residential)

The non residential buildings that appear on the pages in this document represent examples of compliance with the ideas of design in Mount Shasta. Note that there is a diversity of design, color, materials and approach, including a sense of humor and place that all make for an aesthetic in Mount Shasta. The design of any new non residential structure needs to complement the existing buildings in the City.





Obviously not all of the features found on all of these buildings would apply in all of the cases. The intent here is to illustrate a number of the buildings in town that typify the design sought by the community. In some cases the buildings were converted from other uses, in others they were purpose built. Regardless, through careful attention to the design of the community, the buildings are an example to be used for new proposals, and to which new designs will be compared.

7. Multi-Family Dwellings

Mount Shasta doesn't currently have a large number of apartment projects from which design components can be drawn. The following photographs and captions are examples of projects constructed in other communities following themes consistent with the expectations of the City. Note that multiple family housing has changed in approach and concept over the years, and the 'apartment project' of the 1970's is not likely to be proposed. Today's multiple family dwellings are often modeled as townhomes, disguised as large single-family homes, or constructed in clusters of duplex, triplex and larger units in a subdivision format. From the street, and adjacent areas, new multiple family housing developments should be compatible with its surroundings, drawing architectural features from existing buildings in the neighborhood. To the extent possible the housing unit, and not the garage, should be prominent from the street.

These examples all include features that would be consistent with new development in Mount Shasta, including the provision of open space, the de-emphasis on parking and varying roof forms.



8. Employment Center

Employment Center uses can range from light industrial to larger office complexes and are generally expected to have truck delivery facilities, be adjacent to highways and arterials larger roadways and possibly rail. The City has adopted specific design guidelines for some Employment Center land, and may adopt new guidelines at the request of the applicant, or as part of a Specific or General Plan, for other land. The examples shown here are of larger buildings that meet the intent of the guidelines. Note the varied wall and roof lines, and especially the landscaping used soften the view of the building from the road. Loading and receiving areas, and external storage, is largely hidden from the public by the building(s) and landscaping.



A variety of methods and materials can be used to accent buildings. Even metal buildings can include design elements that help to reduce the visual scale, and provide visual interest to the structure.

F. Design Review Process

Design review subject to these guidelines is required of all non-residential buildings and for multiple family residential buildings in excess of three units.

1. Applicability

The Design Review Requirements shall apply to the following in all zoning districts:

1. All proposed non-residential development for new construction, excluding interior tenant improvements.
2. Alterations to the exterior façade of an existing building and/or suite/storefront including color or material changes or the use of exposed neon lighting.
3. All such development meeting at least one the above criteria shall be subject to review and approval by the City for conformance with all applicable design requirements.
4. Interior alterations that combine one or more suite/storefront shall not be considered new construction or a new construction addition.

2. Review Process

The review and approval of all requests for compliance with design review requirements shall proceed through the following process: (Other development requests may run concurrent with design review.)

1. Pre-application meeting with the City (required)
 - a. Identify areas that are incomplete or need additional design elements.
 - b. Identify any off-site requirements necessary to support the project.
 - c. Identify appropriate application for development (Design review runs concurrently with all development applications, i.e. site plan, subdivision plat and building plan applications, etc.)
2. Following the pre-application meeting the applicant may need to revise the submittal. Depending on the degree of revision it may be necessary to meet again with Staff to review the proposal. The applicant is responsible for submitting completed design review application materials.
3. Within 30 days, staff prepares staff report with recommendation Approval/Denial of design review requirements.
4. The Planning Commission will either approve or deny the design review. Design review will be considered after all other development applications such as General Plan Amendment, Rezoning, Conditional Use, Subdivision Plat, etc. The Commission shall review the project to determine if the following findings can be made:
 - a. The proposed building and site plan is consistent with the photographic examples of acceptable styles, elements, themes, materials, massing, detailing, landscaping, and relationships to street frontages and abutting properties examples shown in these guidelines.

- b. The design of the proposed building(s) or structure(s) includes universally acceptable wall materials, or alternative treatments for panelized or prefabricated structures, identified in the guidelines under Color and Material.
 - c. Roof design includes appropriate detail to match the surrounding structures, do not create glare and are complimentary in color to the building.
 - d. Design of the structures is sufficient to prevent vibrations or noise from sources internal to the structure from being detected at the property lines.
 - e. Proposed color scheme is consistent with the preferences identified in the guidelines under "Color and Materials." Base color is a neutral color and the trim color accents or contrasts the base color.
 - f. The site plan demonstrates both motorized and non-motorized connectivity from the public right of way to the buildings and other site amenities.
 - g. The proposed development is in conformity with the standards of the Land development Code and other applicable ordinances insofar as the location and appearance of the building and structures are involved
5. The design approved by the City, including all design conditions, will be made part of any subsequent building permit application.
 6. Prior to occupancy of the project, the project must have completed the design in conformance with the approved plans. (Note that allowance may be made for landscaping or other season-dependant construction elements.)

3. Submittal Requirements

Unless otherwise directed by the Planner, all of the following information must accompany a request for design review. The City Planner may also require all of the following information to accompany a request for design review in the form of design review booklets utilizing color when applicable:

1. Detailed site plan, to scale, including nearest adjacent intersection or driveway and showing the approximate location of adjacent structures. (The site plan information can be submitted electronically in PDF® format.)
2. Site photographs showing site and adjacent properties. (digital pictures are preferred and can be supplied on CD-ROM or other mass storage device)
3. Building elevations drawn to scale. (The elevations may be submitted electronically in PDF® format.)
4. Color renderings with color and materials palette of all elevations of all models and accessory structures.
5. Narrative explaining the relationship between the proposed development and adjacent development.

6. Detail of proposed pedestrian areas showing cross-section and materials used.
7. Narrative illustrating compliance with Design Review Qualitative Guidelines.
8. Narrative explaining landscape concept and attempts to preserve existing vegetation and re-vegetate sensitive areas.

4. Design Feature Waiver Process

While the design waiver process can occur concurrent with the overall project design review, there is a risk that the City may not approve the waiver and the project will need to be redesigned. In submitting the waiver request with the design review request the applicant understands and accepts the risk. The following process will be followed for a waiver of some or all of the design manual requirements:

1. Application for the design waiver is submitted with a detailed written explanation of why the City should support the waiver.
2. A conditional use permit application fee is paid to the City.
3. Within 30 days, the planner will schedule a public hearing to consider the design waiver and provide a staff recommendation on the request.
4. As part of the staff report for the design feature waiver, staff will recommend: approval, approval with conditions or denial to the Planning Commission. The staff report will consider whether the following additional finding can be made:
 - a. That the proposed design meets the intent of these guidelines in providing "excellence" in design and an improvement in overall City appearance.
5. Approval by the Planning Commission shall constitute approval of a design waiver.

G. Non Residential Design Requirements

1. Building Orientation

1. Loading and service bays shall be screened from public view, including public views from across privately owned areas open to the public, such as parking lots and landscaping.
2. Building design shall encourage the efficient use of energy through building orientation and window and door placement or other means such as shade structures or canopies.
3. Site and landscape design shall not impede surveillance abilities.
4. All mechanical equipment shall be screened from public view.
5. All exterior storage, including trash receptacles, shall be screened from public view.
6. Roof access ladders shall not be visible on any building elevation. Roof drainage shall utilize interior roof drains or be architecturally integrated into the building design.
7. Within the downtown (C-1 Zone District) buildings shall be oriented toward the street with all on-site parking areas to the rear of the building.

2. Roof Design

1. Within the downtown, buildings without pitched roofs shall provide appropriate detail to match the surrounding buildings and to screen any mechanical equipment.
2. Roofing materials and colors shall not create glare affecting pedestrians or vehicular traffic. Roofing material colors should complement the overall building design.

3. Buildings

1. Noise generating equipment and trash enclosures/compactors shall be directed away from public spaces, pedestrian areas and residential uses, and shielded.
2. The architectural design of buildings within a commercial center, including freestanding pad buildings shall conform to the architectural theme of the center in terms of style, materials, texture, color and scale. Buildings that derive their architectural style, including colors, primarily from applied treatments that express corporate identity are discouraged.
3. Buildings within the Employment Center zone district should:
 - a. Foster a strong connection to the street by placing internal uses that require window openings and pedestrian entrances (such as offices) within the front of the building.
 - b. Place external storage, truck parking and warehousing uses to the rear of the building so as to allow the building and landscaping to help screen these uses from the public road.
 - c. Ensure that all building elevations facing public streets, whether such elevations function as the front, side, or rear of the building, should be designed to avoid the appearance of the "back of the building". These facades should be designed with materials, colors, details, and features that are similar to the front facade wall surface with expansion joints, expression lines, trellises, recessed panels, faux windows, reveals, or changes in texture and color. Blank walls are prohibited.
4. When a freestanding pad building is proposed within a larger vacant commercial parcel, a conceptual architectural design theme for the future commercial center shall be established and shall be binding on the future commercial development.
5. The use of decorative pilasters, moldings, cornices, wainscots, and other similar façade treatments shall be required to enhance the building appearance.
6. Walls of 25 feet or more in length shall be provided with a horizontal articulation of a minimum of three feet.

4. Color / Materials

1. Building materials shall emphasize the use of those with inherent texture or scale. Universally accepted wall materials shall be plaster (either traditional cement or acrylic applications) horizontal wood siding (natural or composite), shingles, or split face concrete

block. In addition, accent materials, (tile, stone, or brick veneer, etc.) with these characteristics is recommended in combination with the above elements.

2. The use of wood, or wood-like materials, is strongly encouraged as a primary or accent component of the design.
3. Panelized materials or vertically patterned plywood siding can be considered provided the material is installed in a way which minimizes the visual impact of the panelization. Ideally street views of the structure would be clad in horizontal siding materials.
4. Pre-fabricated metal buildings shall only be permitted as a principal building within the Controlled Manufacturing (CM) or General Industrial (M) District, or as may be provided in specific plans and/or planned development zone districts.
 - a. These buildings are to incorporate non-metal accents to add sufficient visual interest and to break up otherwise monotonous building elevations. Said accent materials may include stone, tile, or other material as approved.
 - b. All pre-fabricated metal buildings shall be accented by a detailed landscape plan.
 - c. Pre-fabricated metal buildings shall not be permitted in industrial districts where the proposal would be adjacent to single-family or multi-family residential land uses.
5. Building colors should tend toward neutral and base colors for the bulk of the structure however accenting colors should be contrasting and may be much brighter in hue and palate. Ideally the colors should complement others in the neighborhood and accent the design of the building. The use of corporate colors that would conflict with the intent of these guidelines and use garish contrasting design to effectively create a building-sign shall be discouraged.

5. Pedestrian Amenities

1. Site design shall incorporate elements that enhance the pedestrian environment, such as features that reflect human scale, the use of covered walkways for the shelter and shade of the pedestrian, and richness of materials at the pedestrian level.
2. All developments shall provide at least one pedestrian walkway from the right-of-way to the building entrance or sidewalk adjacent to the building. This walkway shall be separated from all vehicular movements except where drive aisle crossings are necessary.
3. Customer entrances shall provide weather protection features such as awnings or arcades.
4. All on-site walkways shall provide no less than four feet of clear pedestrian access.
5. Walkways shall be anchored by special design features such as towers, arcades, porticos, pedestrian light features, bollards, planter walls,

and other architectural elements that define circulation ways and outdoor spaces.

6. All walkways and/or paths that traverse vehicle drive aisles shall be distinguished with various hardscape materials such as specialty pavers or stamped colored concrete.
7. All pedestrian refuge areas shall provide pedestrian scale lighting and concentrated landscaping where appropriate.
8. Regular and frequent placement of bench seating areas should be located along pedestrian routes where appropriate.
9. When appropriate, allow access from adjacent areas by incorporating fence and landscape penetrations into the pedestrian circulation element.
10. To encourage alternative modes of transportation, site design shall include, as appropriate, connections to existing and planned off-site trails/paths and existing and future/proposed commercial developments; and bikeways, bicycle parking and storage areas.
11. Awnings and other covered areas are encouraged to help accent the building and provide weather protection for pedestrians.

6. Snow

1. Each unenclosed parking area, including circulation drives and aisles, shall provide a snow storage area(s) equal to one-quarter of the total parking and driveway area. The size of the area may be reduced if:
 - a. The size and configuration of snow storage area(s) allow ramping or other removal and storage methods which reduce the amount of area necessary to store snow in comparison to normal snow removal and storage operations;
 - b. A long-term snow hauling plan is adopted as part of the project and the snow hauling plan demonstrates the property owner and/or snow removal contractor has sufficient rights to an off-site storage area(s) to store excess snow from the property with an acceptable method to transport the snow from the property to the off-site storage area(s); or
 - c. An acceptable method to remove and store snow from the property has been adopted as part of the project and the method(s) clearly demonstrate that the amount of snow storage area(s) required by this section is not necessary.
2. Snow storage areas:
 - a. Shall be located near the sides or rear of parking areas, away from the primary street frontage;
 - b. Shall be located to maximize solar exposure to the greatest extent feasible. Areas shaded by structures or vegetation shall be avoided;
 - c. Shall be located so that snow moving equipment is not required to enter the public streets to move snow to the storage area;
 - d. Shall be located in areas that are substantially free and clear of obstructions (e.g. propane tanks, trees, large boulders, trash enclosures, utility pedestals);

- e. May be located within parking areas but each parking space shall be considered one half of a parking space needed toward meeting parking requirements for the use; and
 - f. May be located within required landscaping areas but the areas shall be planted with landscaping tolerant of snow storage.
 - g. Snow storage areas shall be designed to provide adequate drainage to prevent ponding and the formation of ice, especially within pedestrian areas and driveways.
 - h. Drainage from snow storage areas shall be directed towards drainage retention/treatment facilities.
3. Minimum dimensions. The minimum dimension of a snow storage area shall be 10 feet in any direction.
 4. Neither the building nor any accessory structure, shall be designed to allow snow to shed onto adjacent properties, on-site parking or entry areas.

7. Lighting

1. All development shall incorporate a site lighting plan to ensure security.
2. All lighting shall be properly shielded from adjacent properties.
3. Exterior lighting shall be full-cut off to reduce or eliminate the potential for unnecessary lighting of the night sky.

8. Accessory Structures

1. Fences used for screening, privacy or as decoration, shall be of similar or complementary materials to that of the primary structure.
2. Chain-link and similar security fencing may be allowed in areas not typically viewed from the public right of way.
3. Accessory buildings shall be of similar design materials and appearance to that of the primary structure when viewable from the public right of way. If not viewed from the public roadway, then the accessory building may be of different materials and colors to that of the primary structure.

H. Multi-Family Residential Standards

1. Where four or more units are located within a single structure, the building shall be designed with structural and spatial variety along the front façade and staggered roof planes. The intent is to avoid a monotonous or overpowering institutional appearance.
2. Multi-family projects with two or more buildings shall be designed with variation between building setbacks and/or placement to avoid the creation of monotonous streetscapes. Additionally, site plans shall be designed with variation in both the patterns and the siting of structures so the appearance of the *streetscape* is not repetitive. The City recognizes the need for design flexibility for townhome projects. Building placement and setback variation for townhome projects shall be reviewed on a case-by-case basis.

3. The City strongly encourages project design that incorporates existing significant natural features of the site. Significant natural features include, but are not limited to, protected trees/tree clusters, topography, solar access and creeks. Projects located along natural creek corridors or wetland areas have a unique opportunity to enhance the natural environment and aesthetics as a design attribute to the project (e.g. buffers, vegetated wetland drainage corridor, active or passive recreational improvement, and /or interpretive area for a riparian or habitat area). Living areas of residential units shall be designed to take advantage of views of preserved significant natural features.
4. The City encourages innovative designs that mitigate the potential adverse environmental effects of stormwater runoff through minimization of impervious surfaces, use of design features to prevent pollutants from contacting runoff, and integration of stormwater quality treatment filters, including infiltration where feasible, into site landscaping. Grassy swales, pervious pavement, diversion to sanitary sewer, and water quality basins are examples of how to mitigate or reduce adverse environmental effects of stormwater runoff.
5. Open space shall be incorporated into the site plan as a primary design feature and not just remnant pieces of land used as open space. The open space should be centrally located and positioned within the view shed of the nearest units such that the residents can watch over the area. Open space associated with ownership units (e.g. townhomes) may be located in private yard areas
6. In conjunction with the open space requirements, all multi-family projects of eight or more units shall provide one or more amenities for the residents as listed below. Amenities shall be centrally located for a majority of residents. Amenities may be located within and counted toward open space requirements. The number, type, and size of amenities should be proportional to the anticipated number and representative of the anticipated needs of future residents. For example, a senior housing complex may not benefit from development of a tot lot and an apartment project located in close proximity to a community park may not benefit from the duplication of park amenities.
 - a. Tot lot/play structure;
 - b. Community garden;
 - c. Picnic tables and BBQ areas (preferably with shelter/shade structures);
 - d. Swimming pool;
 - e. Indoor recreation facility;
 - f. Sports courts (e.g., tennis, basketball, volleyball);
 - g. Natural open space area with benches/viewing areas and/or trails;
 - h. And/or other active or passive recreation area that meets the intent of this guideline.

1. Access, Circulation and Parking

1. Multi-family projects shall be designed with an internal pedestrian/bicycle system providing access to individual units, common areas and off-site connectors as appropriate.
2. In addition, designated pedestrian access into multi-family development shall not be limited to vehicle access points only.
3. Generally, the use of special paving is encouraged to enhance project design. However, special paving should be used as an accent where it serves some purpose. Preferred locations for special paving include: project entryways, pedestrian crosswalks, pedestrian walkways and common open areas. Note too that some raised paving styles can make snow removal more difficult.
4. Large surface parking areas for resident and visitor parking shall be designed with a series of smaller parking fields. These multiple smaller parking lots are preferred and will minimize the expansive appearance of parking fields.
5. Parking areas have the potential to be a source of noise and light that may affect homes on and off site. In an effort to reduce this potential impact, the following improvements are required:
 - a. Landscape areas between dwelling units and parking areas on-site shall be improved with berming and/or landscape to achieve a minimum 36" screen.
 - b. Landscape areas between parking stalls for multi-family development and off-site residential dwellings, not otherwise screened by a masonry wall, shall be improved with berming and/or landscaping to achieve a minimum 36" screen.

2. Landscaping

1. Landscaping shall be designed as an integral part of the overall site plan with the purpose of enhancing building design, scale, public views and spaces, and providing buffers, transitions and screening. Landscaping can also serve to filter and infiltrate storm water runoff to reduce adverse environmental effects of urban runoff. The landscaping plan shall include the portions of the adjacent right of way (if any) and be consistent with the City's tree planting program.
 - a. Both street trees and accent trees should include a combination of evergreen and deciduous trees for screening, canopy, and seasonal change.
 - b. Shrubs and groundcover shall be designed to enhance the character of the development. Landscape considerations should include visual appearance, parking lot screening, clear sight visibility at driveways and pedestrian connections, absorb stormwater runoff, and provide for the efficient use of water.

- c. Perimeter Landscape. Perimeter landscape areas shall be designed to maximize screening and buffering between adjacent uses. Privacy shall be maximized between multi-family and adjoining single-family development. This shall be achieved by including initial large plantings, clustering of the plantings, and use of evergreen trees. The placement, number, size and type of planting should also complement the project design.
 - d. The City encourages project design that reduces the amount of stormwater runoff by utilizing rain gardens, landscaping at downspout locations and other innovative design features.
2. Street facing elevations shall have landscaping adjacent to their foundation. Landscaping on other elevations may be required on a case-by-case basis. Landscaping shall be utilized to frame, soften, and embellish the units, to buffer the units from undesirable views, to break up large expanses of parking and to ensure compatibility to provide visual screening.
 3. All areas not covered by drive aisles, parking or necessary hardscape shall be appropriately landscaped.
 4. Use landscaping, building placement and fencing to create gateways to the common open space, creating a distinction between the public realm and the semi-private open space.
 5. Trash enclosures should be conveniently located for collections and maintenance and shall be enclosed with durable materials that are architecturally compatible with the design of the buildings. Where trash enclosures are located adjacent to landscape planters, landscaping shall be incorporated around the trash enclosures to provide more effective screening.
 6. Utility equipment such as transformers, electric and gas meters, electrical panels and junction boxes shall be screened by walls and/or landscaping. Combine the location of utilities and services where feasible.
 7. Open view fencing is required along interior property lines abutting open space. The City discourages perimeter fencing of any type along street frontages except where noise attenuation is required. Where perimeter fencing is proposed, for purposes other than noise attenuation, along the public street frontage, open view fencing shall be used (such as wrought iron or metal tube).
 8. Lighting of Parking Areas, Drive Aisles, and Pedestrian Walkways Site lighting for multi-family projects include lighting of project entries, drive aisles and parking areas, pedestrian walkways, and common areas designated for regular nighttime use. This lighting is important for safety reasons and for the architectural enhancement of the development. Building lighting guidelines are listed in the architecture section.
 - a. Exterior lighting shall be pedestrian in *scale*.
 - b. Exterior site lighting shall be designed so that light is not directed off the site and the light source is shielded downward from direct off-site viewing. Specifically, light features shall be located and designed with cut-off lenses to avoid light spill and glare on adjacent properties.
 - c. The City encourages use of low-level bollard lighting for illumination of pedestrian walkways.

- d. Outdoor light fixtures used to illuminate architectural and landscape features shall use a narrow cone of light for the purpose of confining the light to the object of interest and minimize light trespass and glare.

APN _____

PROJECT NO. _____

ARCHITECTURAL DESIGN REVIEW APPLICATION
(Print or Type in Black Ink Only)

- o Conditional Use Permit \$480
- o Variance \$580
- o Subdivision (4 or Less) \$650 + Time/Materials
- o Subdivision (5 or More) \$300 + \$150 per parcel
- o Rezoning / Rezonning \$425
- o General Plan Amendment \$580
- o Home Occupation – Administrative \$80
- o Home Occupation \$345
- o Other _____ \$100 + Time/Materials
- o Annexation \$750 (5Acres or Less)
- o Annexation \$1,200 (More than 5 Acres)
- o Lot Line Adjustment \$150
- o Optional Design \$180
- o Architectural / Design \$325
- o Sign – Administrative \$55
- o Sign \$245
- o _____ (If not listed, check with Planning Dept. for current description & fee)

In addition to the above fees, applicants shall be required to reimburse the City of Mt. Shasta for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.

PLANNING DEPARTMENT

_____ Application Received
 _____ Accepted as Complete
 _____ Received By

CASHIER

_____ Application Fee
 _____ Receipt Number
 _____ Received By

APPLICANT NAME _____
 ADDRESS _____
 TELEPHONE/ FAX # _____

OWNER NAME _____
 ADDRESS _____
 TELEPHONE/ FAX # _____

REPRESENTATIVE NAME _____
 ADDRESS _____
 TELEPHONE/ FAX # _____

PROPERTY OWNER SIGNATURE REQUIREMENT

I hereby certify that the facts, statements, and information presented within this application are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City of Mt. Shasta. I hereby certify that I have read and fully understand all the information required in this application form.

By signing this application, I (we) hereby authorize City, County, State and Federal agencies, requested to review this application, to enter my property for the purpose of reviewing and commenting on this application. The authorization is valid from the date of filing this application until the City formally acts to approve or deny this project.

Signature

Signature

Printed Name

Printed Name

Address

Address

City/State/Zip

City/State/Zip

Date

Date

Signature

Signature

Printed Name

Printed Name

Address

Address

City/State/Zip

City/State/Zip

Date

Date

**CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 NORTH MT. SHASTA BOULEVARD
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510 TELEPHONE *** (530) 926-0339 FAX**

APPLICANT SIGNATURE REQUIREMENT

I have read and understand Chapter 18.60 of the Municipal Code, the Archetectural Design guidelines

Signature

Printed Name

Date

**CHECKLIST FOR
ARCHITECTURAL/DESIGN REVIEW
APPLICATION REQUIREMENTS**

Unless otherwise directed by the Planner, all of the following information must accompany a request for design review. The City Planner may also require all of the following information to accompany a request for design review in the form of design review booklets utilizing color when applicable:

(Please initial the listed items to indicate they are included)

_____ Detailed Site Plan, to scale, including nearest adjacent intersection or driveway and showing the approximate location of adjacent structures. The Site Plan information can be submitted electronically in PDF format.

_____ Site photographs showing site and adjacent properties, digital photographs are preferred. Color prints must be scanned and submitted in digital format as well as photo paper.

_____ Building Elevations drawn to scale. Front and sides, at least, are required. The elevations can be submitted electronically in PDF format.

_____ Color renderings with color and materials palette of all elevations of all models and accessory structures.

_____ Narrative explaining the relationship between the proposed development and adjacent development.

_____ Detail of proposed pedestrian areas showing cross section and materials used.

_____ Narrative illustrating compliance with Design Review Qualitative Guidelines.

_____ Narrative explaining landscape concept and attempts to preserve existing vegetation.

All requested information is submitted or as otherwise discussed with City Planner.

Signature

Date

**CITY OF MT. SHASTA
COMMERCIAL PLAN REQUIREMENTS**

- I. Two complete sets of plans are required to be submitted, when required by the State Business and Profession Code, shall be wet-stamped and signed by a California-licensed architect or –registered engineer.

- II. The following items shall appear on the first sheet of the drawings:
 - A. Applicable codes: Current California Code of Regulations Title 24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, 12
 - B. Building code data: Existing and proposed group occupancy(ies) and use(s);
Type(s) of construction, including fire sprinklers;
Floor area per occupancy group/type of construction.

- III. Plans shall consist of:
 - A. Vicinity Map (with directional arrow)
 - B. Project Description
 - C. Site Plan:
 - 1. Legal description or AP number
 - 2. Indicate property lines, easements, existing and proposed drainage
 - 3. Existing buildings on site and distances to property lines
 - 4. Location of proposed work and distance to property line
 - 5. Use of adjacent spaces
 - D. Floor Plan:
 - 1. Fully dimensioned
 - 2. Use of spaces proposed and existing
 - 3. Exits (number, width, door hardware, signage)
 - 4. Location of all walls, doors, fixed equipment
 - 5. Area and/or occupation separation walls
 - 6. Fire-resistive occupancy
 - E. Corridor Section:
 - 1. Construction for one-hour fire-rated assemblies
 - F. Wall Sections:
 - 1. Framing, height, insulation, finishes, support connections at top and bottom
 - G. Foundation:
 - 1. Section drawings
 - 2. Details of construction
 - 3. Size and placement of reinforcing steel
 - 4. Anchor bolt size and location

5. Depth of footings
 6. Special deputy inspections (if applicable)
- H. Suspended Ceiling & Soffits:
1. Suspend ceiling plan – ceiling heights and finishes
 2. Gravity and lateral support
 3. Details of soffit framing
- I. Zoning Approval:
1. Obtain Zoning Exemption
 2. Provide LUP conditions of approval on each plan set (if applicable)
- J. Supporting Documents (2 sets):
1. Structural calculations (if applicable)
 2. Soils report (if applicable)
- K. Energy Compliance (2 sets):
1. Modifications to envelope – calculations required – blueprint ENV-1 forms onto plans
 2. Additional lighting load – calculations required – blueprint LTG-1 forms onto plans
 3. Additional HVAC equipment – calculations required – blueprint MECH-1 forms onto plans
 4. Mandatory features
- L. Disabled Access Compliance:
1. Area of improvement
 2. Primary path of travel to a primary building entrance and to the remodeled area
 3. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area
- M. Grading (if applicable):
1. Grading plan showing existing and proposed contours, amount of cut or fill, and topography in 5 ft. increments
 2. Projects scheduled to begin between November 1st and April 15th (rainy season) shall be accompanied by an erosion control plan
- N. Plumbing:
1. Isometric or schematic diagram with pipe size and type (gas, water, drain waste, vent, etc.)
 2. Calculations for gas and water piping
 3. Size and location of roof drains and overflows
 4. Location of all plumbing fixtures
 5. Make and model number for water closets and shower control valves
 6. Type and location of all backflow devices, backwater valves, grease traps/interceptors, and chemical interceptors
 7. Fire sprinklers shall be under separate permit

- O. Mechanical:
 - 1. Show and describe all HVAC equipment
 - 2. Size and details of support for equipment and ducting
 - 3. Location of existing and proposed supply and return air registers and all required smoke/fire dampers
 - 4. Cross sectional drawings, specifications, and calculations for new commercial hoods
 - 5. Fire suppression systems for hoods shall be under separate permit
- P. Electrical:
 - 1. E-sheets must contain a statement describing the scope of work
 - 2. Single line diagram of existing and proposed service distribution equipment, grounding systems, panel circuit schedules, and total load calculations
 - 3. Floor plan that identifies the locations of main and sub-panels, motors, equipment, outlets, switches, fixtures, exit lighting, and all power apparatus.
 - 4. Fire alarm systems shall be under separate permit

IV. Outside agencies may impact your project. A list of such agencies, including the contact person and their telephone number is available at the Building Department counter. Allow sufficient time for processing your plans through these agencies.

