

Mammoth Lakes Recreation Commission Staff Report

Commission Meeting Date: April 1, 2025

Date Prepared: March 26, 2025

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Title: Parks and Recreation Master Plan Update

Agenda: Discussion Item

Staff Recommendations:

Receive an update on the development of a new Parks and Recreation Master Plan and provide consensus comments to staff.

Background Information:

At the regular meeting of the Parks and Recreation Commission on April 2, 2024, staff presented a summary and update of recommended tasks, programs and proposed recreation amenities as outlined in the Parks and Recreation Master Plan published in 2008 and adopted by Town Council on February 1, 2012. The Plan outlined the vision, goals, and tasks for enhancing parks and recreation for Mammoth Lakes through 2025.

At that time, Town staff recommended the development of a new Parks and Recreation Master Plan that included updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and “roadmap” over the next 10-15 years or longer.

This recommendation was affirmed by the Commission and since that time, staff have been working to develop a scope of work (Request for Proposals document) and implementation plan, including a funding estimate and path forward for Town Council consideration.

Staff have provided regular updates to the Commission regarding the process and after the adoption of the 2025 Town Council Strategic Priorities on March 5, 2025, that incorporated the stated Municipal Services objective of “...conducting a comprehensive review and prioritization of all Town plans and implementation efforts...”, staff have prepared an implementation plan for the Commission’s consideration and review.

On March 19, 2025, Town Council allocated \$300,000 for the implementation of the PRMP.

Analysis And Discussion:

The Parks and Recreation Master Plan (PRMP) published in 2008 and adopted in 2012, is reaching the end of its relevancy and community-driven list of identified tasks and recommendations through 2025. Based on several public meetings, previous facility needs assessments (2001), and a comprehensive Parks and Recreation Needs Assessment Survey conducted in 2007, the plan presented six goals, provided specific level of service recommendations, and identified five primary tasks. The tasks were as follows:

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- A. Maintain and upgrade existing parks and recreation facilities to improve accessibility, usability, and service capacity.
- B. Complete construction of recreation-related projects already underway.
- C. Expand partnerships with public agencies, private organizations, and businesses to share resources in providing facilities and programs.
- D. Design additional park improvements and recreation facilities to meet recreation needs in all seasons
- E. Ensure that the Town's parks and recreation facilities will become part of an integrated system that encompasses parks, activity centers, trails, and access to public lands around Mammoth Lakes.

Tremendous progress has been made delivering on the recreational needs and expectations of the community these past 16 years. The majority of these goals and tasks have been completed, with some underway, and others that require further analysis, funding and appropriate sites for development. The values expressed in the PRMP continue to be relevant, along with the vision and framework to serve the recreation needs of Mammoth Lakes' residents and visitors. However, the stated goals, level of service recommendations, and primary tasks need to be realigned and reimagined to provide the necessary framework to meet the ever changing and evolving recreation needs and expectations of the community, second homeowners, seasonal workers, and visitors to Mammoth Lakes.

Implementation Plan

The Parks and Recreation Master Plan will be a guiding document for future development and redevelopment of the Town's system of parks, facilities, and recreation programs and services over the next 10-15 years. The plan will define goals, tasks and prioritized strategies and program and amenity recommendations based on current and future funding, land use and level of service scenarios and standards.

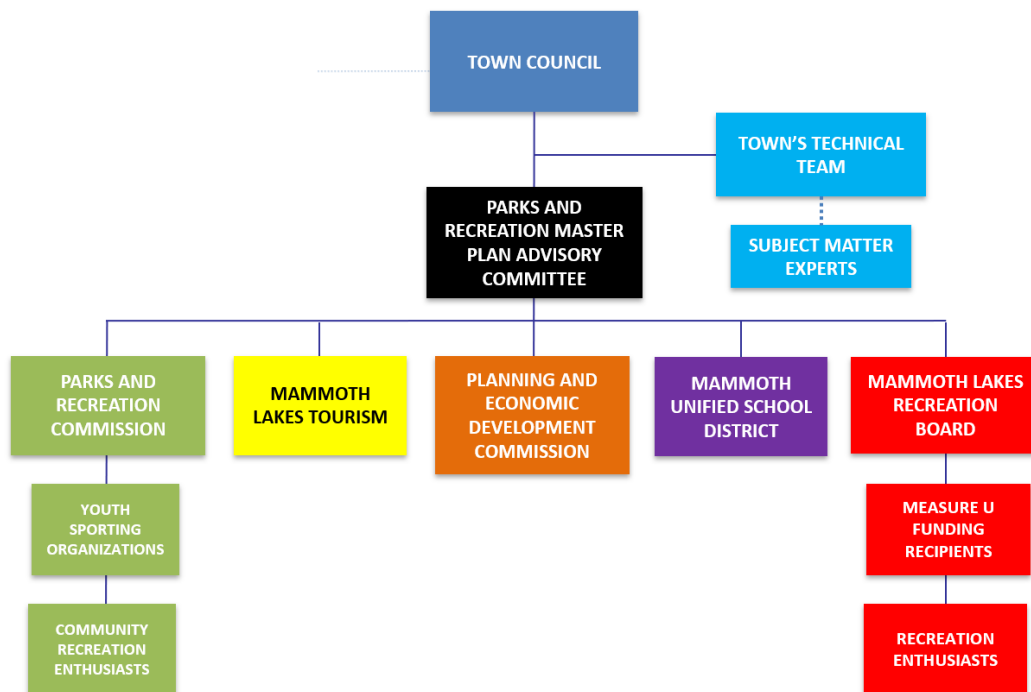
A comprehensive master plan is expected to take 12-18+ months, depending on the desired outcomes and defined deliverables. There are several phases and tasks required to begin the process to update the Parks and Recreation Master Plan (PRMP) that are outlined below. Prior to the selection of the consultant and finalization of the PRMP outcomes and deliverables, the phases below should be used only as a guide in the process to inform planning efforts.

Phase 1 – Preparation Phase (March – May 2025)

- 1. Establishment of the Town's Technical Team
 - a. Composition: Parks and Recreation Director, Public Works Director and Community and Economic Development Director.
 - b. Purpose: Manage the development of the PRMP.
 - c. Responsibilities:
 - i. Manage the RFP process, including the selection of the consultant.
 - ii. Support and staff the PRMP Advisory Committee.
 - iii. Provide technical expertise and coordinate the addition of subject matter experts as needed to support the development of the PRMP.
 - iv. Provide general oversight, expertise and guidance to the consultant.

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- v. Support the Parks and Recreation Director as needed in the delivery of the PRMP.
2. Mammoth Lakes Recreation (MLR) board (3/18) and Parks and Recreation Commission (4/1) presentation of the DRAFT PRMP Development Plan. Includes the proposed timeline, desired outcomes and deliverables, and the proposed formation, composition and purpose of the PRMP Advisory Committee.
 3. Town Council presentation and approval of the PRMP Implementation Plan (4/19), including the desired outcomes and defined deliverables, and direction to form a Brown Act PRMP Advisory Committee who will function as the Town Council’s advisory body for the development of the Parks and Recreation Master Plan.
 4. Formation of the PRMP Advisory Committee
 - a. The composition of the committee is as follows and its relationship with the Town Council is illustrated below in the organizational chart.
 - i. 1 x Town Councilmember + alternate (4/16)
 - ii. 1 x Parks and Recreation Commissioner + alternate (6/3)
 - iii. 1 x Mammoth Lakes Recreation Board member + alternate (5/13)
 - iv. 1 x Planning and Economic Development Commissioner + alternate (5/14)
 - v. 1 x Mammoth Unified School District representative + alternate (TBD)
 - vi. 1 x Mammoth Lakes Tourism representative + alternate (5/21)
 - vii. 3 x Community at Large representatives (application process – selected by Town’s Technical Team.



- b. Purpose: Town Council Advisory for the development, review and implementation of the PRMP’s stated outcomes and deliverables.

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- c. Responsibilities:
 - i. Provide general input, guidance and communicate their affiliated organizations recreation interests to the consultant and the Town's Technical Team.
 - ii. Participate in regular (quarterly) progress reports scheduled by the Town's Technical Team. Inform their respective organizations as well as provide consensus input/recommendations from their respective organizations to the consultant.
 - iii. As needed, support the consultant and Town's Technical Team in the development of the PRMP development plan (i.e. community engagement tactics, public outreach, venue locations, etc.)

Phase 2 – Consultant Appointment (June 2025 – August 2025)

1. Publication and distribution of the Request for Proposals (RFP) document for the development of the Town of Mammoth Lakes Parks and Recreation Master Plan.
 - a. Plan to publish on April 25 with selection in June by the Town's Technical Team.
2. Town Council selection (8/6) of consultant/firm and allocation of additional funding (if necessary) to develop, manage and deliver the new Parks and Recreation Master Plan.
3. Kick off meeting with consultant and introduction of dedicated Consultant Project Team to the Town's Technical Team, PRMP Advisory Committee and the Town Council. The consultant will present an overview of the process, timeline and how it will develop a clear set of goals, tasks and level of service standards for the community's park system, green space, trails, recreation facilities and program development for the next 10-15 years, if not longer.

Phase 3 – Community Engagement, Data Collection and Plan Development (Sept. 2025 – Summer 2026)

1. Consultant conducts a review of previous documents, an inventory analysis that considers the fair and equitable quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services.
2. Consultant presents the project website and communication channels utilized for community outreach, engagement and information sharing.
3. Consultant presents the community engagement plan, tactics (activities, techniques and formats), strategies and methodology to achieve equitable, inclusive and broad community participation in the PRMP planning process.

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4. Consultant presents recommendations for the review of the vision and mission statements, department goals and tasks. Includes a summary of gaps in services and/or amenities identified from extensive public outreach and the needs assessment survey.
5. Consultant presents DRAFT PRMP Master Plan that includes the following elements:
 - a. Written goals, (new vision/mission statements if necessary), tasks, and recommended new/redeveloped recreation services and facilities.
 - b. Financial action plan that includes an asset management plan addressing planned maintenance and on-going investment for existing and future amenities (including conceptual site plans).
 - c. Develop conceptual site plans for the following:
 - i. Whitmore Recreation Area
 - ii. Bell Shaped Parcel
 - iii. Community Center Park
 - d. Summary of existing conditions, inventories and utilization metrics, population demographics and outcome metrics. Includes charts, graphs, maps and other data as needed.
 - e. Presentation of Level of Service standards for the life of the plan (approx. 15-20 years. Should include year-round residents, second homeowners, and seasonal worker populations.
6. Environmental review (CEQA) of the draft Parks and Recreation Master Plan.

Phase 4 – Approval and Public Presentation Phase (Fall 2026)

1. Town Council approval of a Resolution for a General Plan amendment adopting the Parks and Recreation Master Plan and amending the Parks, Recreation, and Open Space Element of the Town’s General Plan.
2. Consultant presents the new Parks and Recreation Master Plan to the public, the Parks and Recreation Commission, Mammoth Lakes Recreation board and the Planning and Economic Development Commission.

Phase 5 – Implementation Phase (Fall/Winter 2026/27)

1. Town’s Technical Team drafts and presents Implementation Plan to PRMP Advisory Committee and Town Council for review and approval.
2. Town’s Technical Team and assigned staff begin implementation of the community-driven and validated goals, tasks and plan objectives, including the revision of the Capital Improvement Plan (CIP) as necessary.