



Town of Mammoth Lakes

Planning & Economic Development Commission Staff Report

Meeting Date: August 13, 2025

AGENDA TITLE: Appoint a primary and secondary member of the Planning and Economic Development Commission to the Park and Recreation Master Plan Advisory Committee

REQUESTING DEPARTMENT:

Parks & Recreation - Stuart Brown, Director

Community & Economic Development – Nolan Bobroff, Director

OBJECTIVE:

1. Appoint a primary and secondary member of the Planning and Economic Development Commission to the Park and Recreation Master Plan Advisory Committee

SUMMARY:

As a part of the efforts to update the Parks and Recreation Master Plan (PRMP), a Brown Act Advisory Committee is being formed to serve as an advisory body for the development of the PRMP.

I. INTRODUCTION AND BACKGROUND

On March 19, 2025, Town Council allocated \$300,000 for the implementation of the PRMP, and subsequently on April 16, 2025, received an initial review and strategy of updating and prioritizing Town-wide plans and directed the Town Manager to publish the PRMP Request for Proposals (RFP) and to form a Brown Act Advisory Committee who will function as the Town Council's advisory body for the development of the PRMP. Town Council representatives to the Advisory Committee include Mayor Pro-Tem Rice with Mayor Bubser as the alternate.

II. ANALYSIS

The Parks and Recreation Master Plan (PRMP) 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 or longer. The plan will define goals, tasks and prioritized strategies, 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 to complete, depending on the desired outcomes and defined deliverables. The phases and tasks required to complete the process to update the PRMP are outlined below. The phases below, along with the dates shown, are intended to be used only as a guide in the process and may change as we move through the process.

- ~~Phase 1 – Preparation Phase (March – May 2025) – COMPLETED~~
- Phase 2 – Consultant Selection (June 2025 – September 2025)
- Phase 3 – Community Engagement, Data Collection and Plan Development (Sept. 2025 – Summer 2026)
- Phase 4 – Approval and Public Presentation Phase (Fall 2026)
- Phase 5 – Implementation Phase (Fall/Winter 2026/27)

Formation of the PRMP Advisory Committee

The Parks and Recreation Master Plan (PRMP) Advisory Committee is the Town Council's Brown Act Advisory Committee for the development, review and implementation of the PRMP's stated outcomes and deliverables.

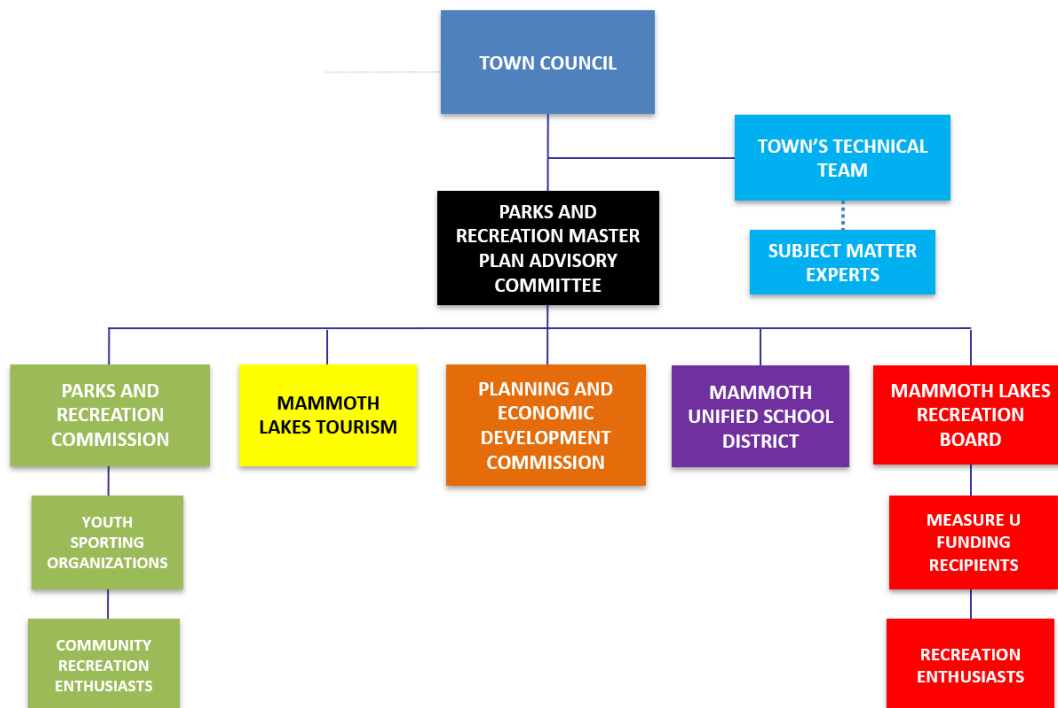
Responsibilities include the following:

- Provide general input, guidance and communicate their affiliated organizations recreation interests to the consultant and the Town's Technical Team.
- 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.
- 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.)

The committee is expected to meet approximately 4-6 times for the duration of the master plan development plan process.

The composition of the committee is as follows and its relationship with the Town Council is illustrated below in the organizational chart below.

- Mayor Pro-Tem Rice and Mayor Bubser (alternate)
- Parks and Recreation Commissioner Wisner + Newbry as the alternate
- 1 x Mammoth Lakes Recreation Board member + alternate
- 1 x Planning and Economic Development Commissioner + alternate
- Mammoth Unified School District representative: Casey O'Neil
- Mammoth Lakes Tourism representative: Betsy Truax, John Urdi (alternate)
- 3 x Community at Large representatives (application process – selected by Town's Technical Team.



III. RECOMMENDATION

Staff recommends that the Planning and Economic Development Commission discuss appointments to the Parks and Recreation Master Plan (PRMP) Advisory Committee and by motion, select one (1) appointee, and one (1) alternate.