Town Council Agenda

Wednesday, November 19, 2025, 4:00 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members of the Town Council:

Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, Councilmember John Wentworth

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (760) 965-3602. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

NOTE: Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Town Offices located at 437 Old Mammoth Road, Suite 230 during normal business hours. Such documents are also available on the Town of Mammoth Lakes website at www.townofmammothlakes.ca.gov subject to staff's ability to post the documents before the meeting.

NOTE: You may attend the Town Council meetings in person or watch them on the Town of Mammoth Lakes' website at www.townofmammothlakes.ca.gov , on the local government cable channel 18, or via Zoom. Public comments can be submitted to the Town Clerk at clerk@townofmammothlakes.ca.gov. before and during the meeting, or may be made in person or via Zoom.

NOTE: All comments will be limited to a speaking time of five minutes.

ZOOM INFORMATION

Join from a PC, Mac, iPad, iPhone, or Android device:
Please type in or cut and paste in this URL to join. https://monocounty.zoom.us/s/92958002088
Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923
Webinar ID: 929 5800 2088
International numbers available: https://monocounty.zoom.us/u/acobwlnMsm
*To raise your hand Press *9, to Mute/Unmute Press *6*

1. CALL TO ORDER AND ROLL CALL

   Councilmember Truax will be participating remotely from 1702 State Street, Meeteetse, WY 82433.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

   The Public Comment portion of the agenda provides the public with an opportunity to address the Town Council on matters not otherwise listed on the agenda. Under California law the Town Council is prohibited from generally discussing or taking action on items not included in the agenda; however, the Town Council may briefly respond to comments or questions from members of the public. Therefore, the Town Council will listen to all public comment, but will not generally discuss the matter or take action on it. Requests for service from the Town may also be made at the Town offices during regular business hours. Members of the public desiring to speak on a matter appearing on the agenda should ask the Mayor for the opportunity to be heard when the item comes up for Council consideration.

4. TOWN COUNCIL PRESENTATIONS

   4.1 Recognition of Records Supervisor Krystle Stewart for 10 years of service to the Town of Mammoth Lakes.

   4.2 Recognition of Fleet Superintendent Lon Adams for retirement and twenty-five years of service to the Town of Mammoth Lakes.

5. WORKSHOP

   5.1 Workshop with the Board of Mammoth Lakes Tourism to review fiscal year 2024-25 accomplishments.

6. ADDITIONS TO THE AGENDA

   Opportunity to add urgency items pursuant to Government Code Section 54954.2(b)2, if necessary.

7. PUBLIC PRESENTATIONS

   7.1 High Sierra Energy Foundation (HSEF) update presented by Pam Bold, HSEF Executive Director.

8. REPORTS FROM COMMISSIONS AND/OR DEPARTMENTS (AS NEEDED)

   8.1 November 2025 Public Works Engineering CIP Update.

9. STAFF PRESENTATIONS

   9.1 Receive a presentation on enforcement efforts related to trash and wildlife issues.

   9.2 Receive a presentation and discuss the draft Multi-Jurisdictional Local Hazard Mitigation Plan Update.

10. CONSENT AGENDA

    10.1 Approve the minutes of the regular meeting of November 5, 2025.

10.2 Approve the resolution authorizing the removal of the real property located at 165 Old Mammoth Road, Unit 53 in the Sierra Manors Condominium complex from the rental market and authorizing the sale of the unit under the Town's Housing Now! BRIDGE Program

10.3 Continue approval of emergency contract for Town Yard Waste Oil Tank Replacement.

10.4 Accept Check Register 10/30/25 in the amount of $439,607.75. Accept Check Register 11/6/25 in the amount of $1,542,269.81.

11. PUBLIC HEARINGS

Public Hearing Procedure.

The Mayor will open the public hearing and then: Statement and presentation by staff. Statement and presentation by property owner or appellant. Questions from the Town Council. Call for testimony. Rebuttal to previous testimony by property owner or appellant. Close the public hearing, terminating public testimony. The Town Council will deliberate the matter and arrive at a decision.

11.1 Public hearing for consideration of an appeal of the October 8, 2025 Planning and Economic Development Commission decision to approve the 54 Mono Street Apartments entitlement application consisting of Use Permit 24-003, and Design Review 24-006, and
Adjustment 25-005.

12. POLICY MATTERS

12.1 Consider a second amendment to the terms of the contract with Placemate to operate the Lease to Locals program.

12.2 Air Service Memorandum of Understanding (MOU) between Inyo County, Town of Mammoth Lakes, Mammoth Lakes Tourism, and Mammoth Mountain Ski Area to provide funding for Air Service, Minimum Revenue Guarantee for Commercial Air Service at Bishop Airport (BIH)

12.3 Pre-Audit Financial Results for Fiscal Year 2024-25, including June 30, 2025, Fund Balances and Fiscal Year 2025-26 Quarter 1 budget adjustments.

13. COUNCILMEMBER REPORTS

Informational reports from Councilmember representatives on committees, commissions, and organizations; general reports on Councilmember activities.

14. CLOSED SESSION

14.1 Pursuant to Government Code Section 54957.6.(a), Conference with Labor Negotiators, the Town Council will meet with its representatives, Town Manager Rob Patterson, Community and Economic Development Director Nolan Bobroff, Human Resources Manager Amanda
Pelham, and Jack Hughes, Partner with Liebert Cassidy Whitmore, with respect to the following Employee Organizations: Mammoth Lakes Police Officers Association.

15. ANNOUNCEMENT OF ACTION TAKEN AFTER CLOSED SESSION

16. ADJOURNMENT

The Town Council will adjourn to a regular meeting to be held on Wednesday, December 3, 2025 at 4:00 p.m.

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Joint meeting between Town Council and Mammoth Lakes Tourism (MLT) to review accomplishments for FY24-25

Council Meeting Date: 11/19/2025

Prepared by: Rob Patterson, Town Manager

Recommended Motion: Receive presentation on FY24-25 year in review and provide general discussion of the partnership with MLT and success of marketing programs.

Summary:
The contract with Mammoth Lakes Tourism (MLT) adopted on July 1, 2023, included a recommended meeting schedule that would allow the MLT Board and the Town Council an opportunity to meet quarterly on contract deliverable or important marketing events. This meeting will focus on a recap of the marketing performance for FY24-25. This will be a high-level overview of key marketing components and allow for questions on direction.



MLT FY 2024-25 ANNUAL REPORT

NOVEMBER 19, 2025

TODAY'S AGENDA

- Community Engagement
- Special Events
- Public Relations
- Owned Marketing
- Paid Marketing
- International Sales
- Air Service
- Financial Overview
- TBID Annual Report



COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT

Public Engagement and Outreach

- Community Engagement Plan completed and implemented
  - Presented to MLT Board November 19, 2025

Increased focus on community outreach and resident quality of life

- Destination Stewardship Plan (community partnership with TOML)
  - Contract executed with Hunden Partners, work in progress with completion at end of FY 2025-26
- Connecting the dots between visitation dollars and community benefit
  - Annual Report
  - Community Engagement Marketing
    - Contract executed with the Abbi Agency, in progress
- Annual Resident Sentiment Survey
- Monthly Community Coffee, Community Skate Nights, other outreach events



COMMUNITY ENGAGEMENT

Local Partnerships

- Identifying infrastructure and quality of life needs
  - Projects for partner survey identified with the Town and from Destination Stewardship Plan initial outreach
- Partnering with TOML on key community infrastructure initiatives
  - Regular meetings with Town department heads to identify needs/projects, understand timelines, and feasibility
  - Real-time transit information scheduled for winter 2025-26 deployment on Main St. and Old Mammoth Rd. corridors





COMMUNITY ENGAGEMENT

Stewardship Initiatives/Partnerships & Increasing Community Awareness of MLT leadership with stewardship

- Trashy Thursdays – Spring/Summer 2025
  - 14 events
  - 195 volunteers
  - 1,242 pounds of trash collected
  - 137.5 pounds of recycling
- Clean Up the Lake – continues through 2026
  - MLT match of up to $100,000
  - Lake George, 2023
  - Lake Mary, 2024
  - McLeod Lake 2025
    - 237.34 pounds of trash collected
    - HAB and invasive species studies in Twin Lakes
- Adopt-a-Trail and Tangle-Free Waters sponsorships
- Pre-arrival Guides, Wildfire Prevention & Education webpages







SPECIAL EVENTS

SPECIAL EVENTS RECAP

- 26 Events funded: 3 new, 3 first-time funding recipients
- $350k distributed for 2025 (17% increase YOY)
- New Guiding Document and scorecard implemented for 2025
    - Green events checklist
        - Single-use plastic water bottle ban implemented for events in 2025
    - Drive increased visitation to need periods
    - Bonus for marketing events 100+ miles outside of town
- New Event Ambassador Program
    - 40 applicants & partnered with 4 for coverage on key events where we needed content





PUBLIC RELATIONS



PUBLIC RELATIONS PERFORMANCE

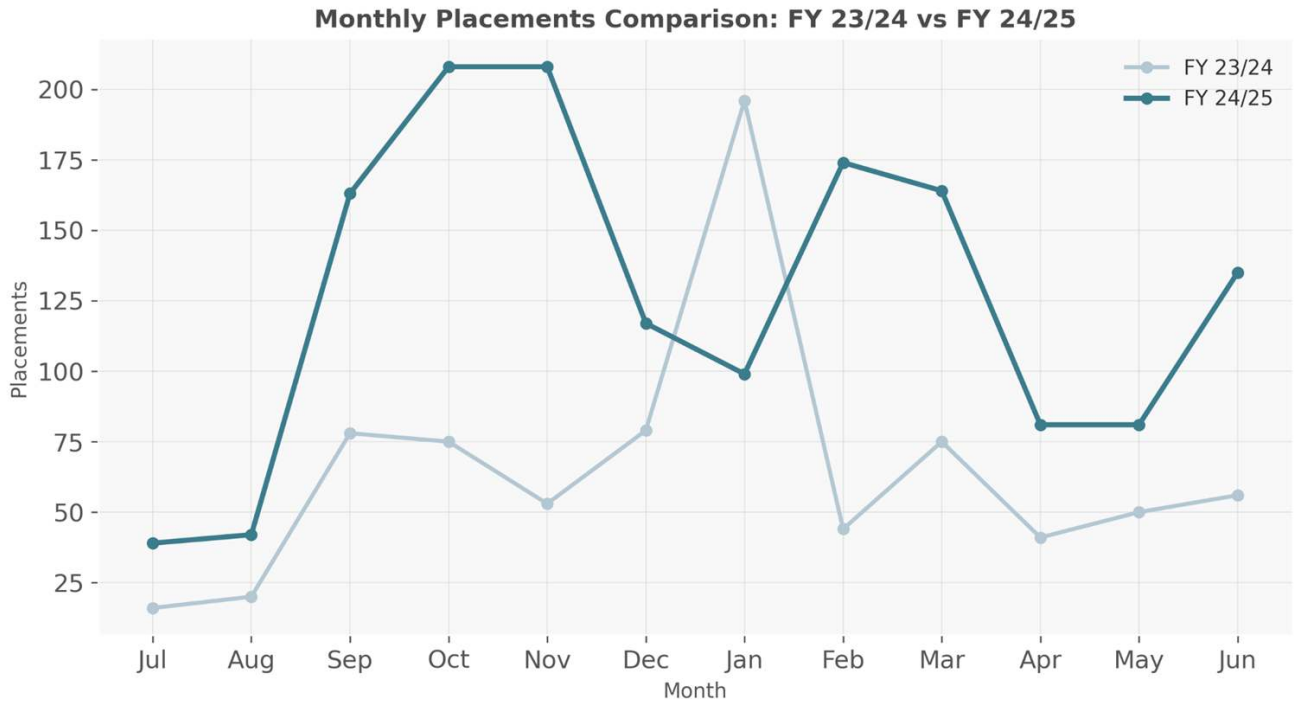
Nearly Doubled Earned Media Placements Through Targeted Content and National Storytelling

Total placements by fiscal year:

FY 23/24: 783

FY 24/25: 1,511 (+93%)

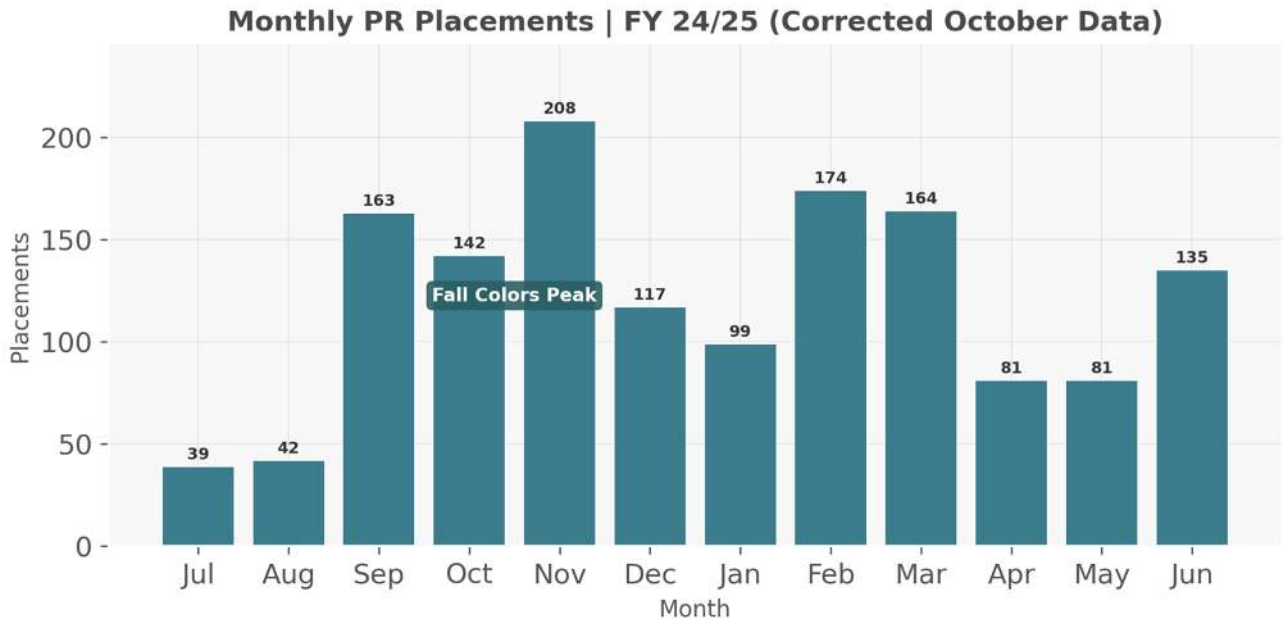
Total domestic media visits:
12

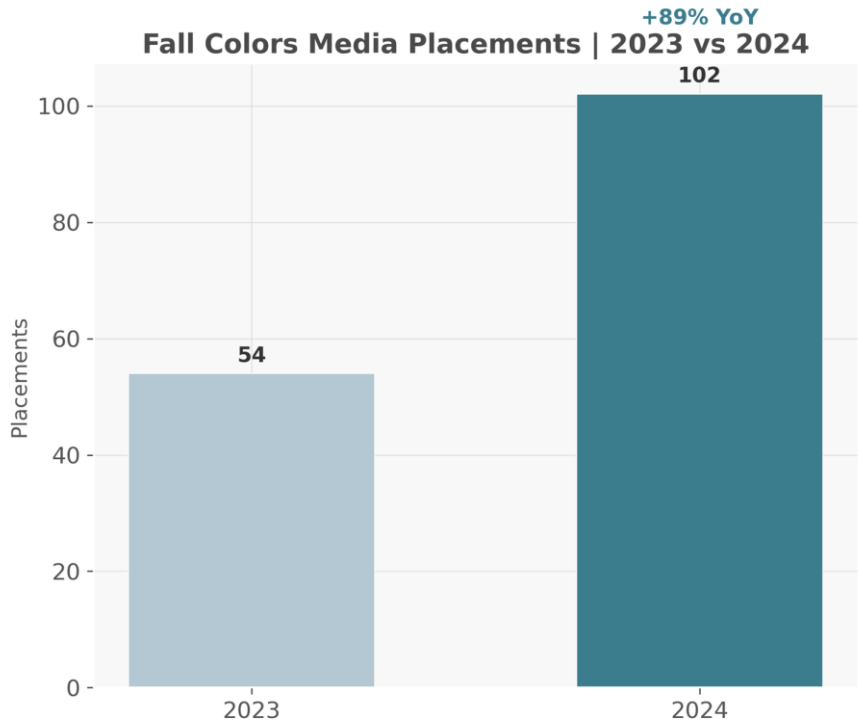


MOMENTUM & CONTENT THEMES

Strategic Storytelling Drove Seasonal Demand

Fall Colors: 102 placements, making up roughly 30% of coverage in peak months.





IMPACT & MEDIA RELATIONS

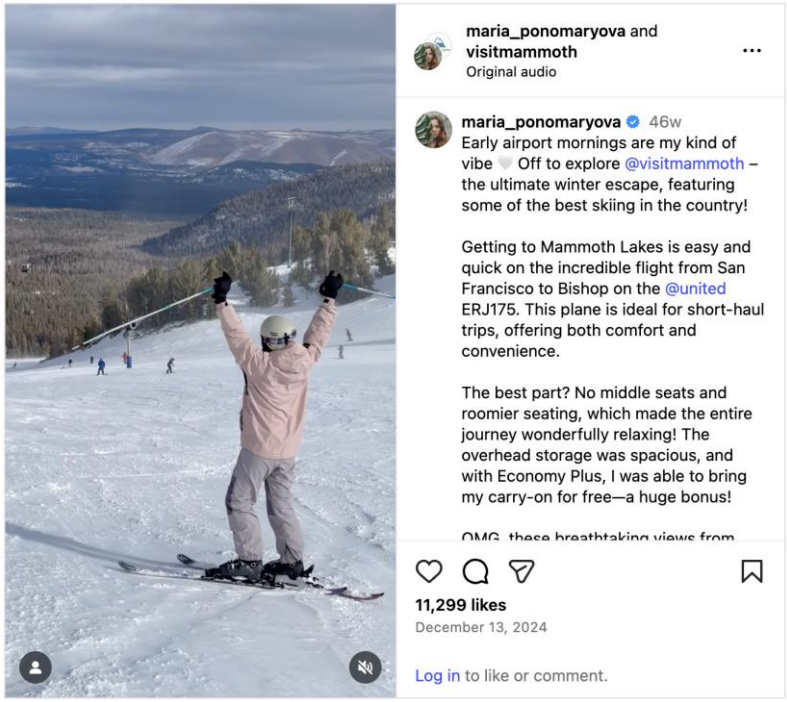
Building Momentum Through Meaningful Media & Athlete Relationships

Strategic Impact

- Earned coverage in **top national outlets** including *Travel + Leisure, Outside, LA Times, SF Chronicle,* and *KTLA*.
- Continued momentum around **Fall Colors, stewardship, and community narratives**.
- Strengthened Mammoth Lakes' positioning as a **year-round destination**.
- Extended media presence through **press events, broadcast exposure, and coordinated regional storytelling**.

Partnership Development

- Hosted **five influencer visits** across adventure, lifestyle, family travel, and wellness verticals, expanding reach to new audiences.
- Maintained long-standing **sponsorship with the Mammoth Track Club**, supporting professional and amateur athletes training at elevation.
- Managed **The Crib**, providing accommodation for visiting athletes while promoting Mammoth Lakes as the premier **altitude-training destination**.
- Deepened connections through **networking, media events, and follow-up relationship management** with top journalists and creators.





OWNED MARKETING

LOCAL MARKETING RECAP

Local Marketing Projects

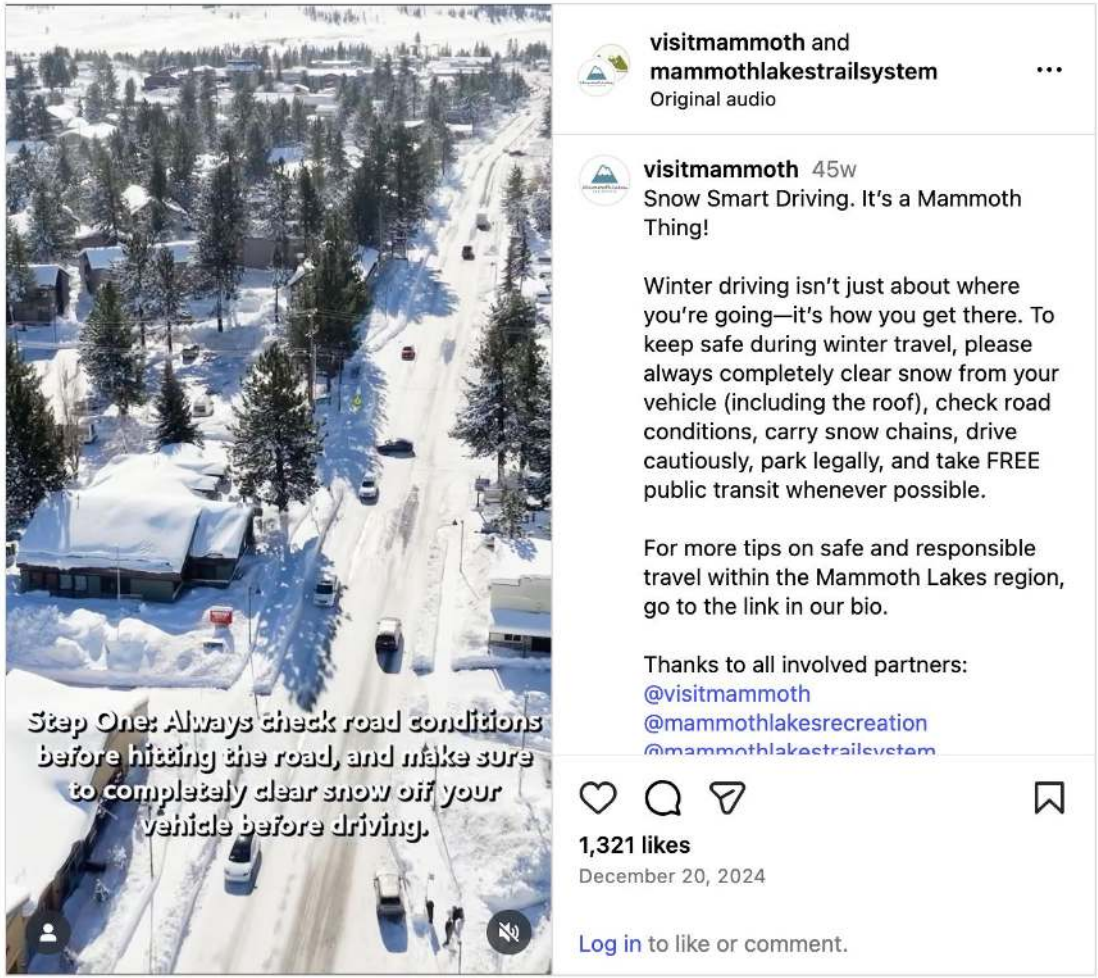
- Local advertising in the Sheet
  - 28 weeks included Locals air service discounts, special events, & Real Unreal campaign
- Radio advertising - KMMT, Sierra Wave, Eastern Sierra NOW
  - Weekly air service and stewardship messaging + 5-in-5 on KMMT
- Fishmas banners, window clings, postcards
- Special events posters
- July 4th stickers, Town pad maps, Camp Like a Pro collateral



CONTENT PROGRAMS

It's a Mammoth Thing

- Is a joint project with the Town of Mammoth Lakes to address both local and visitor stewardship messaging including Poop Patrol, Respecting Wildlife, Carfree is Carefree & more. This video series consists of **9 videos** in FY 24/25 with over **240,000 views** and over **650 hours of watch time**.



CONTENT PROGRAMS

Seasonal Ready Guides

- Created three new resource pages, Winter Ready Guide, Summer/Fall Ready Guide, and Wildfire Prevention & Education, highlighting key stewardship topics and best practices for each season.

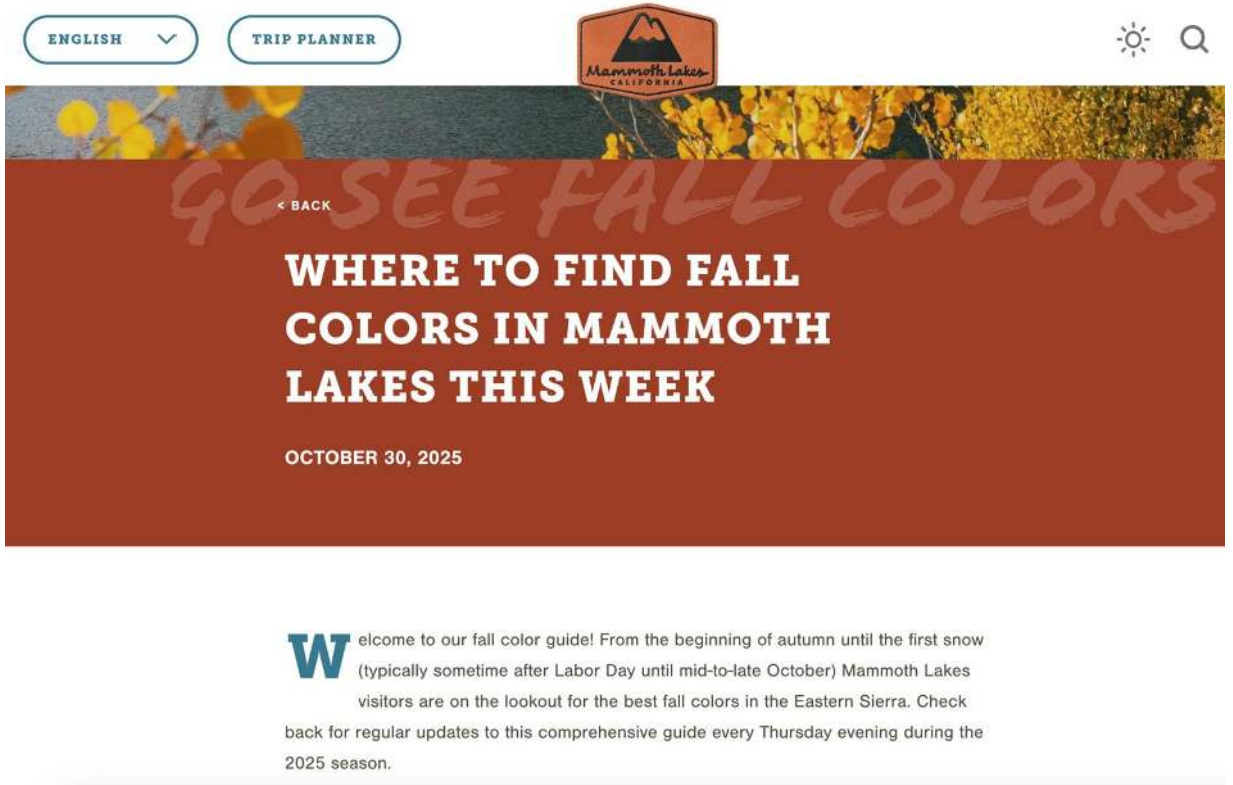
In-House Design

- Began to utilize in house design to lower costs, increase agility, and increase capability of our brand. Projects included digital ads, print marketing materials (event posters, fishing postcards, airport posters and signage), and town collaborations (LA Kings Road Trip, LA fire response digital graphic and banner design, Host Hounds).

CONTENT PROGRAMS

Fall Colors Program

- To educate via stewardship messaging to visitors both before they arrive and while in-town, we shared clear and actionable tips for responsible recreation during the fall color season. The overall **social reach was up 122.5% YOY (1.2 Million)** and our **"Where to Find Fall Colors" Weekly Blog had a 10.1% increase in views YoY**.



NEWSLETTERS

Newsletters are used to promote sustainability, local businesses, local events, and to provide insights.

Newsletter Stats

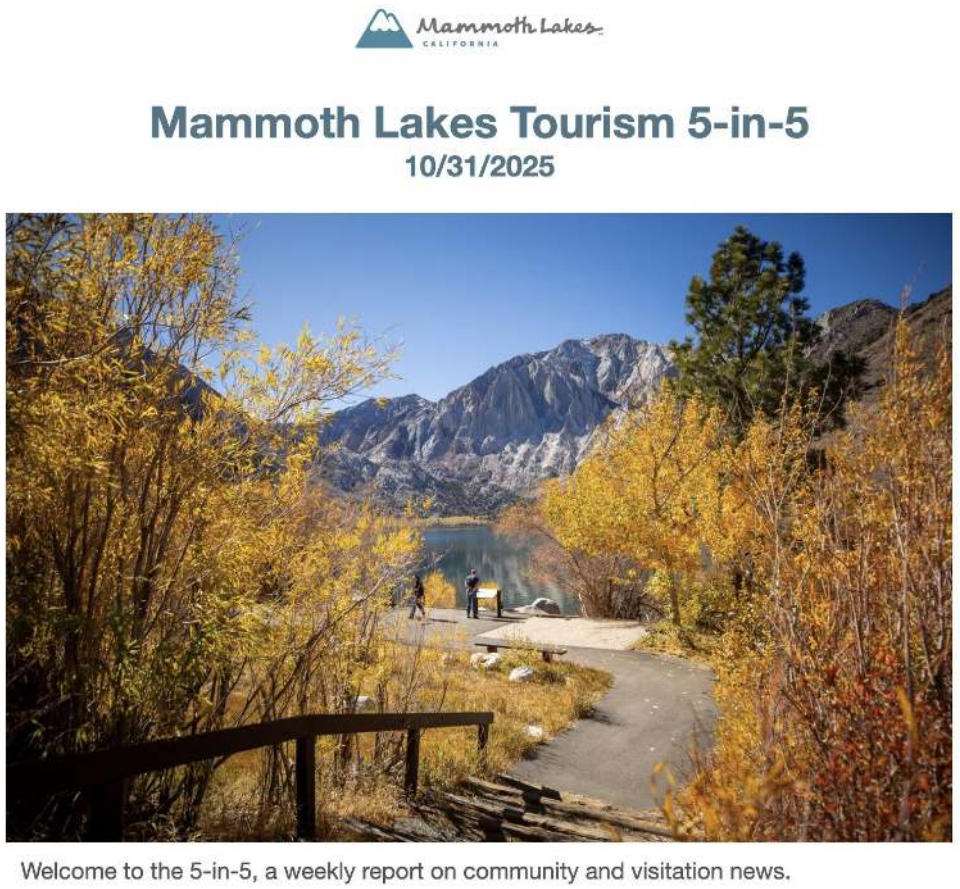
- Newsletter database saw 4.7% growth YOY
- Average Open Rates
  - Visitor Facing: (45%)
  - Local-Facing: (66%)
- Business Extranet Portal Promotions (shared over 50 times)

VISITOR FACING

- Visitor Newsletter, Fishing Newsletter, Fall Newsletter

LOCAL-FACING

- Occupancy Newsletter, 5 in 5 Newsletter, Community Snow Messaging



WEBSITE RECAP

Website Stats

- Total Sessions: 1.5 million
- Average Engagement Time Per Session: 0:41 seconds
    - Traffic declined this year due to the growth of AI tools that deliver travel answers directly, thereby reducing site visits and engagement time. We are working to adapt our strategy to meet visitors where they seek information.
- Pass-throughs to local businesses and events saw significant growth this year.
    - Local business referrals reached 118,021 (42% increase in YOY).
    - Event referrals totaled 14,017.

Growth Marketing Wins

- 51 growth marketing tasks were completed
- With these optimizations we saw increase on
    - Events Page (48% increase)
    - Restaurant Page (24% increase)

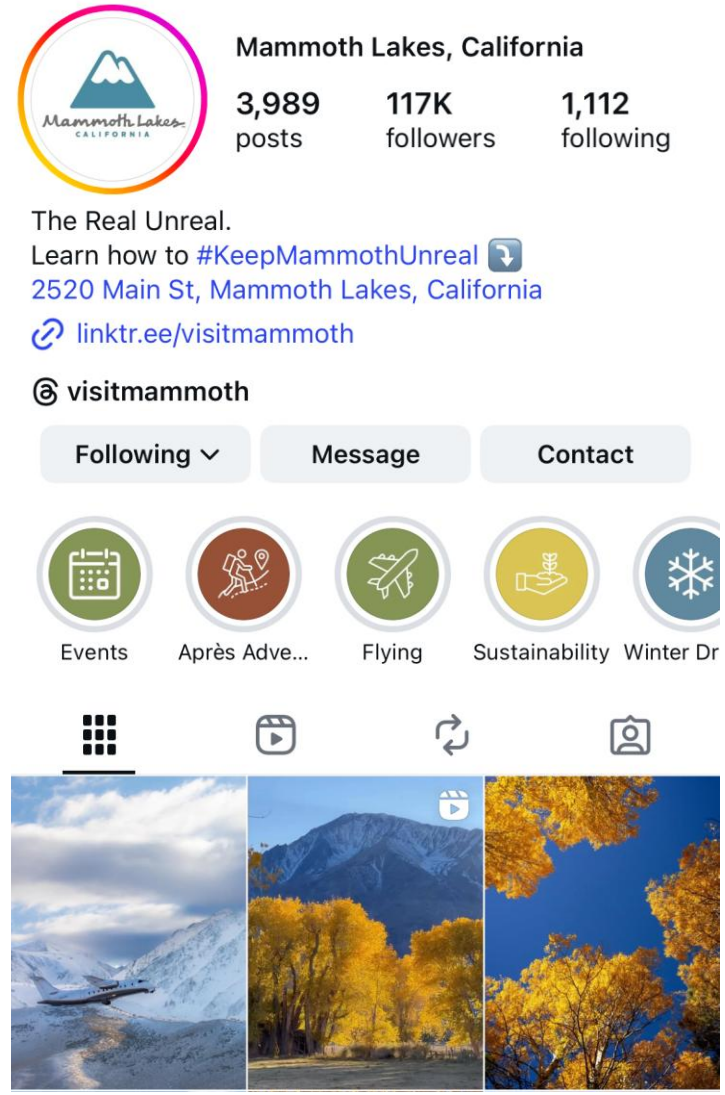
SOCIAL MEDIA RECAP

Social Media (Facebook & Instagram)

- Total Engagements: 223.5 thousand
- Total Reach: 10.1 million

Initiative Recap

- Produced a Campfire Safety video in collaboration with the Whitebark Institute, Camp Like A Pro, and Mono County. This was shared on socials during the height of campfire season to provide education on how to properly have a campfire.
- Clean Up The Lake
  - Total # of Posts 12, Total Views: 60,521, Total Interactions: 1,647
- Trashy Thursdays
  - Total # of Posts: 9, Total views: 58,015, Total Interactions: 1,285



PAID MARKETING RECAP

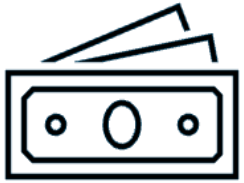
FY24/25 PAID PROGRAM DELIVERY



IMPRESSIONS

171

MILLION



MEDIA SPEND

$1.81M

MILLION



VIDEO VIEWS

26.4

MILLION



SESSIONS

501

THOUSAND

SEASONAL RECAP – FALL

IMPRESSIONS	SPEND	SESSIONS	AED	CPS	VIDEO VIEWS
27.7M	$250K	100K	0:25	$0.94	6.1M
133% TO GOAL		132% TO GOAL	0:52 GOAL	$1.18 GOAL	120% TO GOAL

FLIGHTING

Mid-August - October

PARTNERS

YouTube
AdTheorent
Facebook/Instagram
Google (GDN, Search)
The Trade Desk

MARKETS

California & Nevada Base

Spot Markets: Los Angeles, San Diego, San Francisco, Las Vegas, Sacramento

CHALLENGES/OPPORTUNITIES

Campaign start adjusted earlier to build up awareness and interest sooner in the season leading users into stronger consideration to visit destination in the fall.

New for this season, CTV was incorporated into awareness tactics to provide greater audience reach, aiding seasonal support and driving expanded interest.

Implementation of Facebook/Instagram video in traffic driving space improved CTR by +21% YoY, while AED was challenged. Attempt testing various landing pages to enhance onsite engagement.

SEASONAL RECAP – WINTER

IMPRESSIONS	SPEND	SESSIONS	AED	CPS	VIDEO VIEWS	REFERRALS
108M	$1.1M	279K	0:20	$1.23	15M	8.3K
134% OF GOAL		118% TO GOAL	0:40 GOAL	$1.45 GOAL	136% TO GOAL	

FLIGHTING

Near Markets:
November – Mid-April

Far Markets:
Mid-September – February

PARTNERS

YouTube
Facebook/Instagram
Pandora
The Trade Desk
Google (GDN, Search)
AllGear
Undertone
On The Snow
Travelzoo
Expedia
INK Global (United)
California Visitor Guide

MARKETS

California & Nevada Base

Spot Markets: Los Angeles, San Diego, San Francisco, Denver, Northeast

CHALLENGES/OPPORTUNITIES

Continue to build snow-focused content partnerships focused on reaching far market audiences, providing a complement to MMSA efforts.

Expand on enhanced targeting to reach intent-based travel audiences and refine retargeting efforts to deliver personalized messaging that boosts destination consideration and moves users further down the funnel.

Shifting the start date up to mid-September for far markets produced higher flight referrals earlier in the Winter season YoY showcasing better alignment with the longer planning timelines for users in fly markets.

SEASONAL RECAP – SPRING/SUMMER

IMPRESSIONS	SPEND	SESSIONS	AED	CPS	VIDEO VIEWS
35.6M	$420K	122K	0:23	$0.96	5.3M
110% OF GOAL		116% TO GOAL	0:34 TO GOAL	$1.12 GOAL	108% TO GOAL

TIMING

Spring/Summer:
Mid-April - August

PARTNERS

YouTube
Facebook/Instagram
Pandora
The Trade Desk
Google (GDN, Search)
AllGear
Undertone
Travelzoo
INK Global (United)

MARKETS

California & Nevada Base

Spot Markets: Los Angeles, San Diego, San Francisco, Las Vegas, Sacramento

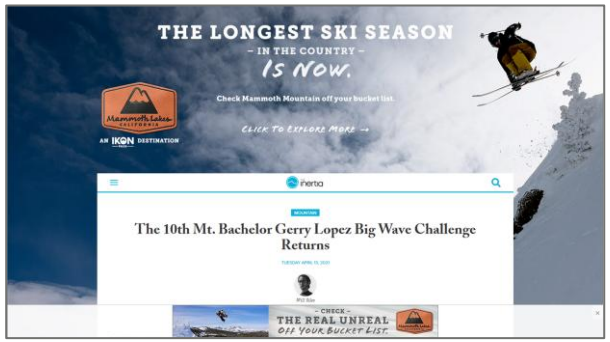
CHALLENGES/OPPORTUNITIES

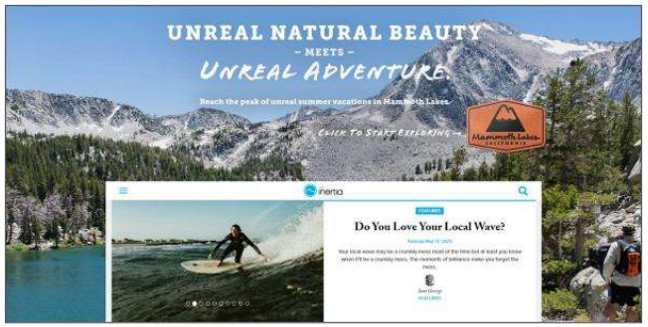
Prioritize programmatic programs to maximize video reach and efficiencies across premium platforms.

Interactive rich media placements effectively retained high user engagement, educating users with multiple messages (Brand, Activities, Sustainability, Air Service, etc). Continue to build on current momentum and further explore more rich media opportunities.

Further explore opportunities with custom partnerships that can reach MLT's key audiences and execute more unique placements to further build awareness and consideration.

CREATIVE EXAMPLES

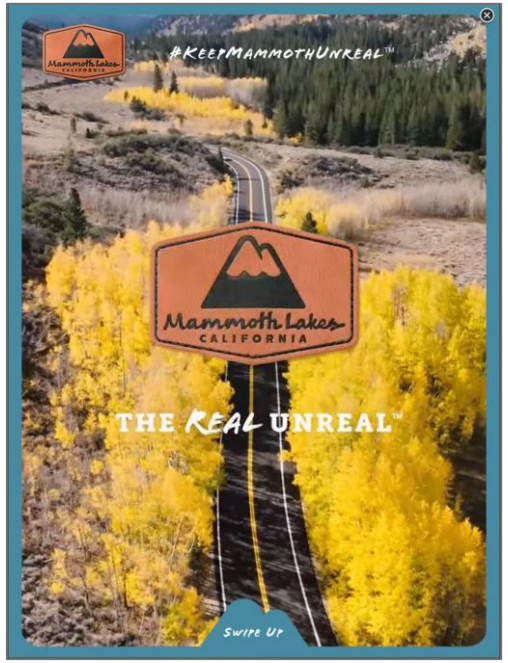


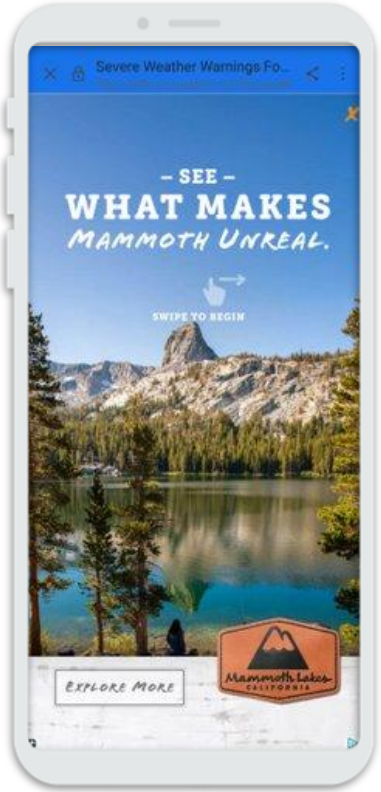


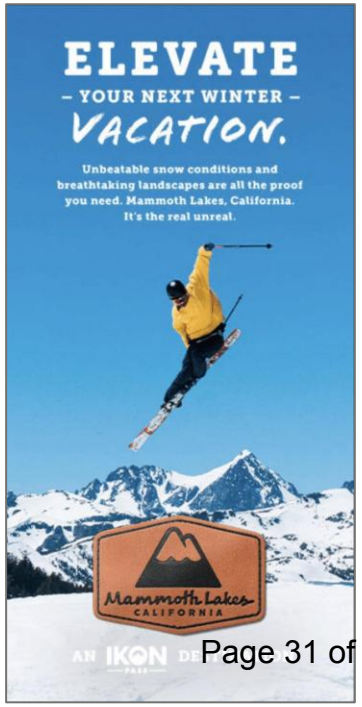




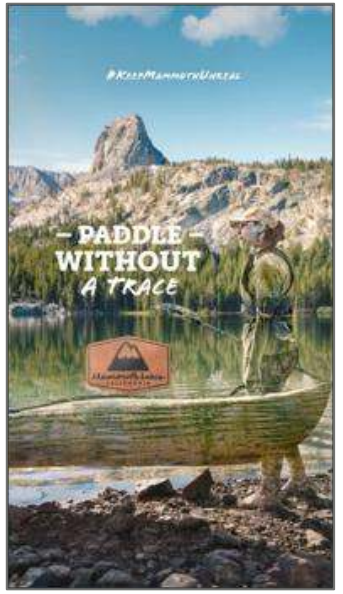














RESEARCH PROGRAM

SMARInsights

- Ad Effectiveness Studies + ROI

Future Partners

- Resident Sentiment Study
- Visitor Profile/Economic Impact Study

SHIPYARD
ENGINEERING BRAND LOVE

- Seasonal Air Service Studies

TOURISM ECONOMICS
AN OXFORD ECONOMICS COMPANY

- Monthly Symphony Dashboards

INTERNATIONAL SALES

INTERNATIONAL RECAP

Strategy to continue the rebound of International Visitation

- Renew contracts with our 7 international agencies that represent MLT in 18 international markets for both travel trade and media; explore opportunity projects in China, Mexico and Canada
- Continue to train the travel trade
  - 515 B to B training sessions; 3,740 travel trade agents trained on Mammoth Lakes
- Increase the international media placements of Mammoth Lakes in print and digital outlets
  - 381 international media placements; PR value of $2,220,080. USD
  - MLT worked closely with Mono County Tourism, High Sierra Visitors Council, Visit California, Alterra Mountain Company/MMSA and Brand USA to promote year-round visitation to the Eastern Sierra

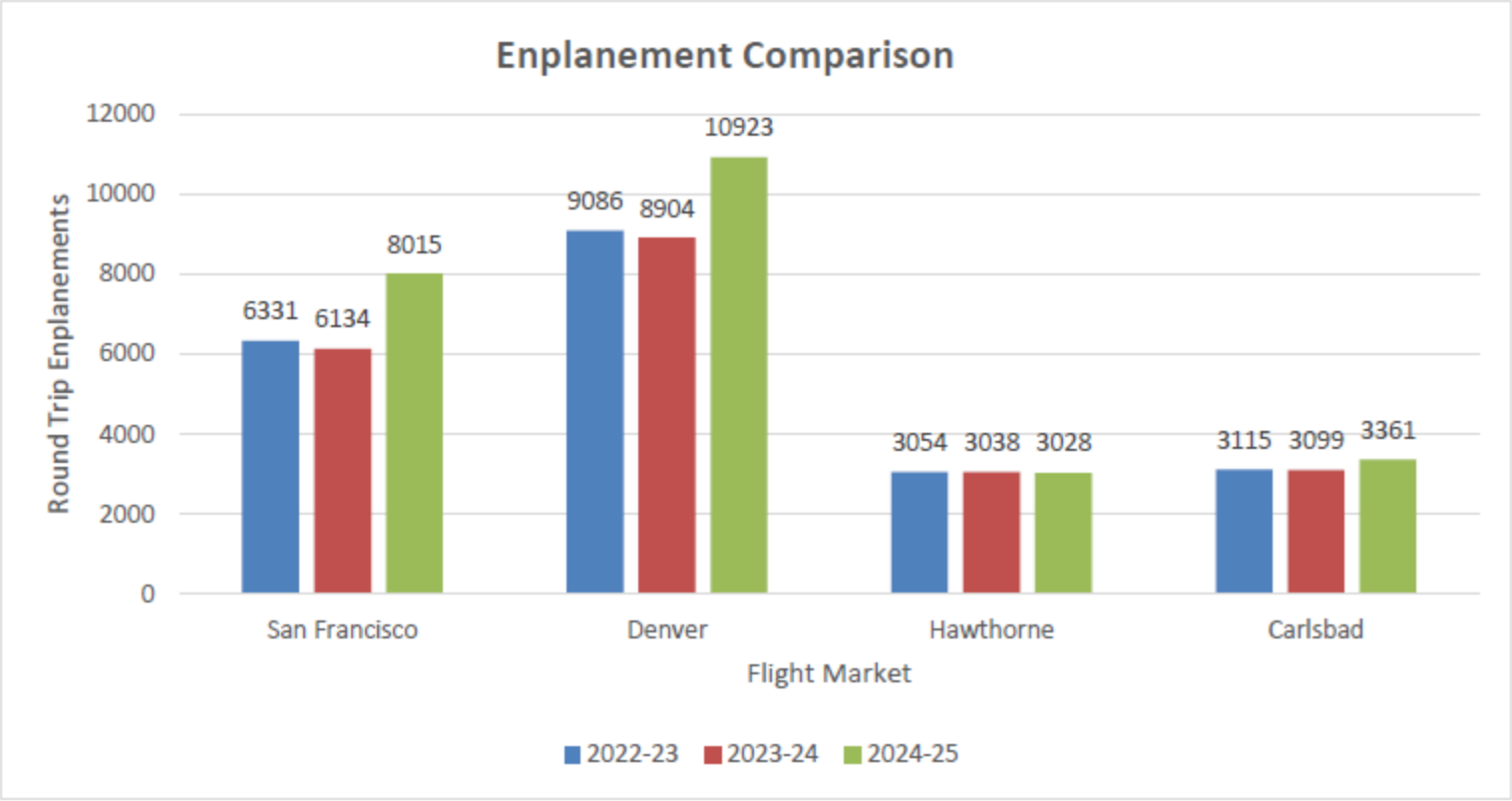




AIR SERVICE


WINTER AIR SERVICE 2024-25
GAMECHANGER
UNITED EXPRESS
N617UX
ZERO cancellations during winter 2024-25

WINTER AIR SERVICE 2024-25



DEN
Up 2,019 pax and 23% to LY

SFO
Up 1,881 pax and 31% to LY

CLD
Up 262 pax and 8.5% to LY

HHR
Down 10 pax and flat to LY

SUMMER AIR SERVICE 2024 vs. 2025



SFO
Up 2,155 pax and 51% to LY

CLD
Down 77 pax and 13% to LY

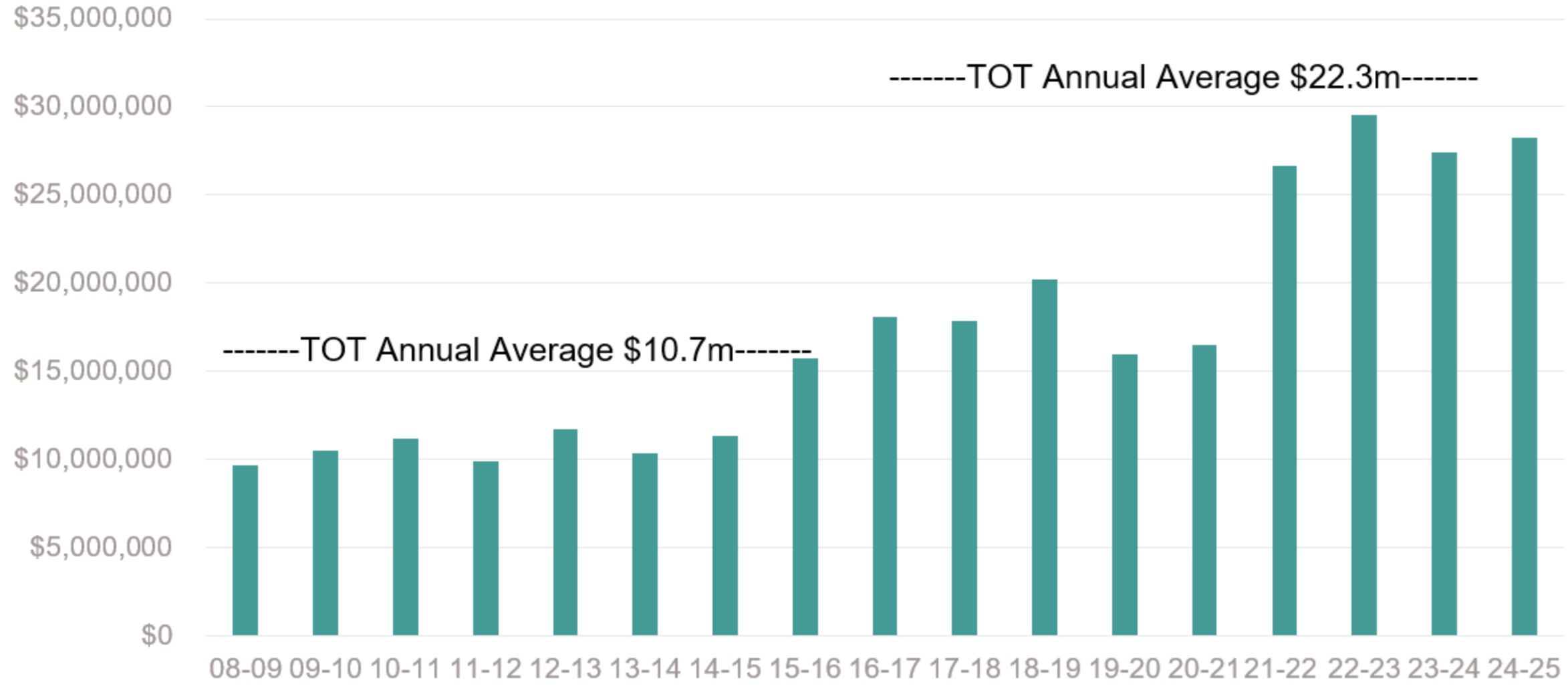
HHR
Down 181 pax and 31% to LY

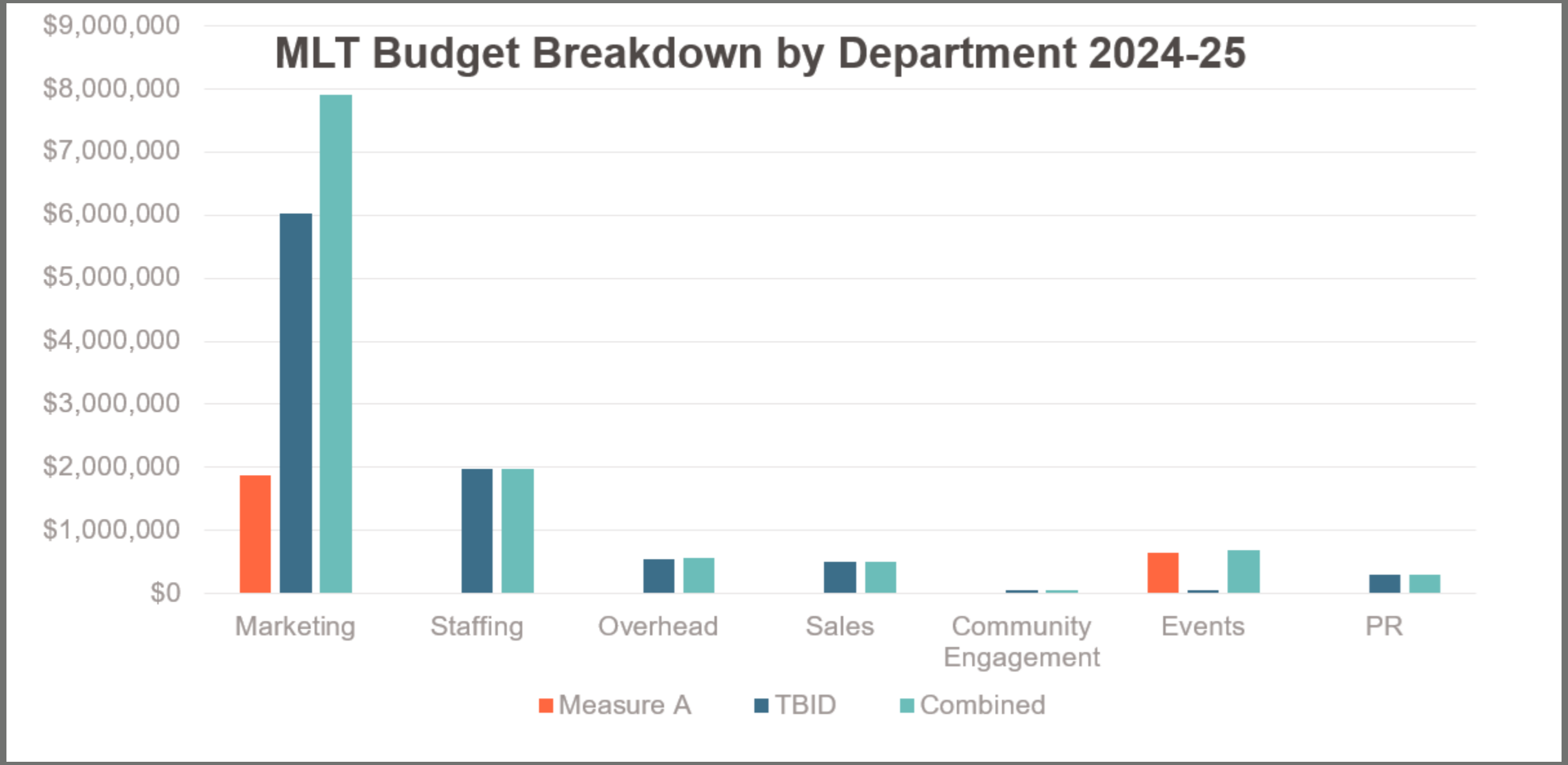
Extended fall service 9/4-10/6 was very productive with a 57% load factor



FINANCIAL OVERVIEW

Overall TOT Growth




MLT Budget Breakdown by Department 2024-25
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Marketing
Staffing
Overhead
Sales
Community Engagement
Events
PR
Measure A
TBID
Combined

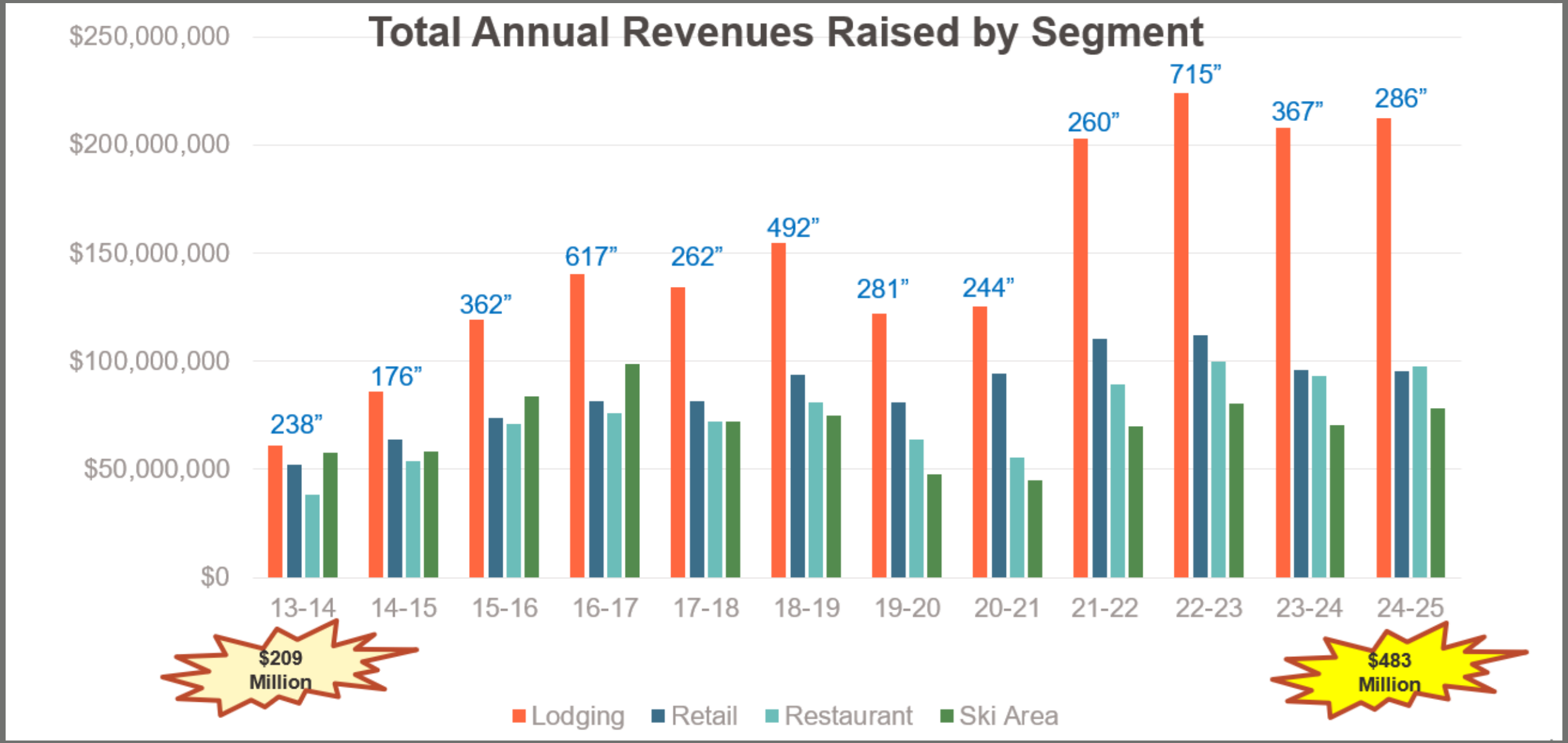
MLT RESERVE BALANCES

TBID Reserves (Money Market)	**$1,022,990.86**
Measure A Reserves (CD)	**$473,141.29**
Special Event Reserves (CD)	**$292,548.66**
Infrastructure Reserves (CD)	**$734,858.32**

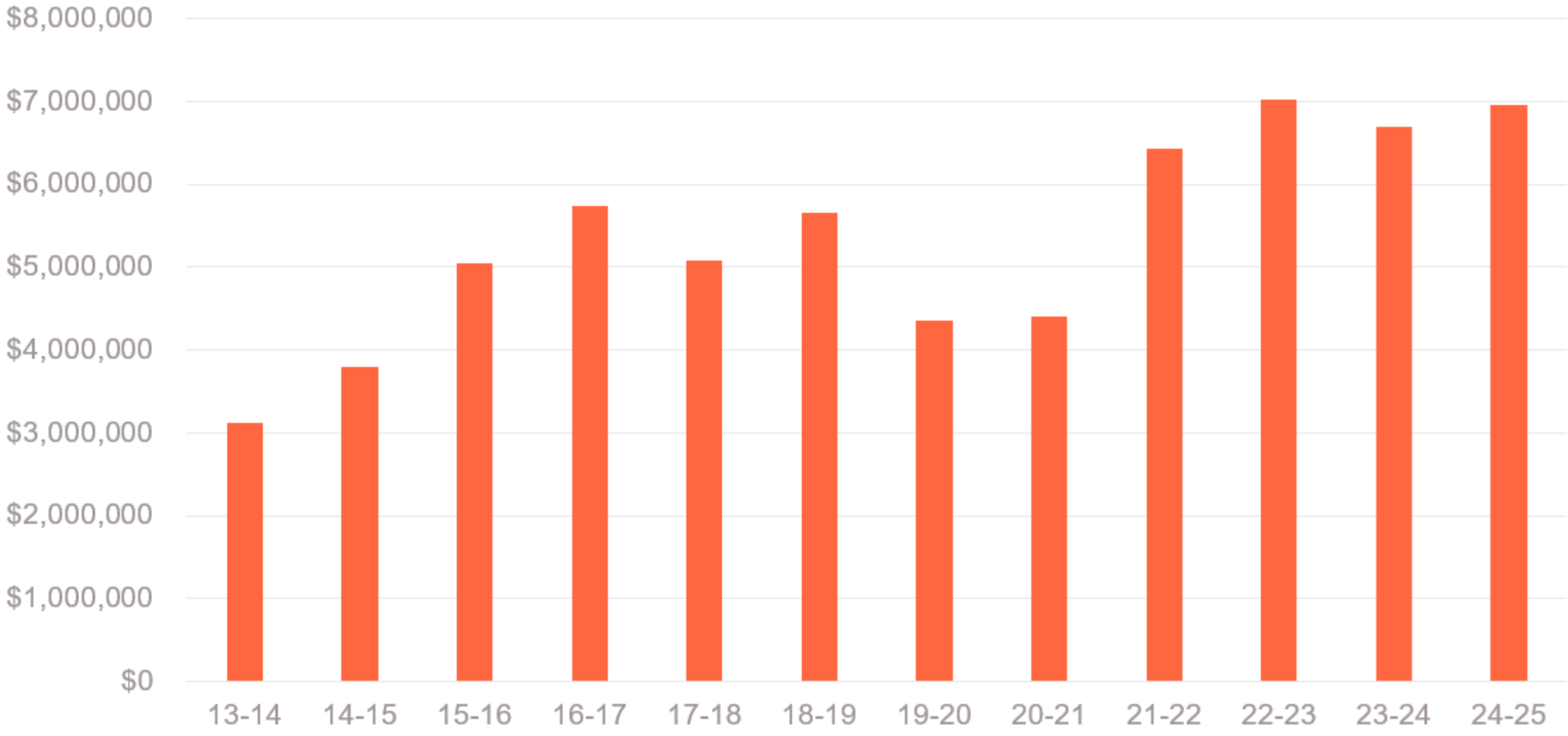


TBID ANNUAL REPORT

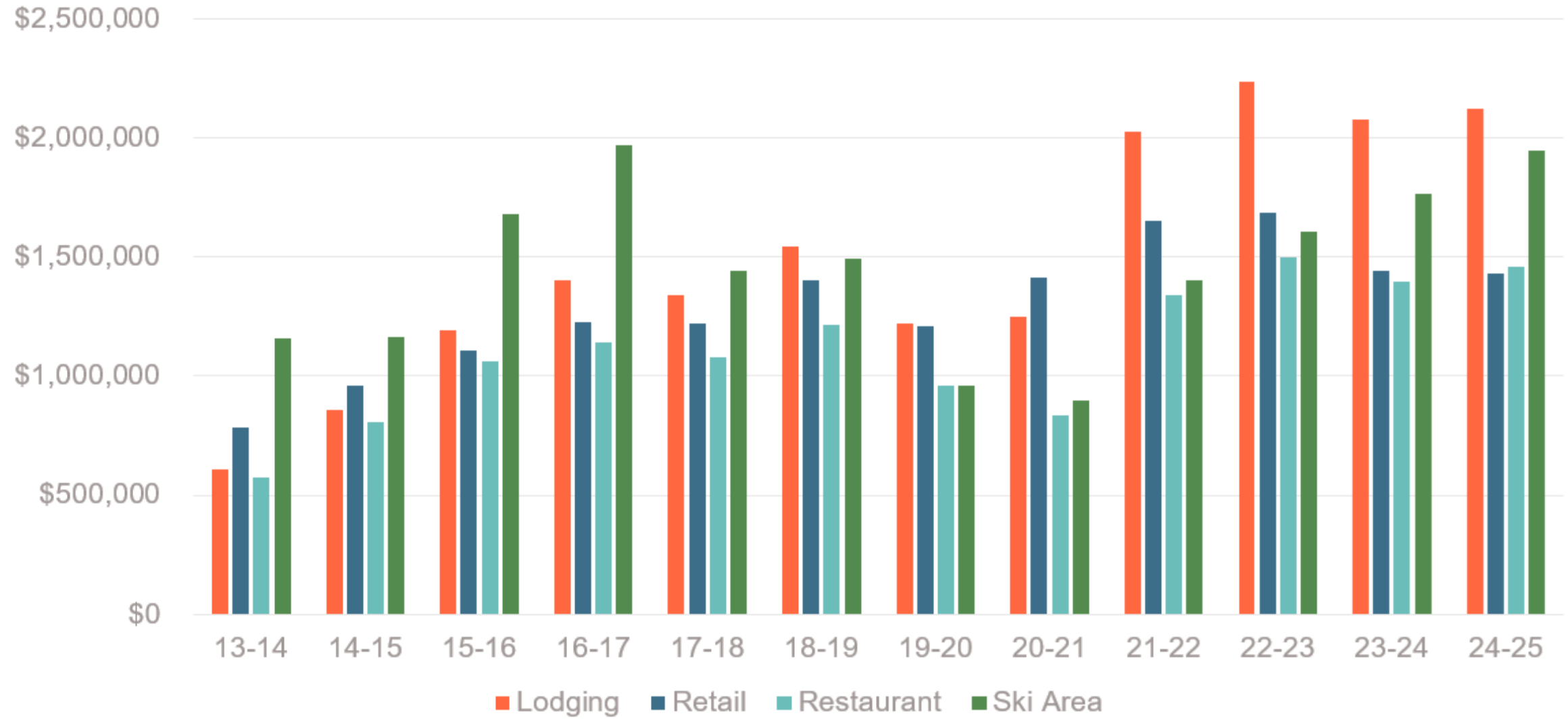
JULY 2024 – JUNE 2025

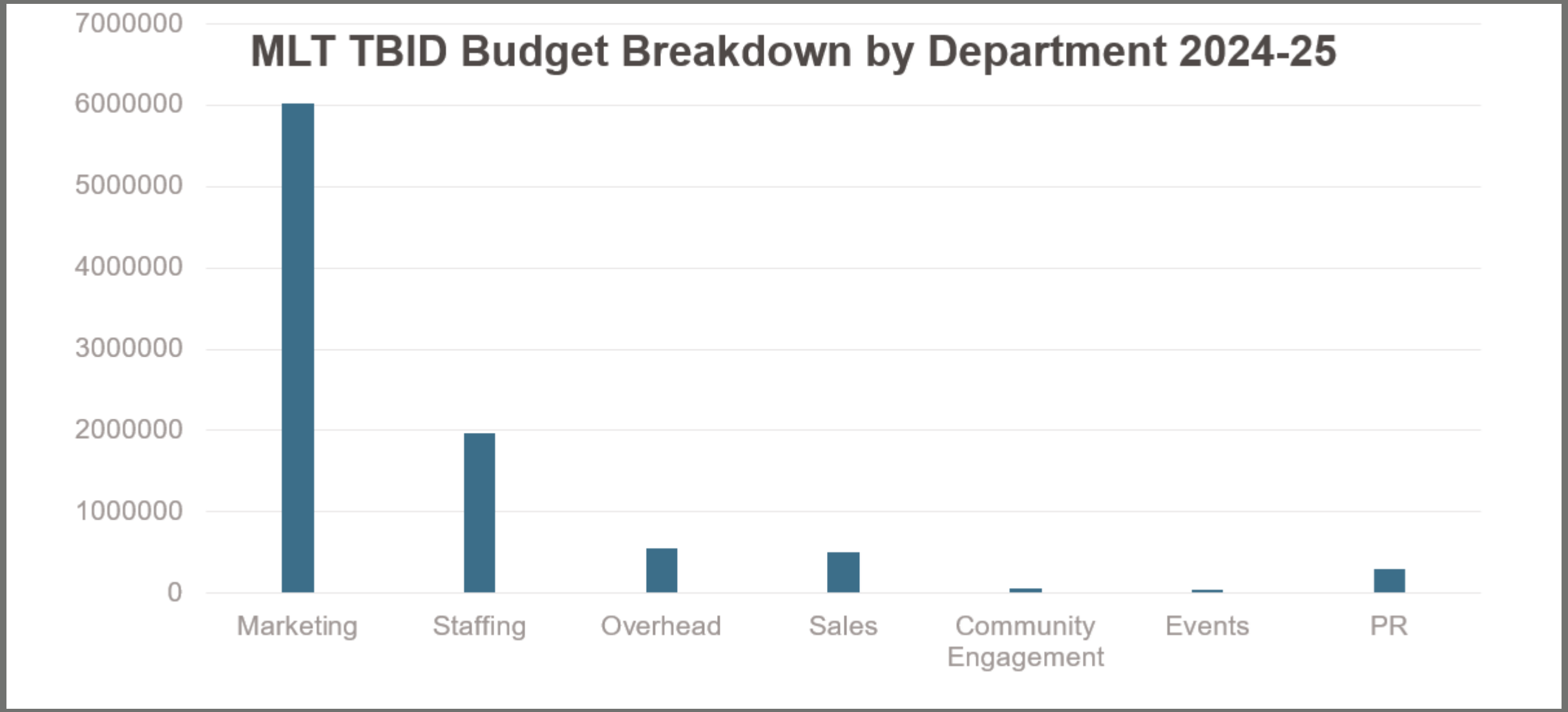

Total Annual Revenues Raised by Segment
$250,000,000
$200,000,000
$150,000,000
$100,000,000
$50,000,000
$0
238”
176”
362”
617”
262”
492”
281”
244”
260”
715”
367”
286”
13-14
14-15
15-16
16-17
17-18
18-19
19-20
20-21
21-22
22-23
23-24
24-25
$209 Million
$483 Million
Lodging
Retail
Restaurant
Ski Area

Total Annual TBID Funds Raised



Historical TBID Funds Raised by Segment




MLT TBID Budget Breakdown by Department 2024-25
7000000
6000000
5000000
4000000
3000000
2000000
1000000
0
Marketing
Staffing
Overhead
Sales
Community Engagement
Events
PR

FY 24-25 TBID ANNUAL REPORT

- Current term - September 2023- August 2028
- No changes to the district boundary are planned for FY 2025-26
- Marketing & Sales efforts will be similar to last year’s budget
- Lodging will be assessed at 1% (no change)
- Retail will be assessed at 1.5% (no change)
- Restaurant will be assessed at 1.5% (no change)
- Ski area and golf courses will continue to be assessed at 2.5%

FY 24-25 TBID ANNUAL REPORT

- Lodging missed FY24-25 budget by -$50,079 and -2.3%
- Retail missed FY24-25 budget by -$260,816 and –15.4%
- Restaurant exceeded FY24-25 budget by -$4,955 and -.34%
- Ski Area exceeded FY24-25 budget by +$78,602 and +4.2%

- Overall, TBID missed FY24-25 budget by -$68,021 and -1%
- TBID reserves are now held in an interest-bearing, FDIC insured, Money Market account and total $1,022,991



THANK YOU

Mammoth Lakes Tourism
FY 2024-25 – DRAFT DELIVERABLES

The FY 2024-25 deliverables reflect MLT's commitment to a community first approach in representing the Town of Mammoth Lakes to our residents and visitors and in maintaining our brand awareness in existing and emerging destination markets. Stewardship for residents, community and environment are paramount.

Sustainable Revenue Generation

The Town of Mammoth Lakes continues to thrive as a tourism-based destination but not without challenges. Mammoth Lakes Tourism will continue to work to maximize revenues for our businesses and the Town while being the leading voice of education, stewardship, and responsible travel. Balancing resident quality of life, environmental protection and economic prosperity will be the ongoing focus. Considering housing and staffing challenges throughout the town, more people or 100% occupancy is no longer the goal; instead focus will be on enhancing the quality of life for our residents as well as the experience of our visitors while maximizing revenues and increasing need-time occupancy.

In this case, "**sustainable**" means "*to be able to be maintained at a certain level or rate*" but also "*to use a resource without it being depleted or permanently damaged*" such as our natural recreation resources.

Overarching Organization Deliverables

A. *Community outreach and resident quality of life enhancement will be a major focus moving forward including local infrastructure enhancements including funding assistance from MLT.*
B. *Coordinate with TOML, ESCH, MLR, MMSA, USFS, NPS, Cal Trans, and other entities to begin developing a comprehensive Sustainable Destination Management Plan for our future success.*
C. *Expand resident sentiment research and develop plans for engagement and education regarding MLT and TOML efforts*
D. *The continuous education of our visitors to respect our residents, community and environment will be the focal point of our peak time messaging.*
E. *Mammoth Lakes Tourism will remain nimble and flexible with the ability to shift messaging to best suit the needs of our community at any time based on market challenges and opportunities.*
F. *Achieve $27m in TOT revenues for FY 2024-25 with 6 months at $2m+ and 5 months at $1m+.*
G. *Achieve $7m in TBID revenues for FY 2024-25 via filling need times, increased length of stay, and visitor spend.*
H. *Enplanement goals for FY 2024-25 of 5,000 at MMH and 11,500 at BIH*

1. **Brand & Community Awareness – Responsible Travel & Visitor Education**

A. Heavily educate via stewardship messaging to visitors both before they arrive and while in-town

ACHIEVED: It's a Mammoth Thing Video Series, a joint project with the Town of Mammoth Lakes to address both local and visitor stewardship messaging including Poop Patrol, Respecting Wildlife and more! This video series consists of 9 videos in FY 24/25 with over 240,000 views and over 650 hours

of watch time. The project also included blog content and newsletter inclusions to amplify each video's messaging further.

Below are other completed awareness programs:

- Produced a Campfire Safety video in collaboration with the Whitebark Institute, Camp Like a Pro, and Mono County.
- Promotion of the Winter Ready Guide and Summer/Fall Ready Guide across all owned channels.
- Supported the Whitebark Institute's "Ignite" campaign through integrated messaging across web, email, and social platforms.
- Shared clear and actionable tips for responsible recreation during the fall color season.
- Regularly included stewardship messaging in newsletters (Pre-Arrival Guide, Camp Like a Pro, Trashy Thursdays, Recreate Responsibly, Leave No Trace, It's a Mammoth Thing, Clean Up the Lake, the Real Unreal)
- Created new content and assisted with volunteer recruitment efforts for the Clean Up the Lake initiative. Additionally, we refreshed the Clean Up the Lake blog.
- Promoted Trashy Thursdays through social media, newsletters, and other outreach efforts.
- Partnered with influencers to authentically integrate stewardship messaging within their content.

B. Actively promote alternative activities/locations to limit overcrowding in popular areas.

ACHIEVED: To help reduce congestion in high-traffic areas—especially during the summer months—we actively promote public transit through our website, social media channels, and newsletters. We also created content that highlights lesser-known areas and activities, encouraging visitors to explore beyond the most popular spots. Our "30 Unique Things To Do This Summer" blog received over 10,000 views, a 152% increase from the previous fiscal year. Additionally, our "Getting Around" web pages saw large growth, with 24,639 views in FY 24–25 compared to 6,953 views in FY 23–24.

C. Continue to develop relevant content on the MLT website related to stewardship.

ACHIEVED: Expanded upon this by creating a designated It's a Mammoth Thing landing page. Additionally, there were three additional resource pages created including, Winter Ready Guide, Summer/Fall Ready Guide, and Wildfire Prevention & Education, highlighting key stewardship topics and best practices for each season.

D. Partner with journalists and athletes to promote stewardship via third parties.

ACHIEVED: Mammoth Lakes Tourism strengthened its stewardship impact by partnering with journalists, athletes, and community ambassadors to share our efforts through trusted third-party voices. From workforce housing and transit solutions to wildfire recovery and public lands protection, we consistently elevated the initiatives that matter to our community.

Beyond dedicated stewardship stories, we also worked intentionally to weave this messaging into broader destination coverage. Amid the 1,511 earned placements last fiscal year, our team ensured stewardship themes—whether related to housing, transit, environmental restoration, or public-lands education—were embedded across travel, outdoor, and lifestyle reporting.

Commented [AW1]: this fiscal year? last fiscal year?

E. Refine the Real Unreal messaging to be as straightforward and clear as possible regarding expectations of stewardship from guests and residents.

ACHIEVED: Among travelers exposed to Mammoth Lakes advertising, perceptions of the destination as one that values sustainability and stewardship also strengthened year-over-year, elevating SMARInsights' rating from "Good" (top 25% of all destinations measured) into the "Excellent" range (top 10%). This upward shift highlights how the campaign continues to build meaningful emotional connections with travelers who view Mammoth Lakes as a leader in responsible tourism.

2. <u>Community Communications</u> – Local Promotion and Advertising Programs

A. Create & implement advertising and promotion plans (including work with MLCC, Lodging and Restaurant Associations) for local outreach both to residents and visitors for restaurants, retail, activities, gift cards, air programs, events, etc.

ACHIEVED in below ways:

a. Ran local radio advertising focused on stewardship and local air service with KMMT, Sierra Wave and Eastern Sierra Now.

b. Print advertising included 28 weeks of advertising in The Sheet. The advertising included local air service promotion, special events, and Real Unreal advertising for local exposure.

c. Additional promotion was directed at our Special Offers Page resulting in 51,815 views in FY 24–25, a 139% increase from the previous year, which had 21,717 views.

d. Promoted each special event on social media. We produced 51 special event posts, with over 740,631 views and nearly 30,000 interactions.

e. Promoted our restaurant and retail business community by sharing over 21 social media posts resulting in 695,435 views, and 48,384 interactions. In addition, stories were partnered with each post. We also partnered with various influencers who tied restaurant & retail promotions into their content.

f. Additional air service promotion included 28 air service specific social media posts with 815,862 views, and 34,075 interactions. We also partnered with three different influencers to promote United Air service with the new E175 plane.

B. Create a local communication plan centered around education on tourism-funded infrastructure projects and stewardship.

IN PROCESS: Contracted with the Abbi Agency to build a Community Engagement marketing campaign for this purpose. Taglines and creative is currently under review.

In addition, outreach at community events included examples of stewardship messaging and role of visitation in funding infrastructure. Events included monthly community skate nights hosted at the CRC, Town Clean-Up Day, Trashy Thursday's, and other presentations such as the Lions Club, etc.

C. Track website pass-throughs to local businesses and events achieving a 5% increase YOY

NEUTRAL: Pass-throughs to local businesses and events saw significant growth this year. Local business referrals reached 118,021, representing a 42% increase in YOY. Event referrals totaled 14,017.

However, due to changes in tracking methods from UA to GA4, a direct YOY comparison is not available.

D. Continue to push MLT's new user-friendly website access for local businesses to update their listings, add special offers, and switch out imagery easily with the new website.

ACHIEVED: Shared and encouraged use of the platform every week in the Occupancy newsletter (52 times).

3. Community Engagement – Public Engagement and Outreach

A. Develop a Community Engagement Plan using the different sources and studies we have identified. This includes the Community Sentiment study from The Shipyard, the JLLA project and the information coming out of the Destination Think Collective, among others.

ACHIEVED. Presented to MLT Board 11/19/25.

4. Community Engagement – Local Partnerships

A. Work with all local partners and TOML with a resident first lens and focus to identify infrastructure and quality of life needs and corresponding MLT budget support

IN PROCESS: Projects for partner survey identified with the Town and from Destination Stewardship Plan initial outreach.

IN PROCESS: Real-time transit information testing underway for deployment in winter 2025-26 on Main St. and Old Mammoth Rd. corridors

5. Community Communications (B2C) – Banners & Signage

A. Ensure consistent quality banner product promoting 4-seasons and Real Unreal creative and work with TOML to replace broken banners and hardware as needed.

ACHIEVED: Kept existing banners and have plans to replace ALL banners in FY 25-26 – spring.

B. Work with TOML to get snowflakes up in November and down in April to swap out for banners. Explore expanding holiday decoration presence on Main Street and Old Mammoth Rd.

ACHIEVED: Transit shelter lighting added fall 2025.

6. Brand & Community Awareness – Domestic Marketing

A. Engage in conversations about refocusing winter destination marketing to reflect midweek/non-holiday and air service messaging only.

ACHIEVED: This winter, a multi-tactic approach was implemented to reach high-intent travelers across multiple channels and partners primarily in the programmatic and social space. Google Search was the leading driver of airline referrals, contributing 7.8K referrals with a 10% referral rate. To better align with longer planning timelines in fly markets, the campaign start date was shifted to mid-September, resulting in higher early-season flight referrals year over year. Additionally, partnerships such as OnTheSnow helped extend our reach to snow-focused fly market audiences early in the season,

complementing MMSA collaborations and reinforcing midweek and air service messaging. Midweek creative messaging produced strong ad engagement (outperforming campaign benchmark) resulting in over 11.9K qualified visits to the website.

B. Focus on non-peak seasonal marketing, which includes mid-week year-round, spring, and fall.

ACHIEVED: Off-peak efforts prioritized midweek messaging year-round, specifically in spring and fall appealing to flexible travelers without school-age children. This approach delivered strong engagement, with midweek creative achieving top CTR performance across partners. During the fall season, users spent the longest time on site engaging with content that specifically highlighted Fall Activities, and overall ad engagement aligned with publisher benchmarks. The FY25 paid media program during off season tracked a high ad engagement (surpassing winter performance and campaign benchmarks) driving 11K visits to the website.

C. Grow email database by 10% as compared to FY 2023-2024 numbers.

NEUTRAL: Email subscribers grew 4.7% from FY 2024 to FY 2025. Trade shows have traditionally been a strong driver of new email subscribers, but this year they generated significantly lower results—particularly due to the reduced attendance at Bart Hall. As a result, these shows have been removed from the FY25/26 plan, with efforts shifting toward achieving subscriber growth primarily through digital marketing initiatives.

D. Continue to refine The Real Unreal campaign messaging, focusing on inviting and educating visitors that hold the same stewardship values as our residents.

ACHIEVED: See answer above on stewardship messaging and in addition, in June 2025, MLT introduced new creative under the "Without a Trace" stewardship initiative, extending The Real Unreal narrative to encourage responsible visitation. The campaign specifically targeted travelers who had recently shown strong interest in visiting the destination, reinforcing shared values with residents. Meta's retargeting program proved particularly effective, driving a 2.11% CTR. This result underscores the power of aligning campaign messaging with stewardship and community values, while continuing to educate and inspire visitors to explore responsibly. Lastly, we created an It's a Mammoth Thing landing page to address relevant issues related to both the education of visitors and locals.

E. Re-engage with content creators/influencers to drive the midweek, non-peak messaging

ACHEIVED: During this fiscal year, we hosted a carefully selected number of content creators with our key visitation verticals in mind. We emphasized air service by promoting the new aircraft through two different partnerships, and continued to promote midweek, non-peak destination stories alongside endurance season and recreation travel.

i. **United Airlines – Discover California / Maria Ponomaryova (2 visits)**
   Highlighted BIH air service, ease of access via DEN, and midweek travel opportunities to reduce peak congestion and support our air service messaging.
ii. **OCR/Endurance Season - Nicole Mericle (OCR World Champion)**
   Showcased Mammoth's Endurance Season through a training and competition focused narrative that promotes recreation minded visitation.

Commented [AW2]: @Samantha Lindberg can you review this wording since I wasn't part of the project

iii. **Destination - Joseph Bogorad**
Captured broad destination storytelling with an emphasis on quieter midweek moments and under-the-radar activities that appeal to flexible travelers.

iv. **Chasing Sage – in partnership with Visit California**
Leveraged statewide reach to position Mammoth Lakes as a midweek-friendly mountain escape within broader California travel planning.

v. **Spring/non-peak times - Cody & Victoria**
Focused on spring shoulder season and non-peak travel periods, reinforcing the benefits of visiting outside of traditional winter crowds.

F. Increase total social media audience growth 5% YOY

NEUTRAL: YOY follower growth cannot be directly measured due to changes in Meta's follower tracking methodology, but we did have a significant increase in both reach and engagement compared to last year. To ensure accurate YoY tracking going forward, we've already implemented manual follower monitoring.

7. <u>Brand & Community Awareness</u> – Public Relations / Communications

A. Vet and coordinate high quality domestic media visits with a mix of general travel and community effort messaging.

ACHEIVED: MLT hosted 12 high quality domestic media visits focused on four season destination stories, winter activities, air service promotion, stewardship and community efforts, dining, fall colors, and events.

- Sharael Kolberg – US News
- Jennifer Richmond – Eater, Tasting Table
- Erica Zazo – CNN
- Rina Nehdor – Westways
- Marlise Kast – Fodor's
- Evie Carrick – Travel & Leisure, SKI
- Sari Hitchens – Parents
- Alyssa Giocobbe – Boston Globe
- Ali Carr – Basecamp
- Julie Brown – SF Gate
- Kacey Montoya – KTLA
- Danielle Bauter – Thrillist, The Infatuation

B. Achieve 5% growth in unique impressions YOY.

NEUTRAL: Mammoth Lakes Tourism did not meet the FY 24/25 Town Council deliverable of 5%

year-over-year growth in media impressions, finishing the year at 6.56 billion total impressions, compared to 8.55 billion in FY 23/24. This decline reflects an industry-wide transition away from reporting impression counts toward more meaningful and verifiable engagement metrics. Many national outlets—including *Travel + Leisure, Outside, Parents,* and *CNN*—have reduced or discontinued the use of impression multipliers, reporting instead on unique readership, verified reach, or viewership.

While overall impressions declined, placement quality and frequency reached record highs with 1,511 earned placements (+93 % YOY) across high-value, regional, and broadcast media. This coverage featured our key pillars—*destination, stewardship, community*—and included multimedia storytelling that cannot be accurately captured through impression counts alone.

Looking ahead, MLT will align its PR metrics with current best practices by emphasizing:

- The number and tier of earned placements rather than raw audience multipliers
- Message alignment with strategic storytelling pillars
- Depth of engagement through journalist relationships, influencer partnerships, and The Crib athlete program

C. Coordinate 12 high quality international media placements over 2024-25.

ACHEIVED: We saw 22 high quality international media placements.

D. Achieve 10% growth in media impressions internationally over 2024-25.

NEUTRAL: We are no longer using impressions as a qualified metric, but we increased the number of qualified placements.

E. Promote high altitude training and community efforts through Crib visitation and collaboration with Mammoth Track Club (2028 Olympic focus).

ACHEIVED: In FY24-25, the Mammoth Lakes Crib hosted 14 group visits across a wide range of sport disciplines including cycling, running, and skiing. In coordination with Mammoth Track Club and our special event producers, we were able to amplify the presence and promotion of elite athletes in Mammoth Lakes.

8. <u>Experience & Attractions</u> – Event Promotion/Support

A. Increase budget to $350,000 (17% increase YOY) for FY 2024-2025 event grant funding cycle for events in spring, summer, fall 2025.

ACHIEVED: $350,000 worth of special event funding was provided to 26 events, 3 of which were new to the region. 3 other existing events were first-time funding recipients who used the funding to draw more visitors to their events.

B. Create new guidelines and grading system for special event grant funding and enforce deliverable requirements due from event promoters

ACHEIVED and implemented during FY 24-25.

C. Continue to expand event promotion/advertising plan for summer 2024

ACHEIVED: We ran $12,000 in paid marketing efforts on META with new creative – where 30% of funds ran April – July and then heading into the new fiscal year we ran placements 70% for endurance season. We saw over 22,000 views of the special events website on visitmammoth.com and an engagement rate of 76%. Please note that this advertising ran from April 2025 through September 2025, overlapping two fiscal years.

D. Continue to require post-event surveys to capture data and better understand visitor use, event success and local economic impact.

ACHEIVED: Post-event surveys are required for all funded special events and due to producers as part of their overall performance reports no more than 60 days after the event concludes. We have received 20 completed surveys to date and will collate and summarize results to evaluate visitation impacts, event success metrics, and economic impact. The Special Events committee considers past event performance data to guide future funding recommendations.

9. **Access & Transportation Awareness – Air Access**

A. MLT continues to support MMH Airport and scheduled charter air service through marketing efforts, airline contracting, and subsidy negotiation and payments.

ACHEIVED and on-going.

B. Continue to responsibly explore year-round service at MMH and BIH

NOT ACHEIVED, but we were able to expand service past Labor Day from September 4 – October 6. During this period we saw the highest flight loads of the season at 57%.

10. Access & Transportation Awareness – Air Service Promotion

A. Promote local air discount programs to encourage both commercial and scheduled charter flying to fill outbound, off-peak flights.

ACHEIVED: See notes above on local promotion.

B. Track satisfaction with BIH air service via NPS scores related directly to "visiting Mammoth Lakes". Benchmark set at 76 (BIH currently 73.20)

ACHEIVED: 76.4 was achieved in 2024

C. Track satisfaction with MMH air service via NPS scores related to "visiting Mammoth Lakes". Benchmark set at 95.5 (MMH currently 93.65 with ZERO detractors for winter 2023-24).

NOT COMPLETE: We were not able to secure enough survey responses to analyze the data. We are planning for next fiscal year to correct this issue.

D. Work with the TOML, business partners, transportation providers, MLCC and MMSA to reach an NPS score of 81 for summer 2024.

ACHEIVED: Mammoth Lakes NPS score achieved 85.08 for summer 2024

11. Brand & Community Awareness – International Marketing

A. Work with Visit California, Alterra and MMSA ~~Mammoth Resorts~~ to regain visitation from key international markets to come during our need times: Spring, Fall, midweek Winter.

COMPLETE and always in progress with our partnerships.

B. Continue to Educate international travel trade partners on the value of Mammoth Lakes experience and to respect the local community.

COMPLETE and always in progress with our partnerships.

C. Continue to represent MLT at international trade and media sales missions / industry conferences to promote Mammoth Lakes as a year-round destination.

COMPLETE and always in progress

D. Explore re-entering China through in-market representation for 2024-

COMPLETE but downsized to opportunity based projects in this market.

E. Utilize the Symphony Dashboard data to track visitation changes from key international markets

COMPLETE and always in progress.

MLT Draft Deliverables 4-3-24

MLT Draft Deliverables 4-3-24



HIGH SIERRA ENERGY FOUNDATION

Town of Mammoth Lakes

November 19, 2025

Pam Close Bold, Executive Director

Jess Blackwell, Program Manager

Overview of the High Sierra Energy Foundation

- The High Sierra Energy Foundation (HSEF) is a nonprofit based in Mammoth and serving Mono and Inyo counties.
- Our mission is to promote the culture of energy efficiency and sustainability in the Eastern Sierra.
- The HSEF was founded in 2005 and is currently celebrating its 20th anniversary.
- Originally, the HSEF focused on exploring geothermal district heating for the Town of Mammoth Lakes.
- After the 2008 downturn, the organization pivoted its focus to energy efficiency and local government partnerships through Southern California Edison.
- Since then, the mission has expanded to include additional focus areas of energy and sustainability and strives to connect residents and businesses with impactful programs.
- Our team does its best to help bring resources and programs that are readily available in urban areas to our rural hard-to-reach communities.



Pam Close Bold, Executive Director
Jess Blackwell, Program Manager

HIGH SIERRA ENERGY FOUNDATION

Understanding Public Purpose Dollars

Electricity and natural gas bills contain a public goods charge. These are funds collected from ratepayers and used to implement **public purpose programs.**

One type of public purpose program are energy efficiency programs. These ratepayer funded programs are **overseen by the California Public Utilities commission (CPUC).**

The goal of ratepayer funded energy efficiency programs is to **reduce energy use** so costly power plants and infrastructure does not have to be built.

HIGH SIERRA ENERGY FOUNDATION

Understanding Regional Energy Networks (RENs)

RENs are an innovative framework for local governments to design and administer **CPUC energy efficiency programs.**

RENs are allowed to design innovative programs which focus on **serving communities** in ways traditional energy efficiency programs do not.

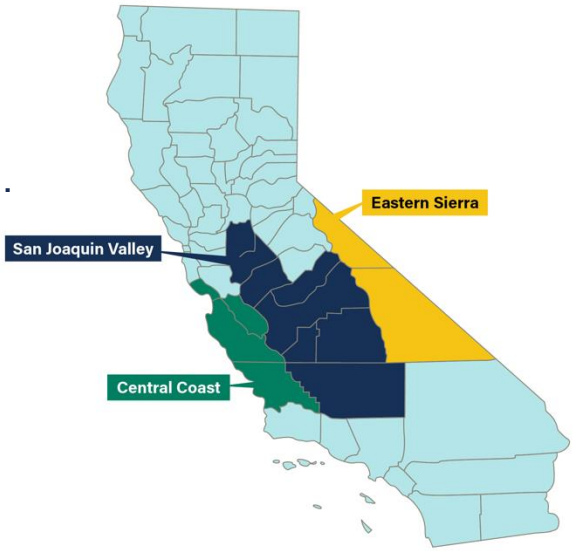
This has led RENs to focus on serving **hard-to-reach customers** as well as disadvantaged and underserved communities.

HIGH SIERRA ENERGY FOUNDATION

Central California Rural Regional Energy Network

The HSEF is a founding member of the Central California Rural Regional Energy Network (CCR REN), which was approved by the CPUC in Sept. 2024 with six programs and a $36M four-year budget.

CCR REN serves 5.4 million customers across 14 Counties, and almost 50,000 square miles with a community breakdown of 76% geographically hard-to-reach, 40% disadvantaged, and 50% underserved.



CCR REN Programs

Residential	Energy efficiency audits and installation of simple measures
Workforce Education and Training	Youth workforce education and training program
Commercial Energy Improvement	No-cost electrification projects for commercial customers
Public	Support for hard-to-reach public agencies in Monterey Bay
Codes and Standard	Training and technical assistance for building professionals
Finance	Finance program is slated to launch in 2026

CCR REN Partners

Association of Monterey Bay Area Governments

San Joaquin Valley Clean Energy Organization

High Sierra Energy Foundation

County of San Luis Obispo

County of Ventura

HIGH SIERRA ENERGY FOUNDATION

Southern California Regional Energy Network

The HSEF is a regional partner of the Southern California Regional Energy Network (SoCalREN), which is administered by the County of Los Angeles, and helps to deliver energy efficiency programs to public agencies and multifamily properties that receive electric service from Southern California Edison.

To date, the HSEF has worked with local governments, community services districts, schools, and the Bishop Paiute Tribe.

Current Programs include:

- Public Agency
- Energy Resilience Action Planning
- Facility Equipment Inventories
- Multifamily and Multifamily Hard-to-Reach Direct Install
- Kits for Kids



HIGH SIERRA ENERGY FOUNDATION

Contributions to Town of Mammoth Lakes

Conducted facility equipment inventories of all Town buildings through SoCalREN Public Agency Delivery Program. In process of identifying measures and processes to reduce energy consumption and costs.



Working with the Town on Energy Resilience Action Plan to prepare for grant opportunities for Resilience Center funding.

HIGH SIERRA ENERGY FOUNDATION

Contributions to Mammoth Lakes Youth

- Supported youth education through scholarships awarded to students at Mammoth High School pursuing environmentally-focused careers or the trades totaling nearly $19K granted over the last five years across all local schools.
- Will be offering the Sam Walker Memorial scholarship for environment or business
- Provided financial support to MHS's Construction and Trade's program to add energy efficiency and renewables to the program's curriculum. Projects included building solar tool charging station and Heat Pump HVAC for ADU Project.
- Collaborated with Mammoth Community Water District and Mammoth Middle School to provide energy and water conservation education through the LivingWise program for nearly 20 years.
- SoCalREN's Kits for Kids energy efficiency program to Mammoth Elementary School 3rd grade classes – teachers receive $1K for classroom resources

HIGH SIERRA ENERGY FOUNDATION

Other Recent HSEF Initiatives

- Delivered community events with funding from Mono County and California Sustainable Libraries for the County Earth Month Series and in conjunction with the Mono County Library Services —events included energy conservation workshops E.V. test drives and tours at hydropower, geothermal, and wastewater facilities.

- Other Activities:
  - — Outreach and education events, including Tri-County Fair, Kidapalooza, Village at Mammoth events and Tribal Environmental Youth Camps
  - — Eastern Sierra Green Business Program (California Green Business Network).
  - — CDFA Healthy Stores Grant.







HIGH SIERRA ENERGY FOUNDATION

HIGH SIERRA ENERGY FOUNDATION

Here's to (at least) 20 more!



Pam Close Bold, Executive Director
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Cell: 760.914.3136

TOWN COUNCIL STAFF REPORT

Title: November 2025 Public Works Engineering CIP Update

Meeting Date: November 19, 2025

Prepared by: Amy Callanan, PE, Engineering Manager

RECOMMENDATION:

Accept the November 2025 Public Works Engineering CIP Update.

***** Text shown in bold has changed from the previous update *****

Project	Notes	Budget
Town Civic Center	**The building is substantially closed in, with roofing and exterior waterproofing installed. Interior stud-framed walls are nearly complete, and drywall is going in.** Mechanical, electrical, plumbing and fire systems continue to be installed.	$33M
Mammoth Arts & Cultural Center (MACC)	**Concrete foundations and stepped seating floor are complete. Concrete pilasters are being constructed in preparation for installation of CMU block walls. A portion of the existing building roof is being reconstructed to accommodate connection to the new building.** Further work throughout the fall and winter will be contingent on weather conditions.	$17M
2025 Misc Concrete and Facility Work	**Removal and replacement of the retaining wall at Sierra Park Rd and Meridian Blvd is expected to be completed this month. All other work is complete.**	$586K
Shady Rest Restroom	**Design work is in progress**, with the intent of going out to bid in early 2026 for construction next summer.	~$200K (design)
Airport Multipurpose Building Phase 1 – A3 Taxiway & Site Work	The Town received three FFY 2025 FAA grants total $2.55 million. **Construction is expected to start in April 2026.**	$2.69M (Phase 1)
Airport Tee-Hangar Taxilane Rehabilitation	The design is currently on hold at this time in order to address environmental issues and project funding.	$229K (design)
Airport Multipurpose Building (ARFF and SRE) Phase 2	The new project design has been submitted for building permit review. Staff plans to submit a competitive discretionary grant request to the FAA for FFY 26, and the design team is currently working on a detailed cost analysis.	TBD
Main Street MUP / Mountain Blvd Crosswalk	Design work is in progress, however construction funds or schedule have not yet been identified.	~$200K (design) TBD (construction)

Minaret/Meridian Roundabout	Survey and design work is in progress, and should be completed this year. **Staff is working with our design consultant to create a roundabout mockup exercise later this month for Public Works and emergency services personnel to test out the roundabout geometry prior to finalizing design.** Construction funds or schedule have not yet been identified.	$392K (design)
The Parcel Phase 3 (homeownership)	Infrastructure design is in progress. The details of starting work on site and development of housing are being determined.	$62K (design)
Parks & Trails Signage	Staff is working on a bid package for 4 new monument signs to be located at the Parcel, CRC/Mammoth Creek Park, Dog Park, and Shady Rest. We expect to go out to bid later this **winter**.	~$100K
Childcare TI (Interior Fit-out)	**Design is currently on hold pending confirmation of the details of facility operation and management.**	$195K (design)
Minaret MUP	**The project will construct a new separated MUP along the west side of Minaret Rd between Lake Mary Road and Old Mammoth Road. Staff will be requesting allocation of $3M of pre-programmed STIP funds at the end of January, with the intent of going out to bid in February and constructing the project summer of 2026.**	**~$3M**

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Receive a presentation on enforcement efforts related to trash and wildlife issues

Council Meeting Date: 11/19/2025

Prepared by: Nolan Bobroff, Community & Economic Development Director; Dan Casabinan, Police Chief; Mike Martyr, Code Compliance Office; Ryan Tanaka, MLPD

Recommended Motion: This is an informational only item. If there are desired changes or topics of interest, Town Council can direct staff to bring back a future policy item for further discussion.

Summary: In response to ongoing issues related to trash and wildlife interactions, the Town updated the Municipal Code in March 2025 to codify changes to the Code to clearly define who is the responsible party for trash spills and what the penalties are for trash spills. The amended Code defines Responsible Party as "… the person or people who are listed as the account holder for that property with the Franchisee…." and clearly states that the spillage of solid waste is considered to be a public nuisance and is a misdemeanors or infraction subject to the penalties specified in Chapter 1.12 of the Municipal Code. The amended Code places the responsibility for securing a trash receptacle on the Responsible Party, regardless if they were the ones who left the receptacle unsecured.

In response to these changes, Town and Mammoth Disposal staff have been working collaboratively to better track trash spill occurrences and to cite repeat offenders. Town staff (CED Code Compliance and MLPD Code Compliance) have been utilizing the Data Ticket platform to issue citations for trash spills (and other Code violations) and to track the location of trash spills (warnings and citations) in a georeferenced database. The database helps to identify repeat violators.

This presentation will focus on the Town's enforcement efforts related to trash incidents and the steps taken to educate the community on managing trash and wildlife conflicts. If there are desired changes to the enforcement actions by the Town, Town Council can direct staff to bring back a future policy item for further discussion. The relevant Municipal Code sections are linked below.

The response process that Town staff typically use is as follows:

1. **Site Visit**: Discuss trash spills and feeding animals with responsible party onsite. Look for better practices such as more frequent pick up, pad locks, enclosures, bring the container out only when it's being picked up, container location.
2. **Warning Notice**: Certified Mailed Notice of Violation
3. **Citation**: A fine is issued for each violation of Town Code per occurrence. The amount of the fine escalates with each repeat citation.
4. **Public Nuisance**: The Town can declare a continuing trash spill a condition that is permitted to exist in violation of the Code that may be abated by the Town Attorney in a civil judicial action.

- Chapter 6.20: https://library.municode.com/ca/mammoth_lakes_/codes/code_of_ordinances?nodeId=COOR_TIT6AN_CH6.20FEWIWIATPR
- Chapter 8.12: https://library.municode.com/ca/mammoth_lakes_/codes/code_of_ordinances?nodeId=COOR_TIT8HESA_CH8.12SOWAMA
- Chapter 8.13: https://library.municode.com/ca/mammoth_lakes_/codes/code_of_ordinances?nodeId=COOR_TIT8HESA_CH8.13CODEWAMA_8.13.100VIEN

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Receive a presentation and discuss the draft Multi-Jurisdictional Local Hazard Mitigation Plan Update

Council Meeting Date: 11/19/2025

Prepared by: Pam Kobylarz, Assistant to the Town Manager; Nolan Bobroff, Community and Economic Development Director; Haislip Hayes, Public Works Director

Recommended Motion: Review the draft LHMP document and provide comments as needed.

Summary: The Town, Mono County, and participating local special districts within the County are currently engaged in the update of the Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP). The LHMP is being updated to include the most current information on the risks and vulnerabilities of multiple hazards affecting the Town and County as well as new specific mitigation strategies and actions that will reduce or eliminate those risks or vulnerabilities. LHMP's have a lifespan of five years, and the last plan was in effect from 2019-2024.

The purpose of the LHMP is to reduce or eliminate the long-term risk to human life and property from hazards and can help reduce the cycle of disaster damage, reconstruction, and repetitive damage by identifying effective mitigation measures for communities. This plan took an all-hazards approach, assessing both natural and human-made hazards that could affect the planning area. The plan assessed and analyzed the hazards for the entire County in the main "Base Plan" and then further assessed and analyzed the hazards for specific geographic locations throughout the County in the ten "Annexes." The Town of Mammoth Lakes Annex is specific to our community.

Draft Plans: The Public Review Drafts for the Base Plan and Town of Mammoth Lakes Annex are available at the following links:
Base Plan:
https://monocounty.ca.gov/sites/default/files/fileattachments/community_development/page/34173/mono_county_toml_hmp_compiled_base_plan_draft_2025-10-27.pdf
Annex:
https://monocounty.ca.gov/sites/default/files/fileattachments/community_development/page/34173/b._townofmammothlakes_annex_2025-10-27.pdf

The public review period for the Draft LHMP will run from November 7 – December 7, 2025. Comments can be provided directly to the project manager, Casey Garnett with IEM, at Casey.Garnett@iem.com or can be directed to staff who will relay the comments to the consultant team.

Following the public review period and the update of the draft plan to incorporate comments received, the final draft LHMP will be submitted to the State (CalOES) and Federal (FEMA) entities for review and will then be adopted by the plan participants. Adopting the plan enables the plan participants to meet the eligibility requirements for hazard mitigation grants that require an approved hazard mitigation plan, such as FEMA's Hazard Mitigation Grant Program (HMGP). Additional information on the LHMP process is available at the Mono County project page here:
https://monocounty.ca.gov/community-development/page/2024-multi-jurisdictional-hazard-mitigationplan-update.

Attachments:
Attachment 1: LHMP Public Review Presentation









Mono County and the Town of Mammoth Lakes Multi-Jurisdictional Local Hazard Mitigation Plan Update

November 12, 2025

IEM

TOWN OF Mammoth Lakes

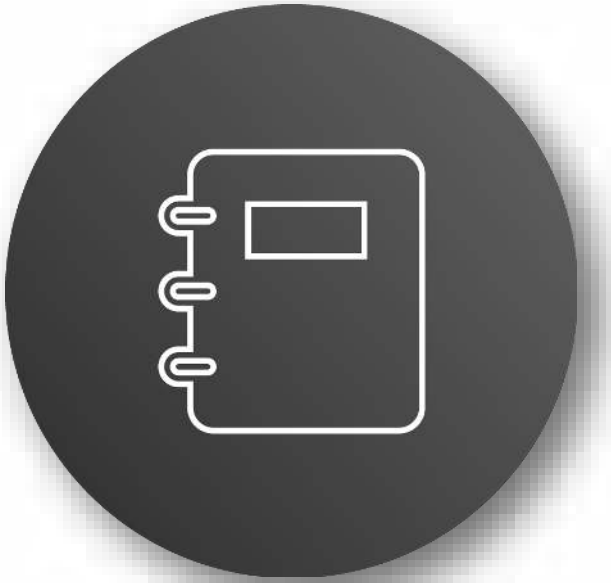
MONO COUNTY CALIFORNIA

We Want to Hear From You!

- This presentation will provide an overview of hazard mitigation concepts and hazard mitigation planning in Mono County and Town of Mammoth Lakes
- Please read the draft hazard mitigation plan located on the Mono County website and provide any feedback or questions you have to Casey Garnett at casey.garnett@iem.com
- Your comments are a valuable part of this planning process

Agenda

- What is Hazard Mitigation?
- What is Hazard Mitigation Planning?
- Who's Involved
- The Mitigation Plan
- Next Steps



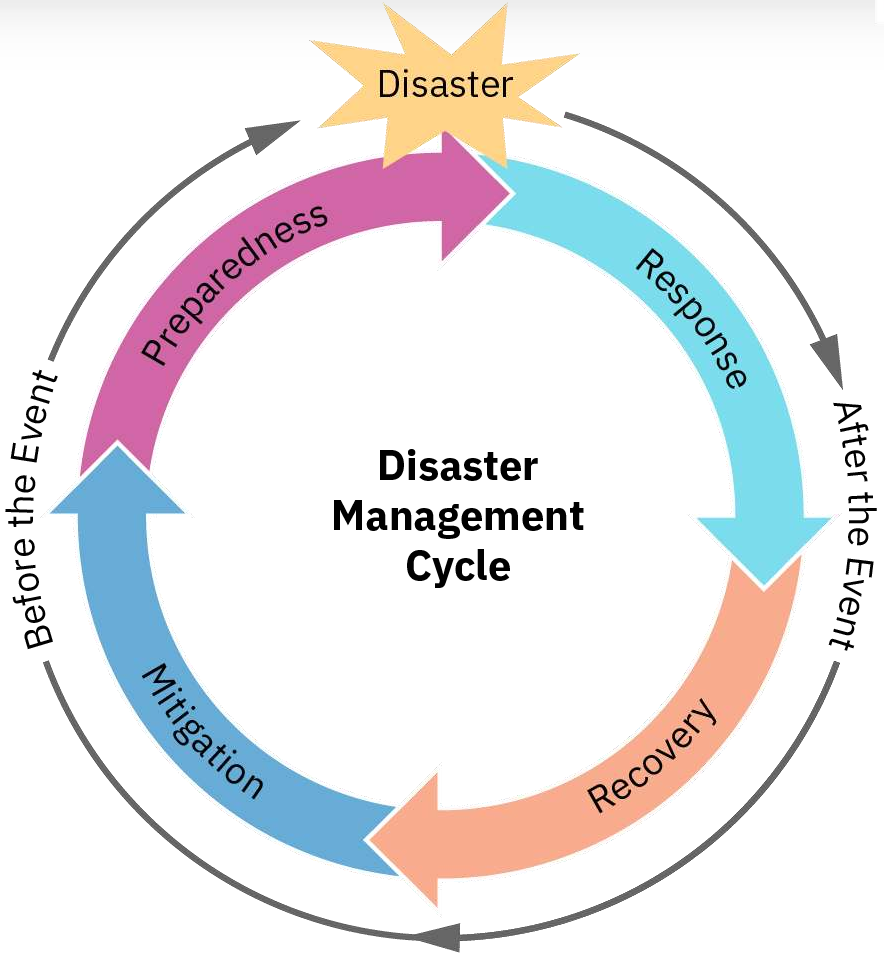
Hazard Mitigation

- Hazard Mitigation is any ***sustained action*** to reduce or eliminate the ***long-term risk*** to human life and property from hazards



Benefits of Mitigation

- Break the cycle of disaster damage, reconstruction, and repetitive damage
- Increase public safety and prevent loss of life of injury
- Speed up recovery and reduce business and economic interruption
- Help with other community objectives, such as capital improvements, preserving open (green) space for recreation and tourism, and increasing economic resiliency



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Examples of Hazard Mitigation

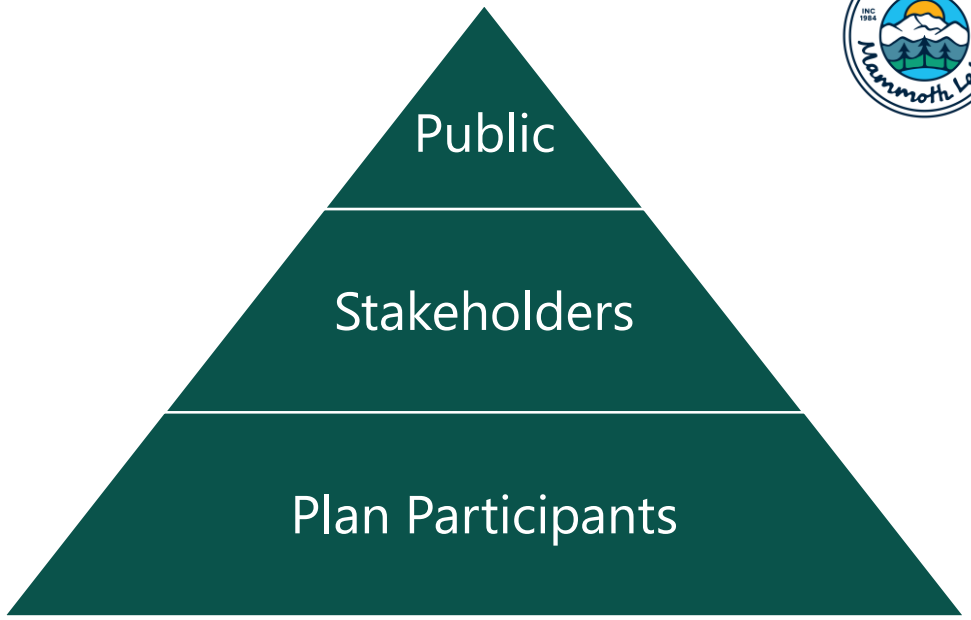
- Upgrading a community center so it can be used as a resource hub and shelter during disasters
- Restoring rivers and floodplains to reduce the impact of flooding on communities
- Developing a wildfire education program for homeowners on how to protect their property with defensible space

Why Update the Plan?

- States, tribes, and local jurisdictions (including special districts) are required to have a FEMA-approved and adopted hazard mitigation plan to receive funding through grant programs, such as:
  - Hazard Mitigation Grant Program (HMGP)
  - Pre-Disaster Mitigation (PDM)
  - Flood Mitigation Assistance (FMA)
- Plan must be updated every 5 years
- Plan must meet state and federal planning requirements

Who's Involved

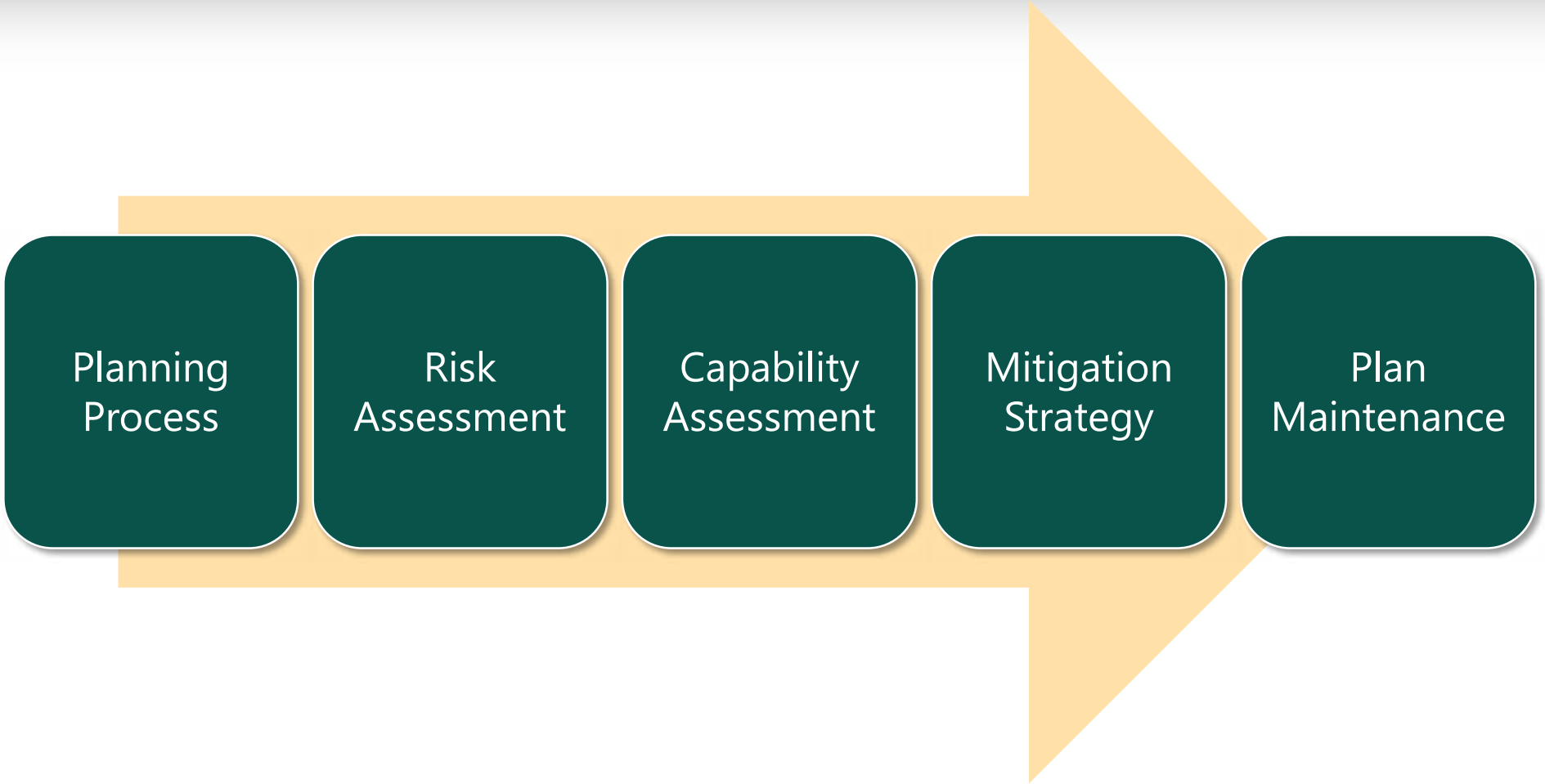
- Broad participation is a critical piece of hazard mitigation planning
- Plan participants guide the planning process start to finish
- Stakeholders like Whitebark Institute and Southern California Edison were involved to provide expertise on specific topics
- The public was engaged through RPAC meetings and now has another chance to weigh in on the plan



Who's Involved

- Plan Participants:
  - Mono County
  - Town of Mammoth Lakes
  - Special Districts:
    - Bridgeport Public Utility District
    - Hilton Creek Community Services District
    - June Lake Public Utility District
    - Mammoth Community Water District
    - Mammoth Lakes Fire Protection District
    - Mono City Fire Protection District
    - Southern Mono Healthcare District
    - Wheeler Crest Community Services District

The Mitigation Plan



Mitigation Goals

- **GOAL 1.** Avoid exposure of people and improvements to unreasonable risks of damage or injury from the hazards identified in this plan.
- **GOAL 2.** Keep Mono County and the Town of Mammoth Lakes a safe place to live, work, and play by reducing the risks from natural hazards through planning for safe development, increasing public awareness of the natural hazards in Mono County, and providing an integrated multiagency approach to emergency response.
- **GOAL 3.** Prepare for changing climate conditions in Mono County.
- **GOAL 4.** Maintain adequate emergency response capabilities.

Mitigation Goals

- **GOAL 5.** Build partnerships with local, state, federal, tribal, and other stakeholders to promote a whole community approach to response, recovery, and mitigation.
- **GOAL 6.** Identify, develop, and publicize evacuation routes to reduce risk from hazards like wildfire.
- **GOAL 7.** Study and implement mitigation actions to address potential impacts of compounding hazards such as flood following wildfire.
- **GOAL 8.** Utilize the mitigation planning process as a call to action demonstrating plan participants' commitment to work together toward implementing the mitigation actions identified in the plan.

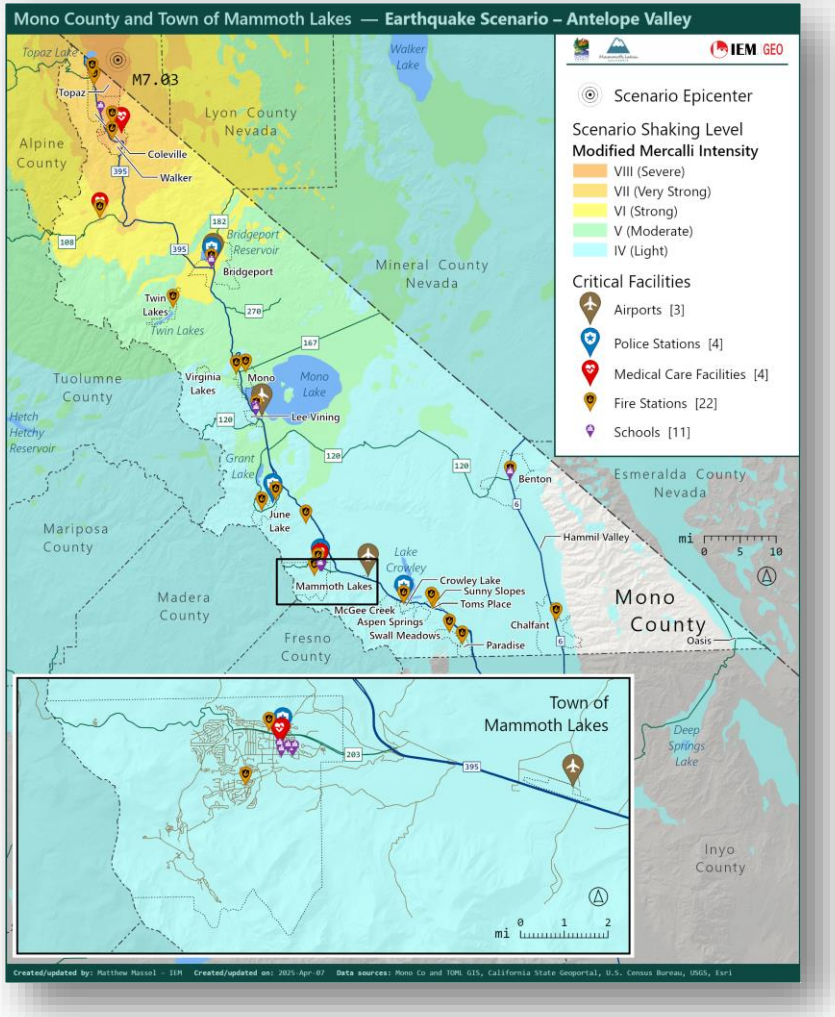
The Planning Process

- Monthly Steering Committee meetings
- 6 Planning Team meetings and many, many individual jurisdiction meetings between November 2024-July 2025
- 70+ stakeholders participated
- Public engagement at 5 RPAC meetings
- Bilingual (English/Spanish) public survey – 154 responses



The Risk Assessment

- Updating the risk assessment includes:
  - Identifying hazards
  - Describing hazards
  - Mapping hazard risk
  - Identifying community assets
  - Analyzing impacts
  - Estimating losses
  - Summarizing vulnerability

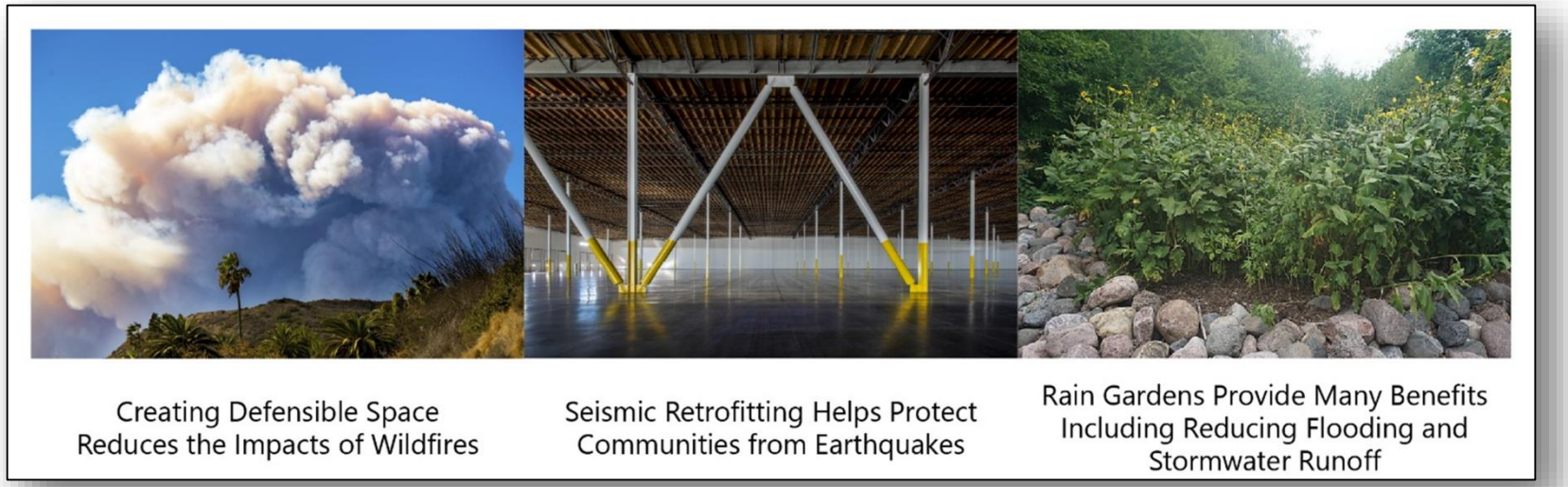


Hazards Identified

- Avalanche
- Dam Failure
- Disease/Pest Management
- Drought
- Earthquake and Seismic Hazards
- Epidemic/Pandemic (NEW)
- Energy Shortages and Energy Resiliency (NEW)
- Extreme Heat
- Flood
- Hazardous Materials
- Landslides
- Severe Wind
- Severe Winter Weather and Snow
- Volcanoes
- Wildfire
- Wildlife Collisions

The Mitigation Strategy

- Long-term blueprint for reducing disaster losses
- Includes goals, actions, and an action plan
- Identifies a comprehensive range of actions
  - At least one action per hazard identified



Creating Defensible Space Reduces the Impacts of Wildfires

Seismic Retrofitting Helps Protect Communities from Earthquakes

Rain Gardens Provide Many Benefits Including Reducing Flooding and Stormwater Runoff

Plan Maintenance

- Each plan participant will adopt the plan once feedback is received and it is approved by the State and FEMA
- The Mono County Office of Emergency Services will continue to monitor progress on the plan until the next update
- Elements will be used to inform other planning processes like the general plan, capital improvement plan, and emergency operations plan

Next Steps

- The plan can be accessed on the Mono County website under Community Development>Planning Division>Projects [feel free to update this with the Ready Mono link once it is uploaded]

- Please submit your feedback on this plan! We want to hear from you. Comments can be sent to casey.garnett@iem.com

- Deadline for comments is December 7, 2025



Questions?

Contact Information

Casey Garnett
Lead Planner
804.664.3341
Casey.Garnett@iem.com

Kelly Karl
Planning Analyst
760.924.1809
kkarl@mono.ca.gov

Town Council of Mammoth Lakes

Minutes of Regular Meeting

November 5, 2025, 4:00 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, Councilmember John Wentworth

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1. CALL TO ORDER AND ROLL CALL

The Mayor called the meeting to order at 4:00 p.m. in the Council Chamber, 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

2. PLEDGE OF ALLEGIANCE

Scott Armstrong led the flag salute.

3. PUBLIC COMMENTS

There were no public comments given at this time.

4. INTRODUCTIONS

4.1 Introduce new Parks/PW Hybrid Worker Christopher Russell.

Public Works Maintenance Manager Pat Vargas introduced Mr. Russell to the Council and the community.

5. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

6. REPORTS FROM COMMISSIONS AND/OR DEPARTMENTS (AS NEEDED)

Town Manager Rob Patterson gave an update regarding California's Proposition 50 passage last night and thanked Congressman Kiley for his visits to our region. There was discussion among members of Council and staff. Mr. Patterson reported the Town had implemented a new recognition process for employees who are getting additional certification, diplomas, and licenses to enhance their job performance at the Town.

Office of Outdoor Recreation Manager Lawson Reif gave an update regarding current outdoor recreation activities. There was discussion among members of Council and staff.

Police Chief Dan Casabian gave an update regarding the Halloween event in the Trails. He announced that Officer Hoodman received the Eastern Sierra Police Officers Association Officer of the Year Award.

Public Works Director Haislip Hayes announced that Assistant Engineer Pam Smitheman and Assistant Engineer Colin Brownlee had passed their Fundamentals of Engineering Exam. He reported that a settlement agreement had been finalized with Hamel Contracting, Inc.

Finance Director Megan Chapman announced that Revenue Specialist Lupita Lopez had completed her Master of Science in Management and Leadership.

Parks and Recreation Director Stuart Brown announced that Community Recreation Center (CRC) Supervisor Andrew McEachron had completed the Certified Ice Technician course. He gave an update regarding current parks and recreation activities. There was discussion among members of Council and staff.

7. PUBLIC PRESENTATIONS

7.1 Mono Region Broadband Plan Update presented by Scott Armstrong, Regional Broadband Coordinator.

Mr. Armstrong gave a presentation regarding the Regional Broadband update. There was discussion among members of Council and staff.

8. STAFF PRESENTATIONS

8.1 Receive a presentation on the key findings from the Regional Housing Needs Study.

Community and Economic Development Director Nolan Bobroff introduced Aaron Nousaine, bae urban economics. Mr. Nousaine gave a presentation regarding the Regional Housing Needs Study. There was discussion among members of Council, staff, and Mr. Nousaine.

9. CONSENT AGENDA

Moved by Councilmember John Wentworth
Seconded by Councilmember Bill Sauser

Approve the Consent Agenda.

For (5): Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, and Councilmember John Wentworth

Carried (5 to 0)

9.1 Approve the minutes of the special meeting of October 14, 2025.

9.2 Approve the minutes of the regular meeting of October 15, 2025.

9.3 Adopt the resolution approving an updated Vehicle Use Policy for the Town of Mammoth Lakes.

9.4 Update and approval to continue emergency installation of aboveground waste oil tank at 299 Commerce Drive.

9.5 Approve the request for a Public Convenience or Necessity Letter from the Mammoth Lakes Town Council in Support of the Mammoth Mercantile's application for a Type-20, Off-Sale Beer and Wine License at 126 Old Mammoth Road, Unit 102 and authorize the Community and Economic Development Director to sign the letter documenting this determination.

9.6 Authorize letter of support for Sean Patrick Scott Scholarship Fund, which is being established to advance prehospital medical training in the Town of Mammoth Lakes.

9.7 Accept Check Register 10/9/25 in the amount of $2,134,445.48. Accept Check Register 10/15/25 in the amount of $2,660,080.32.

Accept Check Register 10/16/25 in the amount of $501,496.84. Accept Check Register 10/23/25 in the amount of $280,181.10. Accept Check Register 10/27/25 in the amount of $1,732,963.84.

10. POLICY MATTERS

10.1 Consider the request for an additional $7.2M in gap funding for the Kingfisher 2 affordable housing project at the Parcel.

The Mayor called a recess at 6:10 p.m. and the Council reconvened at 6:19 p.m.

Councilmember Sauser announced that he owned property near the proposed project, recused himself, and left the meeting at 6:19 p.m.

Community and Economic Development Director Nolan Bobroff outlined the information in the staff report. There was discussion among members of Council and staff.

Shellan Rodriguez, SMR Development Project Manager, discussed rents and incomes at the Sawyer. There was discussion among members of Council and Ms. Rodriguez.

PUBLIC COMMENT:

Robin Roberts, Mono County Director of Behavioral Health, spoke in support of the funding request for the Kingfisher 2 project.

A current resident of the Sawyer spoke in support of the Town funding request for the Kingfisher II project.

Amanda Greenberg, Mono County Behavioral Health, read a letter from a Sawyer resident in support of the funding request for the Kingfisher 2 project. Ms. Greenberg spoke in support of the funding request for the Kingfisher 2 Project.

There was discussion among members of Council, staff, and Caleb Roope, The Pacific Companies.

Moved by Councilmember Brent Truax
Seconded by Mayor Pro Tem Amanda Rice

Commit the additional $7,200,000 to the Kingfisher 2 affordable housing project at the Parcel contingent upon execution by Pacific West Communities (PWC) of an agreement giving the Town the option to amend or terminate the Disposition and Development Agreement for the Parcel

prior to the disbursement of any portion of the committed funds and contingent upon PWC getting the State grant tax credit funding; and direct staff to prepare and negotiate an option agreement with Pacific West Communities and bring it back to Town Council for consideration.

For (4): Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Brent Truax, and Councilmember John Wentworth

Absent (1): Councilmember Bill Sauser

Carried (4 to 0)

Councilmember Sauser returned to the meeting at 7:05 p.m.

10.2 Adopt a Resolution Approving the Third Amendment to the Solid Waste Services Agreement between the Town of Mammoth Lakes and Mammoth Disposal Company related to rate adjustments.

Assistant to the Town Manager Pam Kobylarz outlined the information in the staff report. There was discussion among members of Council and staff.

Moved by Councilmember John Wentworth
Seconded by Councilmember Brent Truax

Adopt a Resolution Approving the Third Amendment to the Solid Waste Services Agreement between the Town of Mammoth Lakes and Mammoth Disposal Company related to rate adjustments.

For (5): Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, and Councilmember John Wentworth

Carried (5 to 0)

10.3 Request for Town Support to provide emergency food assistance for CalFresh recipients.

Kathy Peterson, Director of Health and Human Services, outlined the request to provide emergency food assistant to CalFresh recipients.

Town Manager Rob Patterson outlined the information in the staff report. There was discussion among members of Council and Ms. Peterson.

Moved by Mayor Pro Tem Amanda Rice
Seconded by Councilmember Brent Truax

Authorize the allocation of up to $100,000 in support of an emergency food assistance program administered by Mono County for existing CalFresh recipients who have lost coverage due to the current government shutdown.

For (5): Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, and Councilmember John Wentworth

Carried (5 to 0)

10.4 Resolution in support of Public Lands to ensure protection and proper management by our Federal Partners.

Town Manager Rob Patterson outlined the information in the staff report. There was discussion among members of Council and staff.

Moved by Councilmember John Wentworth
Seconded by Mayor Pro Tem Amanda Rice

Adopt a resolution in support of protection for Public Lands and proper management to ensure forest health and protection of our recreation-based economy, as amended to delete the work "any" from #2.

For (5): Mayor Chris Bubser, Mayor Pro Tem Amanda Rice, Councilmember Bill Sauser, Councilmember Brent Truax, and Councilmember John Wentworth

Carried (5 to 0)

11. COUNCILMEMBER REPORTS

Councilmember Sauser attended the Haunted Rink event, the Town employee Airport Potluck, Chili Cookoff and paper airplane contes, and the Local Transportation Commission meeting.

Councilmember Truax attended the Local Transportation Commission meeting, the Haunted Rink, and Harassment Prevention training.

Mayor Pro Tem Rice attended the Haunted Rink, Halloween in the Trails, the Eastern Sierra Community Housing Board meeting, and the ribbon cutting event for Mammoth Mercantile.

Councilmember Wentworth attended the Localize in California Water Conference, the Eastern Sierra Wildfire Alliance meeting, and the Eastern Sierra Council of Governments (ESCOG) meeting.

Mayor Bubser attended the Eastern Sierra Wildfire Alliance meeting, the Indigenous Peoples Day event at Cerro Coso Community College, the ESCOG meeting, the High Sierra Energy Foundation's 20th Anniversary event, the Community Coffee regarding sustainability programs, and the Wildfire Resilience Action Finance Team (WRAFT) meeting.

12. CLOSED SESSION

12.1 Pursuant to Government Code Section 54957.6.(a), Conference with Labor Negotiators, the Town Council will meet with its representatives, Town Manager Rob Patterson, Community and Economic Development Director Nolan Bobroff, and Jack Hughes, Partner with Liebert Cassidy Whitmore, with respect to the following Employee Organizations: Mammoth Lakes Police Officers Association.

At 7:59 p.m. the Mayor announced that the Council would be entering into closed session for the purposes as stated in the agenda.

13. ANNOUNCEMENT OF ACTION TAKEN AFTER CLOSED SESSION

The Council reconvened from closed session at 8:21 p.m. and announced that there was no reportable action taken.

14. ADJOURNMENT

The Council adjourned the meeting at 8:21 p.m.

_____
Jamie Gray, Town Clerk

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Approve the resolution authorizing the removal of the real property located at 165 Old Mammoth Road, Unit 53 in the Sierra Manors Condominium complex from the rental market and authorizing the sale of the unit under the Town's Housing Now! BRIDGE Program

Council Meeting Date: 11/19/2025

Prepared by: Nolan Bobroff, Community & Economic Development Director

Recommended Motion: Approve the resolution authorizing the removal of the real property located at 165 Old Mammoth Road, Unit 53 in the Sierra Manors Condominium complex from the rental market and authorizing the sale of the unit under the Town's Housing Now! BRIDGE Program.

Summary: Staff is recommending the Town Council authorize the sale of the following Town-owned condominium unit:

165 Old Mammoth Road, Unit 53 (Sierra Manors complex): 2-bedroom, 2-bath, 861 square-foot unit

- Purchased (Feb-2023): $482,015 (*$480,000 Purchase Price + $2,015 in closing costs*)
- Sales Price (*proposed*): $345,000, plus closing costs
- **Estimated Subsidy**: $135,000

The unit being sold was acquired in February 2023 with Bridge Program funding as a part of the Town's Housing Now! initiative. The goal of the Bridge Program is to increase the number of affordable ownership units within the Town through the purchase of existing market-rate homes that are then deed-restricted and sold to income qualified households at a subsidized price. The program is intended to target 'missing-middle' households earning between 120% - 200% of the area median income (AMI) with an average subsidy goal of $150,000 per unit.

Units acquired as a part of the program are typically listed for sale shortly after acquisition; however, this particular unit was turned into a temporary long-term rental to assist a household that was displaced during the 2022/23 winter emergency. The Town now wishes to permanently remove the unit from the rental market.

Eastern Sierra Community Housing (ESCH) will serve as the Town's realtor on the sale of this unit under the Town/MLH contract. Individuals interested in purchasing a unit through the Bridge program should contact Eastern Sierra Community Housing (ESCH) at (760) 934-4740.

The sale of this unit is consistent with the Town Council 2025 Strategic Priority to focus on "Community Investment to enhance growth, development, and quality of life for the Town's citizens" and the key objective statement under that priority to "Continue implementation of the Town's Housing Now! Initiative with a focus on the missing middle."

Attachments

- Attachment 1 – Town Council Resolution

RESOLUTION NO. 2025-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA, AUTHORIZING THE REMOVAL OF THE PROPERTY LOCATED AT 165 OLD MAMMOTH ROAD, UNIT 53 IN THE SIERRA MANORS CONDOMINIUM COMPLEX FROM THE RENTAL MARKET AND AUTHORIZING THE SALE OF THE UNIT UNDER THE TOWN'S HOUSING NOW! BRIDGE PROGRAM (APN NUMBER: 035-182-053-000)

WHEREAS, the Town Council's 2025 strategic priorities include a priority to focus on "Community Investment to enhance growth, development, and quality of life for the Town's citizens" with a key objective statement under that priority being to "Continue implementation of the Town's Housing Now! Initiative with a focus on the missing middle"; and

WHEREAS, the Town Council has authorized funding for the implementation of several housing policy directives and programs, branded as the "Housing Now!" initiative; and

WHEREAS, implementation of Town housing programs includes the dedication of Town resources to provide a range of community housing that is available and affordable to those working in the community; and

WHEREAS, to effectively implement the Town's Housing Now! program, the Town has set aside resources to provide a range of community housing that is affordable to the community, including community housing opportunities for households earning between 80% - 200% of the area median income (AMI) ("*missing middle households*"); and

WHEREAS, state and federal programs generally do not provide funding assistance to households that earn above 80% AMI, despite those households not being able to afford housing in the Town of Mammoth Lakes; and

WHEREAS, the Town has the opportunity to work in partnership with private property owners to further the availability of workforce housing by purchasing market-rate housing units that are then either: (a) re-sold as a deed restricted unit at a reduced affordable price; or (b) retained as rental workforce housing units; and

WHEREAS, consistent with the statement above, the Town purchased the residential unit located at 165 Old Mammoth Road, Unit 53 ("Property") within the Sierra Manors condominium complex in February 2023, and began renting the Property as a long-term rental unit to a household that was displaced during the 2022/2023 winter emergency; and

WHEREAS, the Town now wishes to permanently remove the Property from the rental market and to sell the Property as a deed-restricted unit at a reduced affordable price to an income-qualified household; and

WHEREAS, the purchase and sale of housing units by the Town requires the execution of required real estate documents and use of licensed real estate professionals to secure information necessary to implement the Town's housing programs and initiatives to expand

availability and affordability of community housing through the purchase of property, conversion of existing housing units, and the sale of housing units; and

WHEREAS, Section 2.08.060(L) of the Mammoth Lakes Municipal Code authorizes the Town Manager "… to sign documents specified in Section 40602 of the Government Code of the state whenever such documents have been approved by the Town Council for execution by resolution, motion, or minute order or other appropriate action"; and

WHEREAS, Government Code Section 40602 refers to "all warrants drawn on the city treasurer", "all written contracts and conveyances made or entered into by the [Town]", and "all instruments requiring the [Town] seal".

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Mammoth as follows:

Section 1. The above findings are true and correct and the Town Council finds the use of Town resources to secure workforce housing within the Town of Mammoth Lakes a public purpose. The Town faces an acute shortage of housing available to the local workforce, and the Town's acquisition and subsequent sale of the Property at an affordable price will assist in providing such affordable housing.

Section 2. The Town Manager is authorized to negotiate and execute the sale of the Property. The Town Manager is authorized to: (1) negotiate the sales price; (2) approve the use of Town funds restricted or allocated to assist with down-payment assistance to facilitate the sale of the Property to an income-qualified household; (3) secure an appropriate deed-restriction on the Property; (4) secure loans subordinate to the primary loan for down-payment assistance; and (5) take other actions required to secure the sale of the Property.

Section 3. The sale of the Property is hereby authorized.

Section 4. The purchase and sale of deed-restricted housing units is deemed to be "for the public benefit" for purposes of Government Code Section 37350.

Section 3. The purchase and sale of deed-restricted housing units meets the public purpose and policy of the Town Council to expand availability of community housing in the Town of Mammoth Lakes.

APPROVED AND ADOPTED THIS 19th day of November 2025.

_____
CHRIS BUBSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Continue approval of emergency contract for Town Yard Waste Oil Tank Replacement

Council Meeting Date: 11/19/2025

Prepared by: Riley Griesenbeck, Facilities and Asset Manager

Recommended Motion: Approve findings to continue the authorized emergency installation of an aboveground waste oil tank as provided for in Resolution 25-48. This action requires a 4/5ths vote.

Summary: At the Town Yard, located at 299 Commerce Drive, the Town operates an underground waste oil storage tank. This tank is currently out of compliance with numerous sections of the California State Health and Safety Code. Staff were notified about these violations by the Mono County Office of Environmental Health on December 9th, 2024, which listed a total of six (6) class 2 violations associated with this tank. The Town, in discussions with Mono County Office of Environmental Health and contractors, determined that the best solution to remedy the violations and maintain the high level of service at the mechanic yard is to install an indoor, above-ground waste oil storage tank and decommission the existing underground tank. On July 16th, 2025, the Council adopted Resolution 25-48 authorizing the emergency installation of this aboveground waste oil tank and temporary decommissioning of the current, out of compliance, underground waste oil storage tank through the procurement of the necessary materials, equipment, and services for the scope of work without a competitive bidding process. On July 17th, 2025, the Contractor's contract was executed and the materials needed for this replacement were ordered. Estimated delivery of these materials has been pushed back to November 17th, 2025, due to manufacturing delays. On the week of November 10th, all piping and other work will be completed to allow tank installation and commissioning to occur directly after delivery. The Mono County Office of Environmental Health issued an approved permit for this work on August 20th, 2025. The need for the work authorized by Resolution 25-48 continues to be necessary. A copy of the resolution is attached here for reference.

RESOLUTION 25-48

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA, FINDING THAT EMERGENCY CIRCUMSTANCES JUSTIFY AWARDING A CONTRACT FOR INSTALLATION OF AN ABOVE-GROUND WASTE OIL STORAGE TANK AND DECOMMISSIONING OF EXISTING, NONCOMPLIANT UNDERGROUND STORAGE TANK

WHEREAS, California law generally requires the Town to award contracts for "public projects" in excess of $1,000 to the lowest bidder after the completion of a competitive bidding process; and

WHEREAS, Public Contract Code Section 20168 provides that in case of emergency the Town Council may pass a resolution by a four-fifths vote declaring that the public interest and necessity demand the immediate expenditure of Town funds to safeguard life, health, or property, and that if such a resolution is adopted the Town may expend any sum required in the emergency without complying with competitive bidding requirements; and

WHEREAS, Public Contract Code Section 22050 authorizes the Town Council, with a four-fifths vote, to "repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts" if the Town Council finds, based upon substantial evidence, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency; and

WHEREAS, the existing underground waste oil storage tank at the Mammoth Lakes Town Yard is out of compliance with state and county health and safety codes; and

WHEREAS, the existing storage tank must be removed and replaced with an aboveground storage tank to bring the Town of Mammoth Lakes into compliance with state and county health and safety codes; and

WHEREAS, the Town Council finds that due to the current noncompliance of the waste oil storage tank and pursuant to Public Contract Code Section 20168 the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, safety, and property in the Town of Mammoth Lakes; and

WHEREAS, the Town Council finds that based on substantial evidence, including without limitation the staff report presented to the Town Council on July 16, 2025, pursuant to Public Contract Code Section 22050, the emergency will not permit a delay resulting from a competitive solicitation for bids, and that responding to the emergency requires repair of public facilities and infrastructure, other directly related and immediate actions, and procurement of the necessary equipment, services, and supplies for those purposes, without a competitive bidding process.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Mammoth Lakes as follows:

Section 1. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. The Town Council hereby directs and authorizes the Town Manager and Public Works Director to contract for installation of an aboveground waste oil storage tank and appurtenant fixtures, to take any directly related action, and to procure the necessary equipment, services, and supplies for the repairs, without a competitive bidding process.

Section 3. Pursuant to Public Contract Code Section 22050, the Town Council shall review the emergency action authorized by this resolution at its next regular meeting and at each regular meeting thereafter until the emergency repair work is complete, to determine, by a four-fifths vote, that there is a need to continue the action.

Section 4. The Town Clerk shall certify as to the adoption of this resolution.

APPROVED AND ADOPTED this 16th day of July 2025.

CHRIS BUBSER, Mayor

ATTEST:

JAMIE GRAY, Town Clerk

STATE OF CALIFORNIA)
COUNTY OF MONO) ss.
TOWN OF MAMMOTH LAKES)

I, JAMIE GRAY, Town Clerk of the Town of Mammoth Lakes, DO HEREBY CERTIFY under penalty of perjury that the foregoing is a true and correct copy of Resolution No. 25-48 adopted by the Town Council of the Town of Mammoth Lakes, California, at a meeting thereof held on the 16th day of July 2025, by the following vote:

AYES:	Councilmembers Sauser, Truax, Wentworth, Mayor Pro Tem Rice, and Mayor Bubser
NOES:	None
ABSENT:	None
ABSTAIN:	None
DISQUALIFICATION:	None

JAMIE GRAY, Town Clerk

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
AMAZON CAPITAL SERVICES								
10/30/2025	10302500	1XQL-441C-KT	19234	AMAZON CAPITAL SER	100-420-42007	SUPPLIES	594.92	10/25
Total AMAZON CAPITAL SERVICES:							594.92	
AT&T DOJ LINE								
10/30/2025	114275	000024156111	18336	AT&T DOJ LINE	100-420-43031	09/25-DOJ PHONE LIN	948.22	10/25
Total AT&T DOJ LINE:							948.22	
AT&T MOBILITY								
10/30/2025	114276	287347012516	8453	AT&T MOBILITY	100-420-43404	08/27-09/26-RADIO SE	482.88	10/25
Total AT&T MOBILITY:							482.88	
BIGWOOD OWNERS' ASSOC.								
10/30/2025	114277	OCTOBER 202	19470	BIGWOOD OWNERS' A	100-464-43420	10/25-1629 MAJESTIC	1,209.55	10/25
Total BIGWOOD OWNERS' ASSOC.:							1,209.55	
BISHOP GLASS, INC.								
10/30/2025	114278	68154	4543	BISHOP GLASS, INC.	910-000-13047	AUTO GLASS	408.43	10/25
10/30/2025	114278	68153	4543	BISHOP GLASS, INC.	910-000-13047	AUTO GLASS	825.07	10/25
Total BISHOP GLASS, INC.:							1,233.50	
BISHOP RADIATOR								
10/30/2025	114279	6209	3285	BISHOP RADIATOR	910-000-13047	AUTO REPAIR SERVIC	180.00	10/25
Total BISHOP RADIATOR:							180.00	
BLACK POINT LLC								
10/30/2025	114280	TOMLAF250-7	18912	BLACK POINT LLC	915-570-48100	VEHICLE UPFITTING	11,045.67	10/25
10/30/2025	114280	TOMLLIGHTB	18912	BLACK POINT LLC	910-000-13003	VEHICLE UPFITTING	3,082.10	10/25
10/30/2025	114280	TOMLAF150-7	18912	BLACK POINT LLC	915-570-48100	VEHICLE UPFITTING	14,587.33	10/25
Total BLACK POINT LLC:							28,715.10	
BLIZZARD FIRE PROTECTION								
10/30/2025	114281	287	10775	BLIZZARD FIRE PROT	210-454-43031	FIRE EXTINGUISHER I	846.00	10/25
Total BLIZZARD FIRE PROTECTION:							846.00	
BUCHER MUNICIPAL NORTH AMERICA, INC.								
10/30/2025	114282	INV-00003768	18537	BUCHER MUNICIPAL N	910-000-13003	PARTS	1,195.75	10/25
Total BUCHER MUNICIPAL NORTH AMERICA, INC.:							1,195.75	
CAL-VALLEY EQUIPMENT, INC								
10/30/2025	114283	1316121	9082	CAL-VALLEY EQUIPME	910-000-13003	PARTS	262.44	10/25
Total CAL-VALLEY EQUIPMENT, INC:							262.44	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
EDDY'S AUTO & BOAT UPHOLSTERY								
10/30/2025	114284	11494	3667	EDDY'S AUTO & BOAT	910-000-13047	PARTS	204.38	10/25
Total EDDY'S AUTO & BOAT UPHOLSTERY:							204.38	
EMPIRE SOUTHWEST								
10/30/2025	114285	EMPS7131244	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	1,684.61	10/25
Total EMPIRE SOUTHWEST:							1,684.61	
ESTA								
10/30/2025	114286	251021-01	7884	ESTA	100-475-43031	TRAILFEST RACER SH	3,832.50	10/25
Total ESTA:							3,832.50	
GALVAN, JOSE								
10/30/2025	114287	10262025	19439	GALVAN, JOSE	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total GALVAN, JOSE:							23.00	
GARNICA, VICTOR								
10/30/2025	114288	09122025	18535	GARNICA, VICTOR	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total GARNICA, VICTOR:							23.00	
GRANITE DATA SOLUTIONS								
10/30/2025	114289	IN102178-1	18359	GRANITE DATA SOLUT	100-418-48800	IT EQUIPMENT	1,163.14	10/25
10/30/2025	114289	IN102787-1	18359	GRANITE DATA SOLUT	100-418-48800	IT EQUIPMENT/SERIV	4,976.50	10/25
Total GRANITE DATA SOLUTIONS:							6,139.64	
GRAY'S GRASSHOPPER INC.								
10/30/2025	10302500	15890	19659	GRAY'S GRASSHOPPE	210-457-43031	LANDSCAPE SERVICE	17,704.00	10/25
10/30/2025	10302500	15891	19659	GRAY'S GRASSHOPPE	210-458-43031	LANDSCAPE SERVICE	4,285.00	10/25
Total GRAY'S GRASSHOPPER INC.:							21,989.00	
HERNANDEZ-LOPEZ, JONATHAN								
10/30/2025	114290	10262025	19273	HERNANDEZ-LOPEZ, J	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total HERNANDEZ-LOPEZ, JONATHAN:							23.00	
HOLLER, DANIEL								
10/30/2025	114291	10272025	10360	HOLLER, DANIEL	100-413-42030	TRAVEL EXPENSES T	334.50	10/25
Total HOLLER, DANIEL:							334.50	
HOT CREEK AVIATION, LLC CAR RENTAL								
10/30/2025	114292	10242025	6622	HOT CREEK AVIATION,	220-471-43031	09/25-ENTERPRISE C	432.80	10/25
Total HOT CREEK AVIATION, LLC CAR RENTAL:							432.80	
JIM CHARLON FORD, INC.								
10/30/2025	114293	66759	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	269.63	10/25
Total JIM CHARLON FORD, INC.:							269.63	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
KITTREDGE SPORTS								
10/30/2025	114294	10122025	18278	KITTREDGE SPORTS	100-420-42006	EQUIPMENT	282.26	10/25
Total KITTREDGE SPORTS:							282.26	
LEMUS, ARTURO								
10/30/2025	114295	10262025	19438	LEMUS, ARTURO	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total LEMUS, ARTURO:							23.00	
LOS ANGELES KINGS HOCKEY CLUB								
10/30/2025	10302500	862924	19459	LOS ANGELES KINGS	858-436-42030	KYLE LAMKEY EXPEN	372.28	10/25
Total LOS ANGELES KINGS HOCKEY CLUB:							372.28	
MALDONADO, FERNANDO								
10/30/2025	114296	10262025	7688	MALDONADO, FERNA	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total MALDONADO, FERNANDO:							23.00	
MAMMOTH LAKES CREATIVE								
10/30/2025	10302500	1602	18437	MAMMOTH LAKES CR	100-413-42030	WATER BOTTLE FILES	308.75	10/25
Total MAMMOTH LAKES CREATIVE:							308.75	
MAMMOTH LAKES FIRE PROTECTION DISTRICT								
10/30/2025	114297	10272025	1696	MAMMOTH LAKES FIR	100-480-43031	WILDFIRE FUELS RED	200,000.00	10/25
Total MAMMOTH LAKES FIRE PROTECTION DISTRICT:							200,000.00	
MAMMOTH LAKES HOUSING,INC								
10/30/2025	10302500	ARINV-00004	6441	MAMMOTH LAKES HO	245-447-43031	CDBG MORRIS LOAN	6,133.42	10/25
Total MAMMOTH LAKES HOUSING,INC:							6,133.42	
MARTINEZ, FEDERICO								
10/30/2025	114298	10262025	18775	MARTINEZ, FEDERICO	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total MARTINEZ, FEDERICO:							23.00	
MISSION LINEN SUPPLY, INC								
10/30/2025	114299	524650877	6482	MISSION LINEN SUPPL	100-420-42007	SUPPLES	114.86	10/25
10/30/2025	114299	524609963	6482	MISSION LINEN SUPPL	100-420-42007	SUPPLIES	181.01	10/25
10/30/2025	114299	524126952	6482	MISSION LINEN SUPPL	210-456-42007	SUPPLIES	53.83	10/25
10/30/2025	114299	524522327	6482	MISSION LINEN SUPPL	210-456-42007	SUPPLIES	229.72	10/25
Total MISSION LINEN SUPPLY, INC:							579.42	
MONO COUNTY SHERIFF								
10/30/2025	114300	FY25 2Q	1764	MONO COUNTY SHERI	100-420-43032	DISPATCH SERVICE F	127,679.50	10/25
Total MONO COUNTY SHERIFF:							127,679.50	
MURPHY, LUCAS								
10/30/2025	114301	10262025	19292	MURPHY, LUCAS	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total MURPHY, LUCAS:							23.00	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
PETERBILT TRUCK PARTS & EQUIPMENT, LLC								
10/30/2025	10302500	X101294099:0	8484	PETERBILT TRUCK PA	910-000-13003	PART	55.47	10/25
Total PETERBILT TRUCK PARTS & EQUIPMENT, LLC:							55.47	
RIOS, DAYEAN								
10/30/2025	114302	10072025	19926	RIOS, DAYEAN	900-000-28034	TONY COLASARDO SC	281.75	10/25
Total RIOS, DAYEAN:							281.75	
SAWTOOTH INDUSTRIAL LLC								
10/30/2025	114303	338	19391	SAWTOOTH INDUSTRI	910-000-13047	INSPECTION SERVICE	15,069.66	10/25
Total SAWTOOTH INDUSTRIAL LLC:							15,069.66	
SIERRA SEPTIC, LLC								
10/30/2025	114304	6171	19117	SIERRA SEPTIC, LLC	100-467-43031	SEPTIC SERVICES	650.00	10/25
Total SIERRA SEPTIC, LLC:							650.00	
STEVE'S AUTO & TRUCK PARTS								
10/30/2025	114305	150495	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	409.26	10/25
Total STEVE'S AUTO & TRUCK PARTS:							409.26	
STEWART, KRYSTLE								
10/30/2025	114306	10212025	18068	STEWART, KRYSTLE	100-420-43150	PER DIEM	257.00	10/25
Total STEWART, KRYSTLE:							257.00	
SUN RIDGE SYSTEMS, INC.								
10/30/2025	114307	8932	6588	SUN RIDGE SYSTEMS,	100-420-43031	ANNUAL SUPPORT SE	3,200.00	10/25
Total SUN RIDGE SYSTEMS, INC.:							3,200.00	
THOMAS PETROLEUM, LLC								
10/30/2025	10302500	1390250-IN	7891	THOMAS PETROLEUM	910-000-13001	FUEL CHARGES	12,487.61	10/25
Total THOMAS PETROLEUM, LLC:							12,487.61	
VERIZON WIRELESS								
10/30/2025	114308	6123141148	10652	VERIZON WIRELESS	210-452-43404	08/25-PWM	266.75	10/25
Total VERIZON WIRELESS:							266.75	
WALLACE, ALLIE								
10/30/2025	114309	10032025	19925	WALLACE, ALLIE	900-000-28034	TONY COLASARDO SC	156.53	10/25
Total WALLACE, ALLIE:							156.53	
WEST, QWINA								
10/30/2025	114310	09122025	18760	WEST, QWINA	210-452-42030	OT MEAL ALLOWANCE	23.00	10/25
Total WEST, QWINA:							23.00	
WESTERN NEVADA SUPPLY CO.								
10/30/2025	10302500	51988184	155	WESTERN NEVADA SU	220-471-42007	SUPPLIES	244.42	10/25

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total WESTERN NEVADA SUPPLY CO.:							244.42	
WHITE WATER SOLUTIONS								
10/30/2025	114311	14566	19020	WHITE WATER SOLUTI	910-000-13003	PARTS	214.27	10/25
Total WHITE WATER SOLUTIONS:							214.27	
XEROX CORPORATION								
10/30/2025	114312	024361381	234	XEROX CORPORATIO	100-420-46010	COPIER SERVIES	219.98	10/25
Total XEROX CORPORATION:							219.98	
Grand Totals:							439,607.75	

Signature: Jamie Gray Date 10/31/25

Signature: Nolan Bobroff Date 10-31-25

Signature: Megan Chapman Date 10/31/25

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
ALPINE PAINT								
11/06/2025	11062500	M0279138	5517	ALPINE PAINT	210-450-42025	SUPPLIES	9.12	11/25
Total ALPINE PAINT:							9.12	
AMERICAN PLASTIC LUMBER, INC								
11/06/2025	11062500	7627	19204	AMERICAN PLASTIC L	300-531-43031	BOLLARDS	2,908.89	11/25
Total AMERICAN PLASTIC LUMBER, INC:							2,908.89	
AT&T								
11/06/2025	114313	09/25-8983	1447	AT&T	100-464-43404	09/25-TOWN	97.65	11/25
11/06/2025	114313	9/25-1311	1447	AT&T	100-416-43404	09/25-PWM	35.26	11/25
11/06/2025	114313	05/25-1311	1447	AT&T	100-416-43404	05/25-PWM	34.53	11/25
11/06/2025	114313	7/25-1311	1447	AT&T	100-416-43404	07/25-PWM	35.25	11/25
Total AT&T:							202.69	
AT&T MOBILITY								
11/06/2025	114314	287292079320	8453	AT&T MOBILITY	100-416-43404	08/25-REC	40.74	11/25
11/06/2025	114314	287311715401	8453	AT&T MOBILITY	100-420-43404	08/25-MIFI PD	84.61	11/25
11/06/2025	114314	287311715401	8453	AT&T MOBILITY	100-420-43404	08/25-MIFI PD	58.47	11/25
11/06/2025	114314	287292079320	8453	AT&T MOBILITY	100-416-43404	07/25-REC	40.74	11/25
11/06/2025	114314	287311715401	8453	AT&T MOBILITY	100-420-43404	07/25-MIFI PD	85.00	11/25
Total AT&T MOBILITY:							309.56	
AVIATION INSIGHTS, LLC								
11/06/2025	11062500	25	19188	AVIATION INSIGHTS, L	220-471-43031	CONSULTING SERVIC	9,610.00	11/25
Total AVIATION INSIGHTS, LLC:							9,610.00	
BLAIR, CHURCH & FLYNN								
11/06/2025	114315	85496	8066	BLAIR, CHURCH & FLY	100-460-43031	09/25-PROFESSIONAL	125.00	11/25
Total BLAIR, CHURCH & FLYNN:							125.00	
BOBROFF, NOLAN								
11/06/2025	114316	11062025	10443	BOBROFF, NOLAN	100-440-43150	PER DIEM	216.00	11/25
Total BOBROFF, NOLAN:							216.00	
BROWN, STUART								
11/06/2025	114317	10062025	7748	BROWN, STUART	100-432-42030	LUNCH WITH SYDNEY	171.57	11/25
Total BROWN, STUART:							171.57	
BROWN'S SUPPLY, INC.								
11/06/2025	11062500	10012025	41	BROWN'S SUPPLY, INC	100-434-45080	ROA	15.23	11/25
Total BROWN'S SUPPLY, INC.:							15.23	
CONSOLIDATED ELECTRICAL DISTRIBUTORS								
11/06/2025	11062500	0965-1019644	18818	CONSOLIDATED ELEC	220-471-42007	SUPPLIES	17,861.95	11/25

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total CONSOLIDATED ELECTRICAL DISTRIBUTORS:							17,861.95	
CREATIVE IMAGE EMBROIDERY								
11/06/2025	114318	28879	6087	CREATIVE IMAGE EMB	100-442-42006	UNIFORM SERVICES	68.10	11/25
Total CREATIVE IMAGE EMBROIDERY:							68.10	
DAYSMART SOFTWARE								
11/06/2025	114319	INV01560896	19303	DAYSMART SOFTWAR	100-432-43031	SOFTWARE SUBSCRI	1,494.86	11/25
Total DAYSMART SOFTWARE:							1,494.86	
DIY HOME CENTER								
11/06/2025	114320	174624	5476	DIY HOME CENTER	220-471-42007	PARTS/SUPPLIES	11.60	11/25
11/06/2025	114320	174376	5476	DIY HOME CENTER	220-471-42007	PARTS/SUPPLIES	5.32	11/25
11/06/2025	114320	174378	5476	DIY HOME CENTER	858-436-42007	PARTS/SUPPLIES	1.15	11/25
11/06/2025	114320	174383	5476	DIY HOME CENTER	910-000-13003	PARTS/SUPPLIES	76.52	11/25
11/06/2025	114320	174573	5476	DIY HOME CENTER	210-456-42007	PARTS/SUPPLIES	9.69	11/25
Total DIY HOME CENTER:							104.28	
EP CLIMBING								
11/06/2025	114321	4126-R	19703	EP CLIMBING	300-531-43031	FINAL CONTRACT PAY	15,360.35	11/25
Total EP CLIMBING:							15,360.35	
ESTA								
11/06/2025	114322	251105-01	7884	ESTA	100-467-43031	OCTOBER TRANSIT H	104,145.85	11/25
Total ESTA:							104,145.85	
FIGUEROA ALVARADO, SALVADOR								
11/06/2025	114323	10262025	18759	FIGUEROA ALVARADO,	210-452-42030	OT MEAL ALLOWANCE	23.00	11/25
Total FIGUEROA ALVARADO, SALVADOR:							23.00	
FOSTER & FOSTER CONSULTING ACTUARIES INC								
11/06/2025	11062500	38675	19852	FOSTER & FOSTER C	100-416-43030	CONSULTING SERVIC	12,000.00	11/25
Total FOSTER & FOSTER CONSULTING ACTUARIES INC:							12,000.00	
HOT CREEK AVIATION, LLC								
11/06/2025	114324	DECEMBER	6335	HOT CREEK AVIATION,	220-471-45010	HANGAR RENTAL	7,288.13	11/25
Total HOT CREEK AVIATION, LLC:							7,288.13	
INTERNATIONAL CODE COUNCIL INC								
11/06/2025	114325	Q15.00003738	19164	INTERNATIONAL COD	100-442-43110	2025 CALIFORNIA COD	1,780.00	11/25
Total INTERNATIONAL CODE COUNCIL INC:							1,780.00	
KAYLOR, LARA								
11/06/2025	114326	011	19702	KAYLOR, LARA	100-413-43031	10/25-COMMUNICATIO	3,467.00	11/25
Total KAYLOR, LARA:							3,467.00	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
KIMBALL-MIDWEST								
11/06/2025	11062500	103842747	4812	KIMBALL-MIDWEST	910-000-13003	PARTS/SUPPLIES	1,236.29	11/25
11/06/2025	11062500	103852927	4812	KIMBALL-MIDWEST	910-000-13003	PARTS/SUPPLIES	276.27	11/25
11/06/2025	11062500	103853410	4812	KIMBALL-MIDWEST	910-000-13003	PARTS/SUPPLIES	2,776.02	11/25
11/06/2025	11062500	103853539	4812	KIMBALL-MIDWEST	910-000-13003	PARTS/SUPPLIES	2,460.76	11/25
11/06/2025	11062500	103865181	4812	KIMBALL-MIDWEST	910-000-13003	PARTS/SUPPLIES	248.11	11/25
Total KIMBALL-MIDWEST:							6,997.45	
KTU&A								
11/06/2025	114327	37696	19923	KTU&A	100-432-43031	09/25-PROFESSIONAL	28,731.98	11/25
Total KTU&A:							28,731.98	
L'ABRI HOMEOWNERS ASSOCIATION								
11/06/2025	114328	OCTOBER & N	5816	L'ABRI HOMEOWNERS	100-416-43404	10/25 & 11/25 UNIT 2	911.85	11/25
11/06/2025	114328	OCTOBER & N	5816	L'ABRI HOMEOWNERS	100-416-43404	10/25 & 11/25 UNIT 4	911.85	11/25
Total L'ABRI HOMEOWNERS ASSOCIATION:							1,823.70	
LIMELIGHT MAMMOTH LLC								
11/06/2025	11062500	11042025	19861	LIMELIGHT MAMMOTH	900-000-28022	TM22-002 PUBLIC IMP	937,108.90	11/25
Total LIMELIGHT MAMMOTH LLC:							937,108.90	
LOCKWOOD LIGHTSCAPES								
11/06/2025	114329	025162	19718	LOCKWOOD LIGHTSC	300-531-43031	BUS SHELTER/CRC LI	7,655.00	11/25
Total LOCKWOOD LIGHTSCAPES:							7,655.00	
LUTTRELL HOLDINGS IIM LLC								
11/06/2025	11062500	20822	19462	LUTTRELL HOLDINGS	100-442-43031	LIZBETH APODACA-BU	750.00	11/25
Total LUTTRELL HOLDINGS IIM LLC:							750.00	
MAMMOTH DISPOSAL, INC.								
11/06/2025	114330	1375180U014	94	MAMMOTH DISPOSAL,	205-490-42030	DISPOSAL SERVICES	2,021.77	11/25
11/06/2025	114330	1373036U014	94	MAMMOTH DISPOSAL,	205-490-43031	RECYCLING SERVICE	2,912.05	11/25
11/06/2025	114330	1372404U014	94	MAMMOTH DISPOSAL,	205-490-43404	SHADY REST PARK - T	822.12	11/25
11/06/2025	114330	1361879U014	94	MAMMOTH DISPOSAL,	205-490-43404	299 COMMERCE - TRA	3,312.07	11/25
11/06/2025	114330	1355430U014	94	MAMMOTH DISPOSAL,	205-490-43031	RECYLING SERVICE	2,954.52	11/25
11/06/2025	114330	1379330U014	94	MAMMOTH DISPOSAL,	205-490-43404	299 COMMERCE - TRA	3,350.64	11/25
11/06/2025	114330	1379345U014	94	MAMMOTH DISPOSAL,	205-490-43404	SHADY REST PARK - T	822.12	11/25
Total MAMMOTH DISPOSAL, INC.:							16,195.29	
MAMMOTH LAKES CREATIVE								
11/06/2025	11062500	1610	18437	MAMMOTH LAKES CR	245-445-43030	DESIGN SERVICES	213.75	11/25
11/06/2025	11062500	1572	18437	MAMMOTH LAKES CR	100-413-42030	DESIGN SERVICES	38.25	11/25
Total MAMMOTH LAKES CREATIVE:							252.00	
MAMMOTH LAKES TOURISM-TBID								
11/06/2025	11062501	NOVEMBER 2	8858	MAMMOTH LAKES TO	218-480-49020	TBID PASS THROUGH	286,083.68	11/25
Total MAMMOTH LAKES TOURISM-TBID:							286,083.68	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
MAMMOTH SPA CREATIONS								
11/06/2025	114331	150414	19143	MAMMOTH SPA CREA	100-434-42009	SUPPLIES	61.26	11/25
11/06/2025	114331	150536	19143	MAMMOTH SPA CREA	100-434-42009	SUPPLIES	148.66	11/25
11/06/2025	114331	151338	19143	MAMMOTH SPA CREA	100-434-42009	SUPPLIES	113.06	11/25
Total MAMMOTH SPA CREATIONS:							322.98	
MISSION LINEN SUPPLY, INC								
11/06/2025	114332	524792810	6482	MISSION LINEN SUPPL	210-450-42006	LINEN SERVICES	205.16	11/25
11/06/2025	114332	524834047	6482	MISSION LINEN SUPPL	210-450-42006	LINEN SERVICES	205.16	11/25
11/06/2025	114332	524537289	6482	MISSION LINEN SUPPL	100-434-42007	SUPPLIES	231.19	11/25
11/06/2025	114332	524624333	6482	MISSION LINEN SUPPL	100-438-42007	SUPPLIES	94.28	11/25
11/06/2025	114332	524627536	6482	MISSION LINEN SUPPL	100-438-42007	SUPPLIES	819.05	11/25
11/06/2025	114332	524736827	6482	MISSION LINEN SUPPL	100-434-42007	SUPPLIES	318.19	11/25
11/06/2025	114332	524740093	6482	MISSION LINEN SUPPL	100-438-45080	SUPPLIES	94.28	11/25
Total MISSION LINEN SUPPLY, INC:							1,967.31	
MOLINA JANITORIAL SERVICE								
11/06/2025	114333	7323	8617	MOLINA JANITORIAL S	220-471-43031	JANITORIAL SERVICE	1,170.00	11/25
Total MOLINA JANITORIAL SERVICE:							1,170.00	
MONO COUNTY HEALTH DEPT.								
11/06/2025	114334	IN0017712	2922	MONO COUNTY HEAL	100-434-43031	WHITMORE POOL	600.00	11/25
Total MONO COUNTY HEALTH DEPT.:							600.00	
MOUNTAIN SHADOWS HOMEOWNERS' ASSOC								
11/06/2025	114335	OCT 2025 G1	19168	MOUNTAIN SHADOWS	100-434-43404	10/25-MS17687	358.97	11/25
11/06/2025	114335	OCT 2025 D8	19168	MOUNTAIN SHADOWS	100-434-43404	10/25-MS 17952	358.97	11/25
Total MOUNTAIN SHADOWS HOMEOWNERS' ASSOC:							717.94	
NORDIC PULSE								
11/06/2025	114336	25-354	19929	NORDIC PULSE	100-467-43031	NORDIC PULSE SERVI	2,500.00	11/25
Total NORDIC PULSE:							2,500.00	
PAVION								
11/06/2025	110625011	PSW-PSI-2733	19930	PAVION	100-420-43031	LENEL SSA 2025	385.00	11/25
Total PAVION:							385.00	
PETERBILT TRUCK PARTS & EQUIPMENT, LLC								
11/06/2025	11062501	X101298456:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	223.54	11/25
11/06/2025	11062501	X101297681:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	282.82	11/25
11/06/2025	11062501	X101297590:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	91.42	11/25
11/06/2025	11062501	X101297583:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	91.11	11/25
11/06/2025	11062501	X101297014:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS/SUPPLIES	79.17	11/25
11/06/2025	11062501	X101297025:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	2,162.69	11/25
Total PETERBILT TRUCK PARTS & EQUIPMENT, LLC:							2,930.75	
QUILL CORPORATION								
11/06/2025	11062501	46270229	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	507.04	11/25
11/06/2025	11062501	46311399	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	30.19	11/25
11/06/2025	11062501	46311658	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	271.72	11/25

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Total QUILL CORPORATION:							808.95	
REIF, LAWSON								
11/06/2025	114337	10172025	19815	REIF, LAWSON	100-467-43150	RENTAL CAR FUEL EM	86.90	11/25
Total REIF, LAWSON:							86.90	
SHRED PRO, INC								
11/06/2025	114338	10986	8188	SHRED PRO, INC	100-416-43031	SHREDDING SERVICE	90.00	11/25
Total SHRED PRO, INC:							90.00	
SIERRA AUTO BODY WORKS								
11/06/2025	114339	11032025	19324	SIERRA AUTO BODY W	910-000-13047	VEHICLE SERVICES	494.08	11/25
Total SIERRA AUTO BODY WORKS:							494.08	
SILVER STATE INTERNATIONAL TRUCKS								
11/06/2025	11062501	X201184126:01	35	SILVER STATE INTERN	910-000-13003	PARTS	1,752.84	11/25
11/06/2025	11062501	X201183871:01	35	SILVER STATE INTERN	910-000-13003	PARTS	1,043.82	11/25
11/06/2025	11062501	X201183189:01	35	SILVER STATE INTERN	910-000-13003	PARTS	580.49	11/25
11/06/2025	11062501	X201182625:01	35	SILVER STATE INTERN	910-000-13003	PARTS	64.16	11/25
Total SILVER STATE INTERNATIONAL TRUCKS:							3,441.31	
SPROLL, MARCUS								
11/06/2025	114340	10132025	19892	SPROLL, MARCUS	100-440-43150	PER DIEM	216.00	11/25
Total SPROLL, MARCUS:							216.00	
ST MORITZ OWNERS' ASSOC								
11/06/2025	114341	OCTOBER 202	19206	ST MORITZ OWNERS'	100-434-43404	OCTOBER 2025 SMV #	354.99	11/25
Total ST MORITZ OWNERS' ASSOC:							354.99	
STEVE'S AUTO & TRUCK PARTS								
11/06/2025	114342	152667	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	83.86	11/25
11/06/2025	114342	152810	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	48.63	11/25
11/06/2025	114342	152831	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	290.45	11/25
11/06/2025	114342	152951	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	33.93	11/25
11/06/2025	114342	152991	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	36.72	11/25
11/06/2025	114342	153025	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	207.41	11/25
11/06/2025	114342	153627	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	175.80	11/25
11/06/2025	114342	153705	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	7.32	11/25
11/06/2025	114342	153726	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	15.35	11/25
11/06/2025	114342	153727	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	110.49	11/25
11/06/2025	114342	153764	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	164.06	11/25
11/06/2025	114342	153769	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	18.86	11/25
11/06/2025	114342	153772	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	152.42	11/25
11/06/2025	114342	153830	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	257.18	11/25
11/06/2025	114342	153837	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	26.70	11/25
11/06/2025	114342	154485	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	18.71	11/25
11/06/2025	114342	154500	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	156.04	11/25
11/06/2025	114342	154587	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	50.35	11/25
11/06/2025	114342	154599	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	78.59	11/25
11/06/2025	114342	154766	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	20.47	11/25
11/06/2025	114342	154778	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	17.52	11/25

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
11/06/2025	114342	154862	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	29.01	11/25
11/06/2025	114342	154872	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	28.75	11/25
11/06/2025	114342	154892	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	598.91	11/25
11/06/2025	114342	154902	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	39.25	11/25
11/06/2025	114342	154927	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	399.27	11/25
11/06/2025	114342	154953	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	35.02	11/25
11/06/2025	114342	154984	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	48.23	11/25
11/06/2025	114342	154990	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	131.76	11/25
11/06/2025	114342	155004	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	39.93	11/25
11/06/2025	114342	156465	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	75.09	11/25
11/06/2025	114342	153842	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	18.72	11/25
11/06/2025	114342	153867	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	36.59	11/25
11/06/2025	114342	153868	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	37.43	11/25
11/06/2025	114342	153268	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	218.05	11/25
11/06/2025	114342	153152	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	135.85	11/25
11/06/2025	114342	153421	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	195.69	11/25
11/06/2025	114342	153434	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	142.22	11/25
11/06/2025	114342	153503	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	22.83	11/25
11/06/2025	114342	154335	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	21.25	11/25
11/06/2025	114342	154343	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	6.94	11/25
11/06/2025	114342	154413	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	399.27	11/25
11/06/2025	114342	154414	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	212.69	11/25
11/06/2025	114342	154427	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	14.80	11/25
11/06/2025	114342	154459	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	175.99	11/25
11/06/2025	114342	154463	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.68	11/25
11/06/2025	114342	154465	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	48.94	11/25
11/06/2025	114342	153869	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	22.27	11/25
11/06/2025	114342	153923	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	93.90	11/25
11/06/2025	114342	153964	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	17.27	11/25
11/06/2025	114342	154003	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	112.68	11/25
11/06/2025	114342	154099	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	112.68	11/25
11/06/2025	114342	154173	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	250.08	11/25
11/06/2025	114342	154215	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	47.19	11/25
11/06/2025	114342	154331	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	51.42	11/25
Total STEVE'S AUTO & TRUCK PARTS:							5,834.51	
THOMAS PETROLEUM, LLC								
11/06/2025	11062501	1398822-IN	7891	THOMAS PETROLEUM	910-000-13003	FUEL CHARGES	2,797.79	11/25
11/06/2025	11062501	1397967-IN	7891	THOMAS PETROLEUM	910-000-13001	FUEL CHARGES	11,652.73	11/25
11/06/2025	11062501	1391886-IN	7891	THOMAS PETROLEUM	910-000-13001	FUEL CHARGES	19,005.80	11/25
Total THOMAS PETROLEUM, LLC:							33,456.32	
TRIAD/HOLMES ASSOCIATES								
11/06/2025	114343	1022692	336	TRIAD/HOLMES ASSO	300-531-43031	SGS INV#310844 - MA	7,253.13	11/25
11/06/2025	114343	1022693	336	TRIAD/HOLMES ASSO	300-531-43031	SGS INV#310843 - CIVI	11,218.13	11/25
Total TRIAD/HOLMES ASSOCIATES:							18,471.26	
WEST, QWINA								
11/06/2025	114344	11052025	18760	WEST, QWINA	210-452-43031	HAZMAT CERT. EMPL	115.67	11/25
11/06/2025	114344	11052025-2	18760	WEST, QWINA	210-454-43031	PER DIEM	55.00	11/25
Total WEST, QWINA:							170.67	
WHITE CAP, L.P.								
11/06/2025	114345	50033109811	19191	WHITE CAP, L.P.	210-450-42022	TOOLS/SUPPLIES	491.26	11/25

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total WHITE CAP, L.P.:							491.26	
WOOD SIMONETTI								
11/06/2025	114346	25	19924	WOOD SIMONETTI	245-445-43031	RETAINER REQUEST	5,000.00	11/25
Total WOOD SIMONETTI:							5,000.00	
Grand Totals:							1,542,269.81	

Signature: Jamie Gray Date 11/6/25

Signature: Nolan Bobroff Date 11-6-2025

Signature: Megan Chapman Date 11/6/25

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Public hearing for consideration of an appeal of the October 8, 2025 Planning and Economic Development Commission decision to approve the 54 Mono Street Apartments entitlement application consisting of Use Permit 24-003, and Design Review 24-006, and Adju

Council Meeting Date: 11/19/2025

Prepared by: Gina Montecallo, Assistant Planner; Nolan Bobroff, Community & Economic Development Director

Recommended Motion: Staff recommends the Town Council deny the appeal of the Planning and Economic Development Commission decision and affirm the approval of Use Permit 24-003, Design Review 24-006, and Adjustment 25-005.

Summary: See attached staff report.

TOWN COUNCIL STAFF REPORT

Title: Public hearing for consideration of an appeal of the October 8, 2025 Planning and Economic Development Commission decision to approve the 54 Mono Street Apartments entitlement application consisting of Use Permit 24-003, and Design Review 24-006, and Adjustment 25-005

Meeting Date: November 19, 2025

Prepared by: Gina Montecallo, Assistant Planner
Nolan Bobroff, Community and Economic Development Director

RECOMMENDATION:

Staff recommends the Town Council deny the appeal of the Planning and Economic Development Commission decision and affirm the approval of Use Permit 24-003, Design Review 24-006, and Adjustment 25-005.

SUMMARY:

Project Proposal: The proposed apartment project consists of six (6) multi-family dwelling units within a single structure located in the Residential Multi-Family 1 (RMF-1) zoning district at 54 Mono Street. The project features one level of understructure parking for seven vehicles and an exterior parking area for three vehicles. The application includes a density bonus request to permit double density on the site (3 units above the base density) through the Town's Density Bonus Ordinance. The density bonus request requires a minimum of three of the six units to be deed restricted for workforce housing; however, the applicant has agreed to deed restrict all six of the units for workforce housing in exchange for four concessions (1 automatic concession and 3 additional concessions) to the applicable development standards as allowed pursuant to the Density Bonus Ordinance. The requested concessions include: (1) an increase in the allowable lot coverage from 50% to 60%; (2) a 20% reduction in the front and side yard setbacks; (3) the reduction of one guest parking space to allow for a total of two guest parking spaces; and (4) waive the requirement to provide 60 square feet of private outdoor open space for each dwelling unit. Access to the project is proposed to be through a shared 30-foot access easement along the north side of the property that is shared with the property owner to the west at 56 Mono Street. The project was approved by the Planning and Economic Development Commission (PEDC) on October 8, 2025.

Basis of Appeal: The owners of the parcel to the west of the project site at 56 Mono Street allege that the 30-foot access easement on 54 Mono Street is not to be shared and is instead exclusive to their property, thereby resulting in there not being legal access to the 54 Mono Street parcel. They are requesting that no building permits be issued for the project until the easement issue has been resolved.

Project Name: 54 Mono Street Apartment Project

Location: 54 Mono Street (APN: 033-123-012-000)

Size of Property: 0.25 acres (Approx. 10,890 square feet)

Zoning:	Residential multi-family 1 (RMF-1)
General Plan:	High Density Residential 1 (HDR-1)
CEQA Review:	Categorically Exempt (CEQA Guidelines Section 15332)

BACKGROUND:

Project Appeal:

On October 21, 2025, Kimberly and Keith Erickson ("Appellant") submitted an appeal of the decision of the PEDC. The appeal was timely filed within the 15-day appeal period following the project approval. The appeal can be found in **Attachment B**. The appeal challenges the PEDC approval based on the following seven topic areas: 1) Exclusive Easement Violation; 2) Town Recordkeeping Errors and Title Conflict; 3) Unpaid 1990 Conditions of Approval 4) Utility Disruption and Liability; 5) Proposed Driveway Split; 6) Need for Town Council Oversight; and 7) Request for Project Hold and Utility Responsibility. Each of these issues is discussed in more detail in the analysis section below. The applicant's response to the appeal is included as **Attachment C**.

Project Summary

The proposed apartment project consists of a six-unit multi-family structure that is to be built on a 0.25-acre vacant lot in the Residential Multi-Family 1 (RMF-1) zoning district. The project design maintains the 30-foot-wide shared access easement as a single paved driveway that provides access to both 54 Mono Street (project site) and 56 Mono Street (site to the west) and will provide access to the understructure garage and three exterior parking spaces on 54 Mono. The structure and exterior parking spaces are all located outside of the 30-foot easement area. The apartment building is comprised of a single, three-story building with understructure parking and interior stair access. The site provides three exterior parking spaces, two of which are guest parking spaces. The project plans are included as **Attachment D**.

The project site is 0.25-acres in size, which allows for a base density of three dwelling units at the permitted density of 12 dwelling units per acre. The project application includes a density bonus request for three additional units above the property's base density, for a total of six units. The Town's Density Bonus Ordinance (Municipal Code Chapter 17.138) provides an alternative to the State Density Bonus program in order to allow smaller multi-family residential projects to qualify for a density bonus program. The project is eligible to receive the requested density bonus because it is a new multi-family residential project that is located within a zoning district that allows multi-family residential uses, and the site has a base density of greater than two dwelling units. The Town Density Bonus Ordinance would require the applicant to deed restrict at least three of the six units for workforce housing to qualify for the desired three additional units; however, the applicant is proposing to deed restrict all six units in exchange for additional development standard concessions. The applicant is proposing to restrict all six (6) units to the "Occupancy Restricted" level, which has no income limitations, but does require the tenants to live in the units full time as their principal place of residence and be employed in the region (Mono or Inyo County) or be retired. Conditions of approval 25, 26, and 27 in the PEDC resolution ensure that the units are used for the intended purpose and require a Workforce Housing Agreement be recorded against the property before a certificate of occupancy is issued for the project.

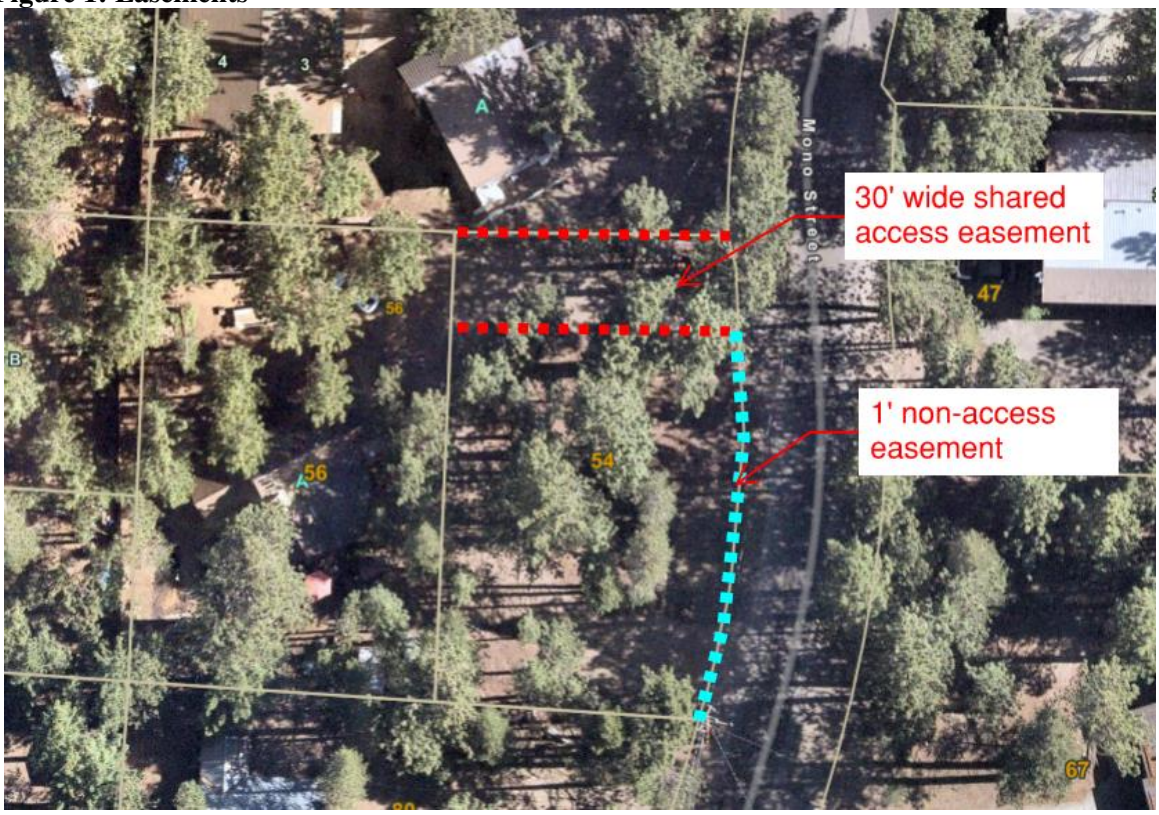
The Town's Density Bonus program provides for one automatic incentive or concession that may be chosen from several options listed in MC §17.138.050.A and allows for additional incentives or concessions if the applicant demonstrates that the project will provide a greater number of deed restricted units than otherwise required. The applicant has chosen to utilize the automatic concession to allow an increase in lot coverage, to permit an increase from the allowed 50%, to a

total lot coverage of 60%. In exchange for the additional deed restricted units, the applicant is requesting three additional concessions. The three additional concessions include: (1) a 20% reduction in the front (east) and side (south) yard setbacks; (2) the reduction of one guest parking space to allow for a total of two guest parking spaces; and (3) waive the requirement to provide 60 square feet of private outdoor open space for each dwelling unit.

Access to the site is proposed via the 30-foot shared access easement along the northern edge of the property. The neighbors to the west contend that the 54 Mono site cannot use the easement area for access since they contend that the easement is exclusively for their use. Town staff disagree with this since the original 1990 subdivision approval of the 54 and 56 Mono sites clearly states that access to the two sites is to be through the "shared" 30-foot access easement, and to further affirm the intended shared use, the Town required a 1-foot easement to the Town be recorded along the remainder of the 54 Mono site frontage prohibiting access across the 1-foot easement. The easements ate shown in **Figure 1**, below.

As further described in the attached PEDC staff report, incorporated herein by reference, staff found the project to be consistent with the applicable sections of the Town's General Plan, Municipal Code, and Design Guidelines and determined the project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15332, *In-Fill Development Projects.*

Figure 1: Easements



Previous PEDC Meetings

August 13, 2025 PEDC Meeting

This item was originally considered at the August 13, 2025 Planning and Economic Development Commission meeting, however because of public comments pertaining to snow storage along the

rear property line and confusion regarding the 30-foot-wide shared access easement along the northern property line, the item was continued to October 8th, 2025.

September 23, 2025 PEDC Special Meeting
Following the continuance of the item at the August 13th public hearing, a special PEDC meeting was held on September 23, 2025 to conduct a site visit with the PEDC, the applicant, the neighbors, and MCWD staff. To provide context for the proposed project, the property boundaries were delineated, along with the 30-foot access easement and the structure location within the site. Additional discussions were held related to the use of the access easement area and whether there were any alternative options for access to the site. Staff indicated that the original subdivision of the former lot into the two parcels that are now 54 and 56 Mono Street was approved by Town Council in 1990 under entitlement Tentative Parcel Map (TPM) 36-158 and that the conditions of approval for the subdivision established the access requirements and limitations for the two lots. Specifically, the conditions of approval included that: (1) the two parcels shall be limited to, and share, a single driveway within the 30-foot easement; (2) that a 1-foot non-access strip along Mono Street extending southward from the proposed shared access easement to the southern property line be dedicated to the Town to prevent any other access to the parcels; and (3) that a utility easement for 56 Mono Street be created through 54 Mono Street. The 1990 Conditions of Approval are included as **Attachment E**. However, the resulting final parcel map recorded in February 1992 inaccurately describes the shared access easement as an "Exclusive Access easement appurtenant to Parcel 2 (56 Mono)" and failed to record a utility easement for 56 Mono. Although the recorded Parcel Map does not accurately reflect the conditions of approval for TPM 36-158, the conditions are still in effect and limit the access to the two parcels to the shared access easement. These conditions were reaffirmed by the Town in 2023 per a letter signed by the Town Manager (**Attachment F**).

October 8, 2025 PEDC Meeting
The PEDC held the continued public hearing for the 54 Mono Street Apartment Project application on October 8, 2025. Public comments were made during the public hearing which included objections to the project based on allowing the property owner of 54 Mono Street to utilize the shared access easement, incorporating the easement square footage into the density calculations, and not mandating the property owner of 54 Mono Street to relocate the utilities for 56 Mono Street. The PEDC provided time for staff to respond to specific questions raised during the public hearing and requested a condition of approval be added to ensure a utility easement in favor of 56 Mono Street on the 54 Mono Street property be recorded prior to issuance of a certificate of occupancy for the project. An additional modification to the conditions of approval was requested to replace the 20% reduction of the rear setback with a 10% reduction of the front setback, which resulted in the structure being shifted two feet further away from the shared property line between 54 Mono and 56 Mono. The PEDC approved conditions of approval are included in the proposed Town Council resolution reaffirming the PEDC approval (**Attachment A**). The PEDC closed the hearing and approved the project by a 4-0 vote. The PEDC staff report and associated attachments are available online at the following link, and are incorporated herein by reference:
https://pub-townofmammothlakes.escribemeetings.com/Meeting.aspx?Id=57150a0d-2b64-427b-a43f-31c159d9af0f&lang=English&Agenda=Agenda&Item=14&Tab=attachments

APPEALS ANALYSIS:
The appeal includes seven topic areas: 1) Exclusive Easement Violation; 2) Town Recordkeeping Errors and Title Conflict; 3) Unpaid 1990 Conditions of Approval 4) Utility Disruption and Liability; 5) Proposed Driveway Split; 6) Need for Town Council Oversight; and 7) Request for Project Hold and Utility Responsibility.

This public hearing for the appeal was noticed in the Sheet newspaper on November 8th and November 15th and notices were mailed to all property owners within 300 feet of the project site.

- **Topic 1**: The appeal states that the Town failed to acknowledge and protect the exclusive driveway easement serving 56 Mono Street, which has been recorded and depicted on the parcel map, and that allowing 54 Mono Street to share the easement conflicts with the recorded easement rights.

  Staff Response:

  Town Staff have acknowledged that the language used to describe the easement in the recorded parcel map conflicts with the language in the conditions of approval for Tentative Parcel Map 36-158. However, it has been determined that the conditions of approval, which state that 56 Mono Street and 54 Mono Street shall share a single driveway and that a utility easement is required for 56 Mono Street, are still legally in effect. Because these conditions of approval are considered covenants that run with the land, the obligation to fulfill these conditions transfers automatically with the sale of the property to a new owner, despite whatever language has been used in the final parcel map. Finally, the language used in the recorded easement does not override the conditions of approval set forth in the 1990 Tentative Parcel Map approval.

- **Topic 2**: The appeal argues that errors in municipal recordkeeping have led to inaccurate legal descriptions of both 56 and 54 Mono Street properties, leaving both properties unsellable and legally entangled.

  Staff Response:

  The Appellant incorrectly attributes the inaccurate legal descriptions of both 56 and 54 Mono Street properties to errors in municipal recordkeeping. The Town is not responsible for the recordkeeping of the legal descriptions or the recorded easements. The parties creating an easement are responsible for recording the easement, which entails a license land surveyor who is responsible for preparing the legal descriptions of the properties and the County Clerk who is responsible for recording the documents.

  As noted above, the conditions of approval set forth in the 1990 Tentative Parcel Map remain legally binding despite errors in the legal descriptions of both properties.

- **Topic 3**: The appeal argues that because the Conditions of Approval for TPM 36-158 were never fully paid or satisfied by the original applicant, the original subdivision approval should be invalidated due to reliance on outdated approvals.

  Staff Response:

  The approval of a tentative parcel map and any associated conditions of approval are nullified after 24 months only if a final parcel map hasn't been filed or a time extension has not been requested. However, in the case of 56 and 54 Mono Street, the final parcel map was filed and recorded with the County on February 13, 1992, thereby complying with the 24-month deadline and executing the tentative parcel map and it's conditions of approval in a timely manner. Because the tentative parcel map was executed, the conditions of approval legally bind both current and future property owners for 56 and 54 Mono Street.

- **Topic 4**: The appeal argues that THE proposed development would interfere with utilities serving 56 Mono Street and that the owner of 54 Mono Street would need to take full responsibility for the relocation, modification or disruption of 56 Mono Street's utilities.

Staff Response:

This appeal topic is a civil matter and is not relevant to any requirement for the development of 54 Mono Street per the Municipal Code or the TPM 36-158 Conditions of Approval, nor does it relate to any required findings of approval for the design review or use permit sought.

Condition of Approval #43 was incorporated into the PEDC Resolution at the October 8, 2025 meeting to address concerns regarding the unmet condition of approval from the original TPM 36-158 entitlement. Condition of Approval #43 is included in the Town Council Resolution and requires the applicant to record a utility easement in favor of 56 Mono Street on the 54 Mono Street property prior to issuance of a Building Permit.

- **Topic 5**: The appeal argues that the project plans refer to the easement as a "shared easement", however that contradicts the parcel map language which refers to the easement as an "exclusive easement". The appeal offers an alternative solution to dividing the existing easement lengthwise, creating two distinct driveways, one for each property.

  Staff Response:

  As previously mentioned, the conditions of approval set forth in the 1990 Tentative Parcel Map remain legally binding despite errors in the legal descriptions of both properties. While an alternative solution such as splitting the easement may be possible, Town Staff cannot force the 54 Mono Street property owner to consider splitting the driveway area nor can staff confirm that it would work with the proposed site design. Furthermore, renegotiating the existing easement between 56 and 54 Mono Street is a civil matter that is not pertinent to the conditions of approval for the 54 Mono Street development.

- **Topic 6**: The appeal argues that the issue requires Town Council intervention to ensure permanent correction of the Town's easement records.

  Staff Response:

  The easements to the Town benefit are accurately recorded. The Town is not responsible for correcting or recording easements between two private property owners and therefore Topic 6 remains a civil matter.

- **Topic 7:** The appeal argues that all permits be suspended until the easement, title and utility conflicts are resolved and that utilities for 56 Mono Street must be established before permits are issued.

  Staff Response:

  The entitlement approval cannot be suspended if the project meets all Municipal Code standards and findings. Additionally, any proceeding building permits that are submitted by the applicant are approved ministerially and are approved based on the project meeting the Municipal Code, Building Code and any of the conditions set forth in the entitlements. Conflicts regarding the utilities, the title and the easements have been determined to be civil matters and are not matters to be resolved within the purview of the Town approval bodies.

APPLICANT RESPONSE TO APPEAL:

In response to the appeal, the Applicant submitted a response to the Appellant's appeal memorandum ("Applicant Response"), which can be found in **Attachment C**.

The Applicant Response addresses topics related to the various claims outlined in the Appellant's appeal memorandum including the issue of the access easement, the utility easement and the errors in the legal descriptions of the properties**.** It is important to note that the Applicant has claimed that

it has met the Town's Code requirements and is entitled to approval under the Town's Code, a conclusion also reached by the PEDC in its decision. The applicant argues that despite the recorded legal language describing the easement as "exclusive", the original intent is that the easement would be shared thereby providing access to the two sites. The applicant references California Civil Code 3399, "when a written instrument fails to reflect the intent of the parties due to mistake, it may be reformed to accurately express that intent.". The applicant also references the Gray v. McCormick 163 Cal.App.4th 772 (2008) case in which the court held that an 'exclusive' easement restricts interference by others but does not eliminate the servient owner's right to reasonable concurrent use so long as it does not obstruct the dominant owner's access.

FINANCIAL CONSIDERATIONS:

The appeal application was submitted along with the applicable fee of $1,942.00.

Pursuant to M.C. § 17.104.030.F – *Refund of Appeal Fees*, Appeal fees may be refunded only in the following situations:

1. Upon the conclusion of any appeal, where the Council upholds the appeal and overturns the decision of the review authority, the Council may also authorize the return of all, or a portion of the appeal fees; or
2. Upon the conclusion of any appeal, where the Council denies the appeal but finds that the appellant(s) raised issued of substantial merit, the Council may authorize the return of any portion of the appeal fees deemed just.

OPTIONS

The Town Council shall consider the entire record upon which the decision appealed was made, and the factual and legal basis on which the PEDC made the determination that is the subject of the appeal. At the hearing, the appeal body may consider any issue involving the matter being appealed, in addition to the specific grounds for the appeal.

The Town Council may by resolution:

1. Affirm the decision or determination of the PEDC, thereby denying the appeal;
2. Affirm in part the decision or determination of the PEDC; or
3. Reverse the action of the PEDC, thereby denying the project. This would require the Town Council make findings for the denial.

When reviewing an appeal, the Town Council may:

1. Deny the permit or entitlement, even though the appeal only requested relaxation or elimination of one or more of the conditions imposed on the permit or entitlement; or
2. Impose additional conditions that may address other issues or concerns than the original subject of the appeal.

The appellant and other interested parties shall not present new evidence and testimony at the appeal hearing unless the party can demonstrate, to the satisfaction of the appeal body, that new information:

1. Was not previously available to the party; or
2. The party could not have participated in the review process because they could not have known about the review process.

If new or different evidence is presented on appeal, the Council may, but shall not be required to, refer the matter back to the PEDC for further consideration.

ATTACHMENTS:

A. Town Council Resolution
B. 56 Mono Street Owner's Rationale for Appeal Letter
C. Applicant Response Letter to the 56 Mono Street Owner's Appeal
D. Project Plans and Renderings
E. Conditions of Approval for TPM 36-158, Apr-1990
F. TOML letter regarding access to 54 Mono St, Dec-2023
G. October 8, 2025 PEDC Staff Report and Resolution – Available online at: https://pub-townofmammothlakes.escribemeetings.com/Meeting.aspx?Id=57150a0d-2b64-427b-a43f-31c159d9af0f&lang=English&Agenda=Agenda&Item=14&Tab=attachments

Recording Requested by and)
When Recorded Mail To:)
)
Town of Mammoth Lakes)
Community & Economic Development Department)
P.O. Box 1609)
Mammoth Lakes, CA 93546) _____

Recordation fee exempt per Government Code §27383
Space Above for Recorder's Use

RESOLUTION NO. 2025-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA, AFFIRMING THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION'S APPROVAL OF USE PERMIT 24-003, DESIGN REVIEW 24-006, AND ADJUSTMENT 25-005 TO PERMIT A DENSITY BONUS OF THREE UNITS PURSUANT TO MUNICPAL CODE §17.138.040 (TOWN DENSITY BONUS ORDINANCE) FOR A MULTI-FAMILY RESIDENTIAL APARTMENT PROJECT CONSISTING OF SIX UNITS LOCATED AT 54 MONO STREET (APN: 033-123-012-000)

WHEREAS, a request for consideration of a Use Permit, Design Review, and Adjustment application were filed by the property owner, Bipin Morari, to permit construction of a multi-family residential apartment project consisting of six dwelling units, in accordance with Chapter 17.20 (Residential Zoning Districts), Chapter 17.68 (Use Permits), Chapter 17.88 (Design Review), and Chapter 17.138 (Town Density Bonus) of the Town of Mammoth Lakes Municipal Code, for property located within the Residential Multi-Family 1 (RMF-1) zoning district at 54 Mono Street; and

WHEREAS, the Planning and Economic Development Commission conducted a duly noticed public hearing for the application request on August 13, 2025, which was subsequently continued to October 8, 2025, and considered, without limitation:

1. The staff report to the Planning and Economic Development Commission with exhibits;
2. The General Plan, Municipal Code, Design Review Guidelines, and associated Land Use Maps;
3. Oral evidence submitted at the hearing;
4. Written evidence submitted at the hearing; and
5. Project plans consisting of:
    a. Project Plan Sheets A1.02 dated and received on October 8, 2025, Project Plan Sheets T, A1.01, A1.10-A3.02 dated and received on September 22, 2025, Project Plan Sheets L-1 – L-4 dated and received on August 6, 2025; and
    b. A Color and Material Board, dated received by the Town of Mammoth Lakes August 6, 2025.

WHEREAS, on October 8, 2025, the Planning and Economic Development Commission approved Use Permit 24-003, Design Review 24-006 and Adjustment 25-005 by a 4-0 vote of the Commission; and

WHEREAS, during the 15-day appeal period following the Planning and Economic Development Commission Approval, the Town received an appeal of the Commission's decision on October 21, 2025; and

WHEREAS, the Town Council conducted a duly noticed public hearing on the appeal of the Commission's approval of the application request on November 19, 2025, at which time all those desiring to be heard were heard; and

WHEREAS, prior to taking action, the Town has heard, been presented with, reviewed and considered all of the information and data in the administrative record and all oral and written evidence presented to it during all meetings and hearings.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES DOES RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. FINDINGS.

I. **CEQA.**

The subject application is categorically exempt pursuant to Section 15332, In-fill Development Projects, of the CEQA Guidelines because the following criteria are met, and none of the exceptions set forth in CEQA Guidelines Section 15300.2 are present.

a. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

The project is consistent with the General Plan Land Use designation because the property is located within the High-Density Residential 1 (HDR-1) land use designation which allows residential multi-unit townhouses, condominiums, and apartments at a density of six (6) to a maximum of twelve (12) dwelling units per acre. The proposed project is a multi-family residential development located on a site with a base density of three (3) dwelling units. The project application includes a Use Permit request pursuant to Municipal Code Chapter 17.138, Town Density Bonus Program, to allow three (3) additional dwelling units, for a total of six-units.

The project is consistent with General Plan Land Use Policy L.2.D, which states, "Encourage the development of workforce housing by offering a Town Density Bonus Program, in addition to the State Density Bonus Program, that is flexible and adaptive and allows multi-family residential projects to construct up to twice the base density identified for the designation in which the project is located. Projects will be eligible to receive proportionately greater density bonuses, up to a maximum of twice the base density, in exchange for deed restricting a greater percentage of the base density units. Density bonuses granted pursuant to this policy are mutually exclusive of density bonuses granted pursuant to the State Density Bonus Program (i.e., a developer can elect to utilize either the Town density bonus or the State density bonus, but not both)." The Town's Density Bonus Program is applicable to new multi-family residential projects that are located within a zoning district that allows multi-family residential units, and have a base density of two or more dwelling units, regardless of the type of dwelling unit proposed.

The requested density bonus is also consistent with General Plan Housing Element Policy H.1.C., which states, "Allow for density bonuses for projects that provide deed-restricted workforce housing in accordance with State density bonus law and/or the Town density bonus programs." Developers of eligible properties are encouraged to utilize the Town Density Bonus Program or the State Density Bonus program in order to accomplish the General Plan goals and policies aimed at increasing housing available to the local workforce.

The Town Density Bonus Ordinance was analyzed pursuant to CEQA, and an Addendum to the 2016 General Plan Land Use Element/Zoning Code Amendment and Mobility Element update Program Environmental Impact Report was prepared SCH# 2015052072. The Addendum analyzed the overall increase in the number of units and population that could result from the proposed revisions to the Town's Density Bonus Program as compared to the buildout scenario used in the certified 2016 PEIR. The 2020 Addendum concluded that the modifications to the Town's General Plan and Zoning Code required to implement the Town Density Bonus Program Update would not result in any new significant environmental effects or a substantial increase in the severity of the previously identified significant effects in the 2016 PEIR. No new mitigation measures were required, and no new alternatives were identified that would substantially reduce the environmental effects beyond those previously described in the 2016 PEIR.

The project is consistent with the Residential Multi-Family 1 (RMF-1) zoning and development standards when considered with the allowed concessions to specific development standards pursuant to Municipal Code Chapter 17.138, Town Density Bonus Ordinance.

b. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses. The Project site is within the Town's Urban Growth Boundary (UGB); the site is approximately 0.25 acres; and the site is substantially surrounded by urban uses including adjacent multi-family residential apartments and single-family residential structures that are on lots zoned for multi-family residential uses.

c. The project site has no value as habitat for endangered, rare, or threatened species.

The Project site has no value as habitat for endangered, rare, or threatened species since the site is surrounded by existing residential developments and the site does not feature a sensitive natural resource such as a wetland or watercourse. Condition of Approval #29 included in the attached Resolution recommends completion of a nesting bird survey within three days of initial site disturbance to avoid disturbance of suitable nesting habitat.

d. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

Approval of the Project would not result in any significant effects related to traffic, noise, air quality, or water quality because the Project conforms or is required to conform to the Municipal Code requirements for noise, air quality, and parking; the Project conforms or is required to conform to Public Works standards for site grading, stormwater retention, and drainage; and the Project will be required to obtain all necessary permits for construction. Additionally, the project is consistent with the applicable Town Density Bonus Program, which was analyzed pursuant to CEQA. An Addendum to the 2016 General Plan Land Use Element/Zoning Code Amendment and Mobility Element update Program Environmental Impact Report was prepared (SCH# 2015052072) and concluded that the modifications to the Town's General Plan and Zoning Code required to implement the Town Density Bonus Ordinance would not result in any new significant environmental effects or a substantial increase in the

severity of the previously identified significant effects in the 2016 PEIR. Therefore, no significant effects on traffic, noise, air quality, or water quality will result from the proposed development of the site.

e. The site can be adequately served by all required utilities and public services.

The site can be adequately served by all required utilities and public services because all necessary utilities and services are currently provided or can be extended to the site. The Project plans were routed to the Mammoth Community Water District (MCWD) and the Mammoth Lakes Fire Protection District (MLFPD), and all comments received have been provided to the applicant and will be incorporated into the Project as required by the permit approval process for those agencies. Additionally, at the time of building permit issuance, development impact fees (DIF) for police, vehicle circulation, storm drainage, and fire will be paid.

f. None of the exceptions set forth in CEQA Guidelines Section 15300.2 apply because:

(1) in-fill development projects are classified as Class 32 by the California Secretary for Resources and are not subject to the special circumstances applicable to projects classified as Classes 3, 4, 5, 6, and 11;

(2) the cumulative impact from successive projects over time will not be significant because the proposed use is consistent with the allowed and previously anticipated uses for the zone and the density of the project is allowed pursuant to the Town Density Bonus Program;

(3) the proposed activity will not have a significant effect on the environment because the site is a small infill site surrounded by developed urban uses and the development is consistent with all development and design standards of the Zoning Code, with the exception of the allowed concessions permitted in conjunction with the Town density bonus;

(4) the site is not adjacent to a scenic highway;

(5) there are no known hazardous materials listed within or near the project site as the project site is not listed on the Hazardous Waste and Substances list maintained by the Town; or the State Water Resources Control Board GeoTracker system which includes leaking underground fuel tank sites and spills, leaks, investigations, and cleanup sites; or the Department of Toxic Substances Control EnviroStar Data Management System which includes CORTESTE sites; or the Environmental Protection Agency's database of regulated facilities; and

(6) there are no known historical or cultural resources areas on the site, and therefore, there will not be a substantial adverse change in the significance of an established historical resource as a result of the project.

Therefore, the project is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(2) since the project meets the criteria for use of the CEQA Guidelines Section 15332 (Infill Development Projects) categorical exemption and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.

II. MUNICIPAL CODE FINDINGS.

A. FINDINGS FOR USE PERMIT (Municipal Code Section 17.88.060 and 17.138.060)

1. The proposed use is consistent with all applicable sections of the General Plan and Title 17 and is consistent with any applicable specific plan or master plan;

The proposed use is a multi-family residential project that includes a density bonus request to allow three additional units above the base density of three dwelling units, for a total of six units. The proposed use requires a Use Permit pursuant to the Town Density Bonus Program.

The proposed use is consistent with the General Plan Land Use designation because the property is located within the High-Density Residential 1 (HDR-1) land use designation which allows residential multi-unit townhouses, condominiums, and apartments at a density of six (6) to a maximum of twelve (12) dwelling units per acre. With adherence to the Town Density Bonus Program requirements, the increased density is consistent with the applicable Municipal Code sections.

The project is consistent with General Plan Land Use Policy L.2.D, which states, "Encourage the development of workforce housing by offering a Town Density Bonus Program, in addition to the State Density Bonus Program, that is flexible and adaptive and allows multi-family residential projects to construct up to twice the base density identified for the designation in which the project is located. Projects will be eligible to receive proportionately greater density bonuses, up to a maximum of twice the base density, in exchange for deed restricting a greater percentage of the base density units. Density bonuses granted pursuant to this policy are mutually exclusive of density bonuses granted pursuant to the State Density Bonus Program (i.e., a developer can elect to utilize either the Town density bonus or the State density bonus, but not both)."

The Town's Density Bonus Program is applicable to new multi-family residential projects that are located within a zoning district that allows multi-family residential units, and have a base density of two or more dwelling units, regardless of the type of dwelling unit proposed. The requested density bonus is also consistent with General Plan Housing Element Policy H.1.C., which states, "Allow for density bonuses for projects that provide deed-restricted workforce housing in accordance with State density bonus law and/or the Town density bonus programs." Developers of eligible properties are encouraged to utilize the Town Density Bonus Program or the State Density Bonus program in order to accomplish the General Plan goals and policies aimed at increasing housing available to the local workforce.

There is no specific plan or master plan applicable to the project.

2. The proposed use and the conditions under which it would be operated or maintained will not be detrimental to the public health and safety nor materially injurious to properties or improvements in the vicinity; and

The site layout and project design ensures that the multi-family uses and residential density proposed for the site will be occupied and operated in such a way that will not be detrimental to the health and safety of the surrounding community nor injurious to properties or improvements in the vicinity because the additional three residential units can be accommodated on the site without eliminating or reducing essential amenities such as enclosed parking, guest parking, a communal dumpster enclosure, and landscaping.

3. **The proposed project will generate a sufficient number of Eligibility Points required for the bonus amount requested;**

   The project is required to generate 100 points based upon the Town Density Bonus Program calculation. To generate 100 points, the project is required to deed restrict all three of the density bonus units. The applicant is proposing to deed restrict all six units (*3 base density units and 3 density bonus units*) to the "Occupancy-Restricted Household" affordability level category and therefore generates a sufficient number of eligibility points to grant the requested density bonus.

4. **The proposed project is compatible with the surrounding neighborhood with regards to building scale, form, materials, and street orientation;**

   The proposed apartment building and site improvements combine together in an attractive and visually cohesive manner that is compatible with and complements the character of the surrounding multi-family residential neighborhood. The surrounding neighborhood consists of a mixture of multi-family housing types at varying densities. Additionally, the majority of the parking is located understructure and therefore minimizes surface parking throughout the property.

   The project also complies with applicable multi-family development standards which include the requirement for a minimum of 75% of the building facade adjacent to a street to be occupied by habitable space with windows and at least one pedestrian entrance. The street facing façade of the building includes habitable space with windows and one pedestrian entry into the garage level. The building height does not exceed the 35-foot maximum and the split face CMU block base material helps to maintain a pedestrian scale.

5. **The incentive or concession is required in order to make the project feasible, and the incentive or concession requested is the minimum departure from the requirements of this Zoning Code necessary to make the housing project feasible.**

   The application requests four incentives/concessions as allowed by the Town's Density Bonus Ordinance. The project is automatically eligible for one of the allowed concessions specified in the Ordinance, and three additional concessions are requested in exchange for deed restricting three additional units that would not otherwise be required based on the Eligibility Point Schedule. The requested concessions include (1) a 10% increase in the allowable lot coverage to allow for 60% lot coverage, (2) a 20% reduction in the side yard setback and 10% reduction of the front yard setback, (3) a decrease in one guest parking space, and (4) the removal of private outdoor space.

   The requested concessions are the minimum departure from the applicable Zoning Code requirements necessary to make the project feasible due to the sites' physical constraints resulting from the Town's requirement for a 10-foot Irrevocable Offer of Dedication (IOD) along the eastern property line and a 30'-wide existing shared access easement running along the northern portion of the property. These constraints reduce the buildable areas of the property, thereby requiring the building be pushed back into the southern and western setback areas and reducing the area that could be used for guest parking. The concession related to lot coverage is to be expected for projects utilizing the Town density bonus provision since the structure(s) will generally be larger to accommodate an increase in the numbers of units and the 10% increase is a reasonable request in that it is consistent with what would be allowed in the RMF-2 zone. The concession related to private outdoor balconies for each unit would be difficult to achieve due to the project design and the public benefit of an additional workforce housing unit outweighs the benefit of a private balcony.

B. FINDINGS FOR DESIGN REVIEW PERMIT (Municipal Code Section 17.88.060)

1. **The project is consistent with the applicable standards and requirements of the Municipal Code.**

   The project is consistent with the applicable standards and requirements of the Mammoth Lakes Zoning Code because the project complies with all applicable regulations of the Residential Multi-Family 1 (RMF-1) Zone, including, but not limited to density, lot coverage, and setback modifications allowed pursuant to Municipal Code §17.138, Town Density Bonus Program, building height, snow storage, parking, solid waste/recycling, and specific land use regulations identified in Municipal Code §17.52.210 for multi-family residential projects.

   The project includes four concessions from the applicable development standards which have been determined to be acceptable since the project will provide a greater public benefits through the provision of a higher number of deed restricted residential units than is otherwise required by the Town Density Bonus Ordinance. The proposed concessions are:

   - An increase in the allowable lot coverage from 50% to 60% - automatic concession per 17.138.050.A
   - A 20% reduction in the side yard setback and 10% reduction of the front yard setback - additional concession per 17.138.050.B
   - The reduction of one guest parking space to allow for a total of two guest parking spaces - alternative concession per 17.138.050.C
   - Waive the requirement to provide private 60 square feet of outdoor open space for each dwelling unit. - alternative concession per 17.138.050.C

   With approval of the requested concessions the project complies with the applicable Municipal Code standards.

2. **The project is consistent with the General Plan and any applicable specific plan or master plan.**

   The proposed project is consistent with the 2007 General Plan land use designation for the site, which is designated as High Density Residential 1 (HDR-1) and, "allows residential multi-unit townhouses, condominiums and apartments at a density of six to a maximum of twelve dwelling units per acre. This designation applies to the Sierra Valley District, the Shady Rest Tract, and portions of the Old Mammoth District…" (General Plan, Pg. L-4). The requested density bonus is consistent with General Plan Land Use Policy L.2.D., which directs staff to encourage the development of workforce housing by offering a Town Density Bonus Program, in addition to the State density bonus program, to allow multi-family residential projects to construct up to twice the base density identified for the designation in which the project is located. The General Plan Housing Element Policy H.1.C. also directs staff to allow for density bonuses for projects that provide deed-restricted workforce housing in accordance with State density bonus law and/or the Town density bonus programs.

   In March, 2020, Town Council adopted the updated Town Density Bonus Program so that developers of eligible properties are encouraged to utilize the Town Density Bonus Program or the State Density Bonus program in order to accomplish the General Plan goals and policies aimed at increasing housing available to the local workforce. The proposed project will result in six deed-restricted, one-bedroom and three-bedroom units available to the local workforce.

There is no specific plan or master plan applicable to the project.

3. **The project is consistent with the Town of Mammoth Lakes Design Guidelines.**

   The design of the project has a modern form with a gable roof design. Desirable architectural details include a varied roof line, variation in siding material, accent trim, and a split face CMU base. The building materials consist of Newtechwood siding with a textured wood appearance, stucco, and split face concrete block for the base of the structure. The proposed roof material is asphalt composition shingle in a "weathered wood" color.

   The proposed colors and materials are appropriate in the context of the surrounding neighborhood and consist of varying grey and tan earth-tones that provide appropriate contrast between the trim, fascia, and the primary siding materials while maintaining a neutral color palate to blend with the natural environment and site surroundings.

4. **The project is consistent with the following additional Design Criteria (Zoning Code §17.88.050):**

   a. **The site design and building design elements including the architectural style, size, design quality, use of building materials, and similar elements, combine together in an attractive and visually cohesive manner that is compatible with and complements the desired architectural and/or aesthetic character of the area and a mountain resort community, encourages increased pedestrian activity, and promotes compatibility among neighboring land uses.**

      The proposed buildings and site improvements combine together in an attractive and visually cohesive manner that is compatible with and compliments the character of the surrounding neighborhood. In the context of the surrounding multi-family residential uses, the proposed design of the project provides appropriate scale and incorporates attractive architectural details.

      The building forms and facades provide variation and visual interest through the incorporation of varied roof lines, an overhang that extends over two of the exterior parking stalls, accent colors and use of a variety of window shapes and sizes.

      A distinction between stories is provided through a change in siding material used on the first floor and the upper floors. Split face concrete masonry block is used on the first floor to establish the building base, and upper floors are clad with Newtechwood siding in a wood textured finish, and stucco siding is used on specific locations of the building to provide variation. The proposed colors consist of grey, tan and a medium wood tone as well as a dark brown accent color that that provides appropriate contrast between trim, fascia, and the primary siding materials while maintaining a more neutral color palate to blend with the natural environment and site surroundings.

      The project complies with design requirements for building facades adjacent to streets in that 75% of the building facade adjacent to Mono Street is occupied by habitable space with windows and two pedestrian entries adjacent to Mono Street. These areas provide active spaces and living areas that are visible from the street.

   b. The design of streetscapes of streetscapes, including street trees, lighting, and pedestrian furniture, is consistent with the character of commercial districts and nearby residential neighborhoods

A 10-foot Irrevocable Offer of Dedication will be provided to the Town as part of this project which will grant the Town additional right-of-way width needed to provide a standard right-of-way width. The street network in this area is already established and no additional streetscape improvements are required for the proposed project.

c. Parking areas are located, designed and developed to foster and implement the planned mobility system for the area; buffer surrounding land uses; minimize visibility; prevent conflicts between vehicles and pedestrians and cyclists; minimize stormwater run-off and the heat-island effect; and achieve a safe, efficient, and harmonious development.

The proposed parking configuration for the project consists of two tandem enclosed understructure spaces for each three-bedroom residential unit and one understructure space for each of the one-bedroom units. One exterior ADA parking space is located beneath the roof overhang adjacent to the building with an accessible route of travel to the ADA unit. A second ADA space is provided beneath to roof overhang and functions as a guest parking space. The third guest parking space is located on the exterior of the building but is not located under the roof overhang.

The proposed parking layout for the project meets the required amount of parking when considering the concession requested to reduce the guest parking by one space. The proposed parking configuration ensures that the project will accommodate its share of parking needs on-site, which will help avoid conflicts between vehicles and tenants with enclosed, assigned parking spaces. Since most of the parking is housed understructure, exterior parking is limited to three spaces which minimizes the exterior paved surface area. The applicant has requested an Adjustment to allow for the single uncovered guest parking space to be located in the front setback.

d. Down-directed and shielded lighting and lighting fixtures are designed to complement buildings, be of appropriate scale, provide adequate light over walkways and parking areas to create a sense of pedestrian safety, minimize light pollution and trespass, and avoid creating glare.

The proposed exterior lighting plan includes light fixture specifications that are appropriate in scale based upon the specific purpose and placement of the lighting. The proposed exterior lighting is shielded to minimize light pollution and trespass. Condition of Approval #17 is included to ensure that exterior lighting is inspected and verified for compliance with Chapter 17.36.030 of the Town of Mammoth Lakes Municipal Code prior to the issuance of a certificate of occupancy.

e. Landscaping is designed to conserve water resources, promotes a natural aesthetic, and be compatible with and enhance the architectural character and features of the buildings on site, and help relate the building to the surrounding landscape.

The proposed landscape plan is consistent with the recommendations of the Town of Mammoth Lakes Design Guidelines in that the design promotes a natural aesthetic through the use of native plant species that are prevalent in the Mammoth Lakes region. Five (5) new trees are proposed to be planted throughout the landscape areas and include Jeffrey Pine, Quaking Aspen, and Western Water Birch. Perennials and native groundcover shrub species are proposed for the areas

located around the perimeter of the site. Specific shrubs are proposed for screening purposes to be located around the dumpster enclosure and to provide privacy between adjacent properties. Overall, the proposed landscaping promotes a natural aesthetic by utilizing species that are appropriate to the Mammoth Lakes region. Condition of Approval #19 is included to require a landscape documentation package to be submitted and approved prior to Building Permit issuance.

5. **The project is consistent with any approved tentative map, use permit, variance, or other planning or zoning approval that the project required.**

   The proposed project is consistent with the associated use permit because the project is a new multi-family residential development and includes a density bonus request pursuant to the Town Density Bonus Ordinance. The design review permit is processed concurrently with the use permit and therefore, will be consistent.

C. FINDINGS FOR ADJUSTMENT (Municipal Code Section 17.76.040)

1. **A significant public benefit will result.**

   A significant public benefit will result from allowing one guest parking space to be located in the front setback because providing guest parking on-site helps prevent conflicts with neighboring properties due to parking in unauthorized areas. Additionally, any alternative configuration would result in less on-site snow storage, more pavement, or an encroachment into the rear setback area.

2. **For adjustments to setbacks or the distance between structures, a finding shall also be made that adequate snow storage and shedding areas are provided.**

   The project proposes to hold 43% of the required snow storage on site. The remaining 32% of the required snow storage will be hauled off-site as part of an approved snow storage management plan as allowed pursuant to M.C. Section 17.136.050(d).

3. **The parking area shall be protected from snow shed, does not impede emergency access, does not interfere with Town snow storage easements, and conforms to the California Building Standards Code requirements.**

   The guest parking space located within the front setback area is not affected by snow shed due to its distance from the building and the direction in which snow will shed off the roof. Additionally, the parking space does not interfere with Town snow storage easements and does not impede emergency access to the building

SECTION 2. TOWN COUNCIL ACTIONS.

The Town Council hereby takes the following actions:

1. Determines that substantial evidence exists to support the Planning and Economic Development Commission's approval of Use Permit 24-003, Design Review 24-006 and Adjustment 25-005; and
2. Finds that this project is categorically exempt pursuant to Section 15332, in-Fill Development Projects, of the California Environmental Quality Act (CEQA) Guidelines; and
3. Affirms the Planning and Economic Development Commission's approval of Use Permit 24-003, Design Review 24-006 and Adjustment 25-005 subject to the following conditions, and denies the appeal:

   (SEE EXHIBIT "A"); and
4. Directs staff to file and post a Notice of Exemption with the Office of Planning and Research and the County Clerk.

PASSED AND ADOPTED this 19th day of November 2025, by the following vote, to wit:

_____
CHRIS BUBSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

APPLICANT:

I, Bipin Morari, am the property owner and I do hereby attest that I have read, and agree to, the conditions of approval stipulated within this Resolution.

_____ Date: _____

Bipin Morari
(Notary Required)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____ }

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____
Signature of Notary

EXHIBIT "A"
Resolution No. 2025-__
Case No. UPA 24-003, DR 24-006, and ADJ 25-005

PLANNING DIVISION CONDITIONS

STANDARD PLANNING CONDITIONS

1. This approval authorizes the following: Construction of a 6-unit multi-family apartment project located at 54 Mono Street. A Use Permit is approved to allow a density increase of three dwelling units along with the following concessions permitted pursuant to the Town Density Bonus Ordinance: (1) an increase in lot coverage to 60%; (2) a 20% reduction of the side yard setback and a 10% reduction of the front yard setback; (3) reduction in one guest vehicle parking space; and (4) waive the requirement to provide private 60 square feet of outdoor open space for each dwelling unit.
2. The approved site and building plans including Project Plan Sheets A1.02 dated and received on October 8, 2025, Project Plan Sheets T, A1.01, A1.10-A3.02 dated and received on September 22, 2025, Project Plan Sheets L-1 – L-4 and the Materials Board dated and received on August 6, 2025 shall be adhered to and maintained for the duration of the permit.
3. This permit and all rights hereunder shall automatically terminate unless the site preparation or construction has commenced within two years after the issuance of this permit and such work is diligently carried on until completion, or an extension of time has been granted in accordance with Municipal Code §17.60.060.B.
4. All new improvements constructed on the site shall be in compliance with all Town of Mammoth Lakes, County of Mono, Mammoth Community Water District, the Mammoth Lakes Fire Protection District, the CRWQCB Lahontan District, Great Basin Air Pollution Control District, OSHA, State of California and United States of America laws, statutes, ordinances, regulations, directives, orders, and the like applicable thereto and in force at the time thereof. Any violation of the above may constitute grounds for revocation under Chapter 17.128 of the Mammoth Lakes Municipal Code.
5. This resolution of approval, as conditioned herein, shall be recorded for the subject property by the Mono County Recorder's Office to commence the approved use on the property or the issuance of any building permits for new or remodeled structures.
6. The site shall be maintained in a neat, clean and orderly manner. All improvements shall be maintained in a condition of good repair and appearance. Outdoor storage of equipment and other materials, except for firewood, is prohibited. Non-operating vehicles, equipment and materials inappropriate to the site and its use shall not be stored within outdoor areas on the site.
7. Storage of construction materials and equipment off-site shall not be permitted without a permit issued by the Community and Economic Development Department of the Town. Any public or private property altered, damaged or destroyed by site preparation, grading, construction or use shall be restored to its pre-existing condition by the permittee.
8. All conditions of this permit shall be met or secured prior to final occupancy approval of any tenant improvements or new structures.
9. All uses are subject to review by the Building Official of the Town of Mammoth Lakes and must conform to occupancy ratings of the structures to obtain occupancy.
10. Town staff shall have the right to enter the subject property to verify compliance with these

conditions. The holder of any permit associated with this project shall make the premises available to Town staff during regular business hours and shall, upon request make records and documents available to Town staff as necessary to evidence compliance with the terms and conditions of this permit.

11. Prior to the issuance of a building permit, the applicant shall pay all applicable fees as prescribed by ordinance and/or resolution and pay any fees due on this project processing account.
12. Where compliance with the conditions of approval or applicant initiated changes to the plans require additional staff review, that review time shall be billed at the Town's established billing rates. Prior to the issuance of a building or grading permit, the applicant shall pay all outstanding costs for the processing of this application.
13. The approved site and building plans shall be adhered to and maintained for the duration of the permit.
14. This action may be appealed to the Town Council within fifteen (15) calendar days from the date of Planning and Economic Development Commission approval in accordance with Municipal Code Chapter 17.104.
15. Prior to issuance of a grading or building permit, the applicant shall obtain a secondary source permit or letter of exemption from the Great Basin Unified Air Pollution Control District.
16. The applicant shall defend, with counsel selected by the Town, indemnify, and hold harmless the Town and its agents, officers, and employees from any claim, action, or proceeding against the Town and its agents, officers, or employees to attack, set aside, void, or annul, an approval of the Town, advisory agency, appeal board, or legislative body concerning this approval. The Town shall promptly notify the applicant of any claim, action, or proceeding and shall be entitled to control the defense of any action.
17. All exterior lighting shall comply with Chapter 17.36.030 of the Town of Mammoth Lakes Municipal Code, Exterior Lighting. Exterior light fixtures having a total of over 400 lumens of output shall be equipped with shields that extend below the horizontal plane of the light source to direct the light downward onto the structure or surrounding grounds. Accent lighting is permitted as described in Municipal Code Section 17.36.030.F.6. This shall be verified prior to issuance of a certificate of occupancy.
18. The propane tank serving the property shall be painted tan pursuant to Municipal Code Section 17.36.080.B.
19. The final landscape plan shall substantially conform to the preliminary landscape plan approved by the Planning and Economic Development Commission.

    The aggregate landscaped area exceeds 500 sq. ft., so a landscape documentation package shall be required prior to issuance of a Building Permit. Said landscape documentation package shall conform with the requirements identified in Municipal Code Chapter 17.40 (Water Efficient Landscape Regulations). The aggregate landscape area is defined as the total horizontal surface area dedicated to plant installation and irrigation plus the wet surface of any decorative water features. The landscape area for shrubs and trees shall be determined using the shrub/tree mature growth diameter or drip line. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, or other pervious or non-pervious hardscapes outside of planted areas. Landscape area does not include undisturbed areas with established non-irrigated vegetation, or landscaping that is exempt pursuant to Municipal Code Section 17.40.020.D.

20. A valid building permit and a permit from the Mammoth Lakes Fire Protection District are required before any building can begin on-site.

21. Proposed water and sewer connections require a Connection Permit from Mammoth Community Water District. Prior to the Town authorizing any construction, the applicant shall obtain water and sewer permits from Mammoth Community Water district and pay applicable fees to the District.

22. New or changed improvements, exterior illumination, elevations, designs, materials, or colors shall conform to the adopted Design Guidelines of the Town of Mammoth Lakes and will require review and approval from the Town of Mammoth Lakes Community and Economic Development Department or Planning and Economic Development Commission pursuant to Municipal Code Chapter 17.88.

23. A certificate of occupancy is required for all future tenant improvements within the subject structure. Tenant improvements shall identify occupancy separation requirements, disabled access requirements and compliance with all applicable building, electrical, plumbing, and fire code requirements.

24. Zoning entitlement conditions of approval shall be printed verbatim on all of the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the index.

SPECIAL PLANNING CONDITIONS

25. Before a certificate of occupancy is issued for the project, the applicant shall certify to the Director that the Eligibility Points upon which the project's residential density bonus was based have been achieved. To satisfy this condition, evidence shall be provided that a Workforce Housing Agreement consistent with Municipal Code Section 17.136.090 has been recorded on title for the property, and that the six units are deed restricted at the agreed upon "Occupancy Restricted" affordability level. The Town shall be named as a party in the Workforce Housing Agreement and all subsequent deed restrictions.

26. Before a certificate of occupancy is issued for a project, the applicant shall provide evidence to the Town that transient rentals are prohibited for all units within the development. Evidence shall consist of a use restriction and/or Workforce Housing Agreement satisfactory to the Town prohibiting transient rentals that has been recorded against all units within the development.

27. The total number of deed restricted units required for the density bonus shall not be reduced or otherwise eliminated without the approval of the review authority. To grant such approval, the review authority must find that there is a corresponding reduction in density.

28. The trash enclosure shall be improved with a concrete slab and enclosure constructed of materials compatible with that of the buildings. Adequate space for recyclable materials shall be provided within the enclosure. All trash enclosures, receptacles, and food storage areas shall be animal resistant. The enclosure is not required to be gated. The enclosure shall be installed prior to issuance of the first certificate of occupancy. At the sole discretion of the Town, an alternate location for recyclable materials may be considered provided that the area and proposed recyclables receptacle is easily accessible for the tenants of the property, easily accessible for the disposal company, adequately protected from animal conflicts, and adequately sized for the development. The final alignment of the trash enclosure and any alternative recyclables receptacle location shall be reviewed by Mammoth Disposal, the Public Works Department, and the Community and Economic Development Department.

29. Pursuant to the Federal Migratory Bird Treaty Act and California Fish and Game Code

Sections 3503 and 3503.5, it is unlawful to take, possess, or needlessly destroy the nest or eggs of any bird or bird-of-prey, except as otherwise provided by FGC or any regulation made pursuant thereto. Completion of a nesting bird survey by a biologist with relevant qualifications within three days of initiation of site disturbance is recommended for projects that have the potential to disturb suitable nesting habitat, which may include riparian vegetation, mature trees, snags, and structures.

30. The Building Division will require that a string line be run between the property monuments on the east (front property line), and north (north side property line) at the time of foundation inspection to verify the actual field distance from the structure to the property line.

31. Snow restraint devices shall be installed along the roof edge on the north side of the building. No snow shall shed or be deposited onto adjacent properties or the Town's or State right-of-way. This shall include snow that is removed from any portion of the property, including, but not limited to, the structure, driveway, and/or common areas. All interim snow storage areas shall be on the subject property. The property owner shall be subject to fines pursuant to Municipal Code §12.16.030 (*Snow Removal – Violation/Penalty*) if found to be in violation of this condition.

32. All exterior wood products shall comply with the Wildland Urban Interface (WUI) construction materials requirements certified by the State Fire Marshal's Office and be in compliance with Chapter 7A of the 2016 California Building Code. Plywood or OSB sheeting shall be a minimum of one-half inch thickness with approved siding material placed over top.

33. All eave and crawl space ventilation shall resist the intrusion of flame and burning embers and comply with Chapter 7A of the California Building Code and local modifications.

34. The structure shall comply with NFPA 13R automatic fire sprinkler requirements as required by Section 903.2.8 and 903.3 of the California Fire Code. A deferred submittal for sprinkler plans and calculations will be acceptable.

ENGINEERING DIVISION CONDITIONS

STANDARD CONDITIONS / GENERAL REQUIREMENTS:

35. Nothing in the approval of this project shall be construed to allow for the deviation, adjustment, variance or non-conformance of any Municipal Code or ordinance, or of any local, State, or federal standard, policy, regulation or law, unless specifically provided for herein.

36. All grading and public improvements, including driveways and parking areas, shall be consistent with the Town of Mammoth Lakes Standard Plans for Public Works.

37. Applicant is responsible for compliance with the Guidelines for Erosion Control in the Mammoth Lakes area. This shall include submittal of a Report of Waste Discharge, if applicable.

38. An encroachment permit or a letter of exemption shall be obtained from the Engineering Services Division of the Town prior to construction within the public right-of-way in accordance with Chapter 12.04 of the Municipal Code. Encroachment permit application shall include a traffic control plan as applicable.

39. Grading plans shall include a Construction Staging and Management Plan which includes provisions related to the parking of construction worker vehicles, equipment and staging of materials, haul routes for export or import of material to/from a permitted site, hours of

work, and special approval required by the Town Public Works Director for work outside hours allowed. The plan shall also contain provisions for interrupting utility services to neighboring properties and sufficient noticing to affected residents and property owners.

40. Address numbers shall be placed on all new and existing structures in such a manner as to be plainly visible and legible from the access roadway or street, consistent with Municipal Code Chapter 16.32.

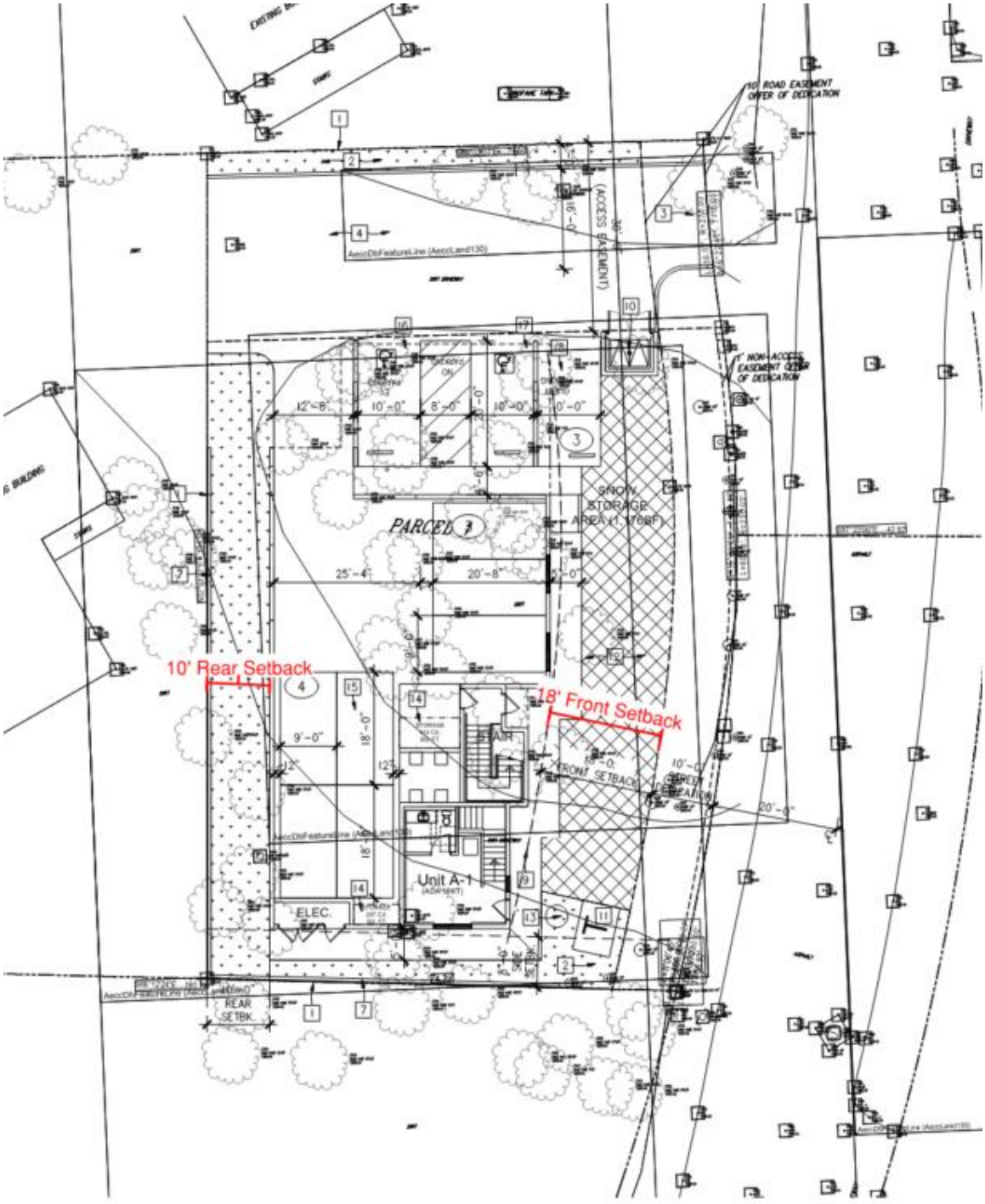
SPECIAL ENGINEERING CONDITIONS:

41. Prior to issuance of a grading permit or building permit, a snow removal/storage management plan for the hauling of snow in accordance with Municipal Code Section 17.36.110.B(3)(a) shall be submitted by the applicant and approved by the Community and Economic Development Department and Public Works Department. The plan shall be in the form of a recorded document mutually agreed to between the property owner and the Town and shall describe features such as, but not limited to, location of snow storage areas, the method of snow hauling, frequency of pick-ups, pick-up areas, haul routes, hours of hauling operations, and snow deposit areas. The plan shall also include methods to address potential cornice and ice falling onto pedestrian and vehicular areas and methods to address hazardous snow and ice build-up on pedestrian pathways and sidewalks. Approved methods to address hazardous snow and ice build-up include plowing, application of cindering, and potential of heat-traced pavement.

42. Owner shall provide an irrevocable offer of dedication (IOD) to the Town, in a form and with content acceptable to the Town, for public right-of-way, street, drainage and snow storage purposes for a width of 10ft from right-of-way line along Mono Street, per the Town's Policy for Development on Sub-Standard Streets. New setback shall be measured from the ultimate/new property/right-of-way line. Owner shall submit a copy of the most recent grant deed for the property for the Town's use in preparation of the IOD document. This shall be complete prior to certificate of occupancy.

43. A utility easement in favor of 56 Mono Street on the 54 Mono Street property shall be recorded prior to issuance of a certificate of occupancy for the project. The easement document shall be in a form and with content acceptable to the Town's Engineering Manager and Public Works Director, and shall be submitted to the Town for review and approval. Upon Town approval, the easement shall be recorded with the Mono County Recorder's office and a copy of the recorded document shall be provided to the Town.

EXHIBIT "B"
Modified Site Plan



Proposed Site Plan

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION
P.O. Box 1609, Mammoth Lakes, CA 93546
Phone: (760) 965-3630 Fax: (760) 934-7493
www.townofmammothlakes.ca.gov

APPEAL OF DECISION OF PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

(Municipal Code Section 17.104)

This form must be filed within fifteen (15) days of the stated action in order to be valid.

APPLICATION NUMBER APPEALED UPA 24-003, DR 24-006, ADJ 25-005

RECEIVED
OCT 21 2025
TOWN OF MAMMOTH LAKES
Community & Economic Dev.

DATE OF STATED ACTION 10.21.2025

APPELLANT'S NAME Keith & Kimberly Erickson

ADDRESS 56 Mono Street P.O. Box 1192

Mammoth Lakes, CA 93546

APPEAL FEE: See Community and Economic Development Department Fee Schedule

Action taken by the Planning and Economic Development Commission which is being appealed:

_____ Denial

_____ Approval

__✔__ Approval with Conditions (Attach a copy of conditions and indicate those you wish waived or modified.)

What is being appealed?

-The town failed to acknowledge the exclusive recorded driveway easement serving 56 Mono Street.
-Erroneous and incomplete Town records (since 1990) have rendered both parcels unmarketable.
-The 1990 Conditions of Approval were never satisfied or paid by the applicant.
-Proposed development would disrupt existing utilities (est. 1953); 54 Mono owner must bear all responsibility.
-No building permits should be issued until title, easement, and utility conflicts are fully resolved.

Rationale for Appeal (use additional sheets if necessary):

Please see attached sheet titled: 10/21/25 56 Mono Street Rationale for Appeal

I certify that I am the: ✔ Legal Owner __ Authorized Legal Agent __ Other Interested Party

10.21.2025
Date

Kil Erickson
Signature of Appellant

56 Mono Street Rationale for Appeal

Keith & Kimberly Erickson
56 Mono Street
Mammoth Lakes, CA 93546
Email: kimberlyerickson232@gmail.com
Phone: 760.914.1301

Date: October 20, 2025

To:
Gina Montecallo, Assistant Planner
Town of Mammoth Lakes – Community & Economic Development
437 Old Mammoth Road, Suite 230
Mammoth Lakes, CA 93546
Email: gmontecallo@townofmammothlakes.ca.gov
CC: planning@townofmammothlakes.ca.gov

This appeal challenges the Planning and Economic Development Commission's approval of Resolution No. PEDC 2025-10 on the following grounds:

1. **Exclusive Easement Violation:**
   The Town has failed to acknowledge and protect the exclusive driveway easement serving 56 Mono Street, recorded and depicted on the Town parcel map (1990) and confirmed in our deed. Approval allowing 54 Mono to encroach or share this access conflicts with recorded easement rights.

2. **Town Recordkeeping Errors and Title Conflict:**
   Decades of sloppy and incomplete municipal recordkeeping have caused overlapping property rights, leaving both 54 and 56 Mono Street unsellable and legally entangled. Our title insurance company is investigating, and no permits should be issued until their findings are complete.

3. **Unpaid 1990 Conditions of Approval:**
   The Conditions of Approval memo from 1990 for this parcel was never paid or satisfied by the original applicant, raising serious concerns about reliance on outdated approvals.

4. **Utility Disruption and Liability:**
   The proposed development would interfere with utilities serving 56 Mono Street since 1953. The 54 Mono owner, Mr. Bipin Morari, must bear full responsibility for any relocation, modification, or disruption. Currently he has verbally refused this responsibility.

5. **Conflict Between Approved Plans and Recorded Map / Proposed Resolution:**
   The project plans refer to a "shared driveway" and "shared easement," directly

contradicting the recorded 1990 parcel map and our 2002 Deed, which identifies our easement as exclusive. To resolve this, we are open to dividing the existing driveway footprint, giving both properties exclusive, fenced access appurtenant to each parcel, preventing disputes and vehicle conflicts while preserving Town frontage.

6. **Need for Town Council Oversight:**
   While the Planning Department's hands were tied, this issue requires Town Council intervention to ensure permanent correction of the Town's easement records.

7. **Request for Project Hold and Utility Responsibility:**
   We request that all permits be suspended until easement, title, and utility conflicts are resolved. Utility burdens must be borne by 54 Mono before permits are issued. We are coordinating with SCE, AmeriGas, and MCWD, who acknowledge the developer's responsibility.

8. **Commitment to Civil Resolution:**
   We are working with the 54 Mono owner to find a mutually acceptable civil solution, including dividing driveway access to ensure both parcels have exclusive access to each property, preventing future disputes and maintaining independent access rights.

Respectfully submitted,

Keith Erickson Appellant – 56 Mono Street

Kimberly Erickson Appellant – 56 Mono Street

Response to Appeal of PEDC Resolution No. 2025-10 – 54 Mono Street (APN 033-123-012-000)

This document is submitted on behalf of the property owner of 54 Mono Street in response to the appeal filed by Keith and Kimberly Erickson, owners of 56 Mono Street, challenging the Planning and Economic Development Commission (PEDC) approval of Resolution No. 2025-10. The purpose of this document is to address each of the eight appeal points raised by 56 Mono Street and to provide relevant legal and factual clarification supporting the Town's prior decision.

Point 1 – Exclusive Easement Violation

The original Tentative Parcel Map #36-158 (1990) required that both properties "shall share one driveway on Mono Street." Despite the recorded language describing the easement as "exclusive," this appears to be a clerical or recording error. Under California Civil Code §3399, when a written instrument fails to reflect the intent of the parties due to mistake, it may be reformed to accurately express that intent. Case law further supports this position. In Gray v. McCormick (2008) 163 Cal.App.4th 772, the court held that an 'exclusive' easement restricts interference by others but does not eliminate the servient owner's right to reasonable concurrent use so long as it does not obstruct the dominant owner's access. Therefore, the easement at issue should be interpreted and, if necessary, reformed to reflect the Town's original requirement for shared access consistent with the parcel map and Town policy.

Point 2 – Town Recordkeeping Errors and Title Conflict

These matters relate to municipal administrative recordkeeping and do not alter property rights or the validity of the PEDC approval. Under Government Code §27280 et seq., recording discrepancies do not affect title or easement validity. If 56 Mono Street seeks remedies for record inconsistencies, those should be pursued through the Town's administrative processes or civil action independent of this appeal.

Point 3 – Unpaid 1990 Conditions of Approval

The 1990 Tentative Parcel Map #36-158 and its Conditions of Approval remain the controlling evidence of the Town's intent when the property was subdivided. Those conditions explicitly required that *"the subject properties shall share one driveway on Mono Street."* This requirement was a condition precedent to the creation of both parcels and has never been rescinded.

Any later clerical or recording description designating the access as "exclusive" contradicts the Town's official record and therefore does not alter the underlying legal intent. The Planning and Economic Development Commission (PEDC) and the current 2025 Resolution lawfully carry forward that same shared-driveway condition, consistent with California Civil Code § 3399 (reformation for mistake) and *Gray v. McCormick* (2008) 163 Cal.App.4th 772, which both support correction of written instruments that fail to reflect the parties' or agency's true intent.

Accordingly, the 1990 approval documents reinforce—not supersede—the requirement that access across 54 Mono Street is to be **shared** for the mutual benefit of both properties.

Point 4 – Utility Disruption and Liability

PEDC Resolution 2025-10 expressly addresses utility easements through Condition #43, requiring that: "A utility easement in favor of 56 Mono Street on the 54 Mono Street property shall be recorded prior to issuance of a certificate of occupancy for the project." This condition ensures that utility service for 56 Mono Street will remain intact. The owner of 54 Mono Street remains open to negotiating mutually acceptable terms for the relocation or modification of utilities.

Point 5 – Conflict Between Approved Plans and Recorded Map / Proposed Resolution

The PEDC-approved plans are fully consistent with the shared-access condition of the 1990 parcel map. No 'fee

transfer' or change of ownership rights is contemplated or required. As clarified in Gray v. McCormick (2008), shared use of an easement by both parties is legally valid and does not diminish the dominant estate's rights so long as access is preserved.

Point 6 – Need for Town Council Oversight

The Town Council already exercises jurisdiction through this appeal under Municipal Code §17.104. However, the dispute over easement interpretation is fundamentally a private civil matter between neighboring owners, not a municipal enforcement issue. The Town has appropriately addressed its regulatory obligations through the approval conditions.

Point 7 – Request for Project Hold and Utility Responsibility

This request lacks legal basis. The PEDC's Resolution already requires the necessary utility easement and all CEQA compliance has been satisfied under CEQA Guidelines §15332 for infill development. The project meets all Town Density Bonus Ordinance requirements (§17.138) and municipal standards. There is no justification for suspension or additional delay.

Point 8 – Commitment to Civil Resolution

The owner of 54 Mono Street remains open to reasonable, good-faith discussions with 56 Mono Street to resolve outstanding issues regarding access and utilities, provided no transfer of fee ownership is requested. This position aligns with California Civil Code §§809 and 1104, affirming that easements may be granted or clarified without relinquishing property ownership.

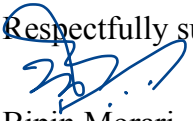
Conclusion

PEDC Resolution No. 2025-10 was lawfully reviewed, approved, and conditioned in compliance with all applicable Town, State, and CEQA requirements. The



resolution already addresses the access and utility issues raised in the appeal through Conditions of Approval and recorded easements. The appeal presents no new evidence or legal grounds for reversal. Accordingly, the Council should uphold the PEDC approval in full.

Respectfully submitted,



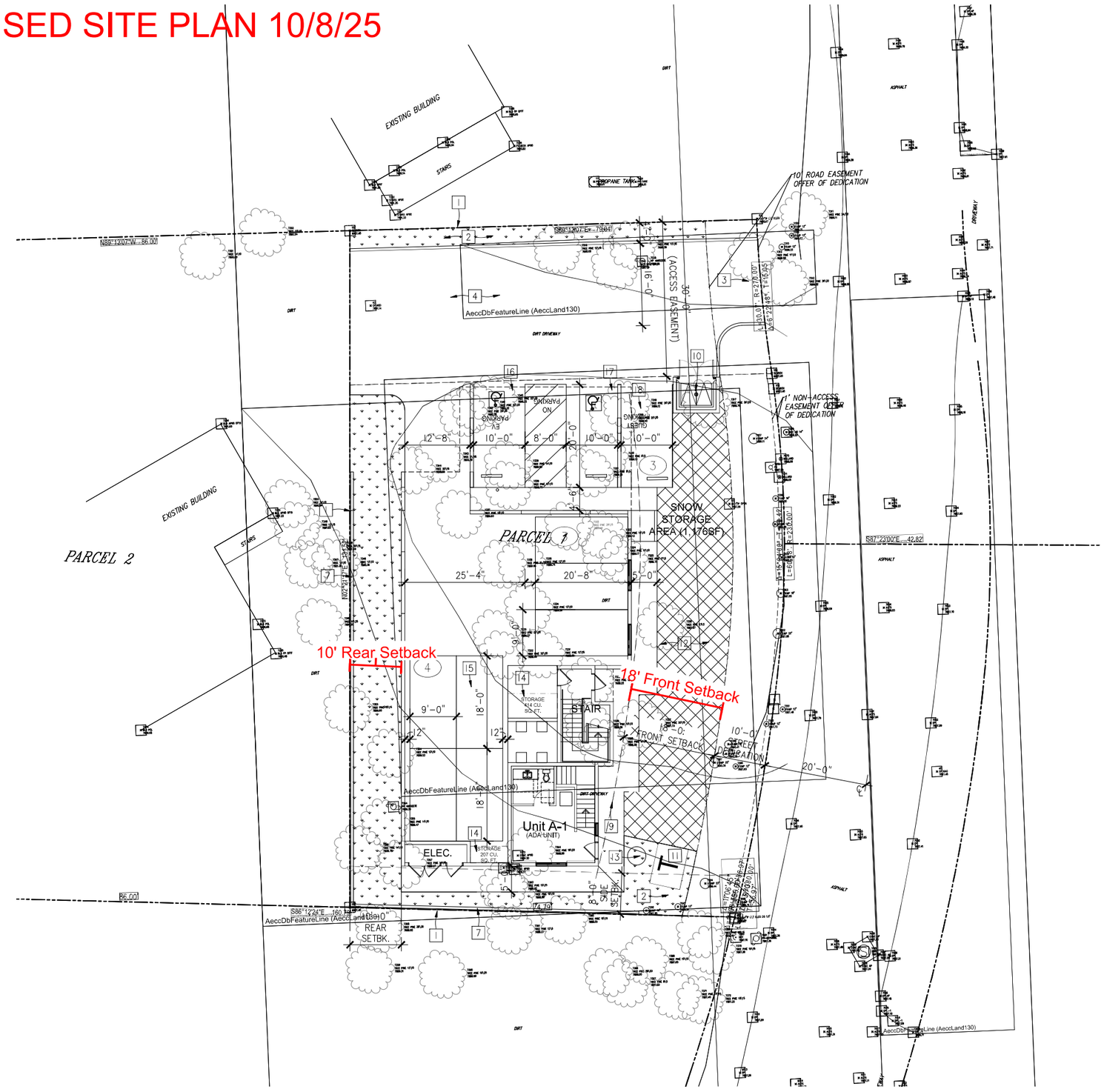
Bipin Morari
Owner, 54 Mono Street
Town of Mammoth Lakes, CA 93546
Date: 11/03/2025



ATTACHMENT BPROJECT PLANS & MATERIALS

Full Sizes Plans are Available at the Town Offices

REVISED SITE PLAN 10/8/25



Reference Notes

1. PROPERTY LINE
2. (N) LANDSCAPE
3. (N) DRIVE WAY
4. (N) ASPHALT PAVING
5. FIRE TURNAROUND
6. NOT IN USED
7. (N) 6'–0" HT. CMU SPLITFACE W/ 2" CONCRETE CAP FENCE WALL
8. NOT IN USED
9. (N) 5'–0" WIDE CONCRETE WALKWAY
10. (N) TRASH ENCLOSURE PER CITY STANDARD
11. (N) TRANSFORMER
12. (N) SNOW STORAGE AREA (1,163 SF)
13. (N) DRYWELL PER CIVIL PLAN
14. (N) STORAGE (621 CU. SQ. FT.)
15. (N) COVERED PARKING
16. (N) COVERED ADA EV PARKING
17. (N) COVERED ADA PARKING
18. (N) GUEST PARKING

RECEIVED
10/08/2025

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 10/08/2025 Approved By gmontecalllo
Entitlement Document # DR 24-006, UPA 24-00

PEGASUS ARCHITECTS
1717 PIERMONT DRIVE
HACIENDA HEIGHTS, CA 91745
TEL: 626.353.3796
E: CHAK@PEGASUSARC.COM

PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SITE PLAN

KEY MAP SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A1.02
OF SHEETS
SHEET

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1 | Proposed Site Plan | SCALE: 1"=10'-0"

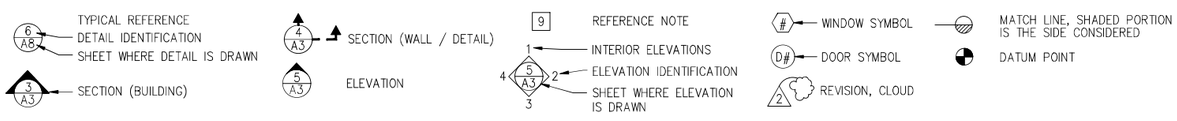
6-UNITS RESIDENTIAL DEVELOPMENT

54 MONO ST., MAMMOTH LAKES, CA

Abbreviations

&	AND
L	ANGLE
@	AT
℄	CENTERLINE
ø	DIAMETER OF ROUND
#	POUND OR NUMBER
(E)	EXISTING
(R)	RELOCATED
(N)	NEW
A.F.F.	ABOVE FINISH FLOOR
A.D.	AREA DRAIN
ADJ.	ADJUSTABLE
AGGR.	AGGREGATE
AL.	ALUMINUM
APPROX.	APPROXIMATE
ARCH.	ARCHITECTURAL
ASB.	ASBESTOS
ASPH.	ASPHALT
BD.	BOARD
BITUM.	BITUMINOUS
BLDG.	BUILDING
BLKG.	BLOCKING
BM.	BEAM
B.O.H.	BACK OF HOUSE
BOT.	BOTTOM
CAB.	CABINET
CEM.	CEMENT
CER.	CERAMIC
C.I.	CAST IRON
CLG.	CEILING
CLKG.	CAULKING
CLO.	CLOSET
CLR.	CLEAR
C.O.	CASED OPENING
COL.	COLUMN
CONC.	CONCRETE
CONN.	CONNECTION
CONSTR.	CONSTRUCTION
CONT.	CONTINUOUS
CTSK.	COUNTERSUNK
CNTR.	COUNTER
CTR.	CENTER
DBL.	DOUBLE
DEPT.	DEPARTMENT
DET.	DETAIL
DIA.	DIAMETER
DIM.	DIMENSION
DISP.	DISPENSER
DN.	DOWN
D.O.	DOOR OPENING
DR.	DOOR
DWR.	DRAWER
D.S.	DOWNSPOUT
DWG.	DRAWING
E.	EXISTING
EA.	EACH
E.J.	EXPANSION JOINT
EL.	ELEVATION
ELEC.	ELECTRICAL
E.P.	ELECTRICAL PANELBOARD
EQ.	EQUAL
EQPT.	EQUIPMENT
EXST.	EXISTING
EXP.	EXPANSION
EXT.	EXTERIOR
F.F	FLOOR FINISH
FDN.	FOUNDATION
FIN.	FINISH
FL.	FLOOR
FLASH'G	FLASHING
FLUOR.	FLUORESCENT
F.O.C.	FACE OF CONCRETE
F.O.F.	FACE OF FINISH
F.O.S.	FACE OF STUDS
FPRF.	FIREPROOF
F.S.	FLOOR SINK
FT.	FOOT OR FEET
FTG.	FOOTING
FURR.	FURRING
FUT.	FUTURE
G.A.	GAUGE
GALV.	GALVANIZED
GL.	GLASS
GR.	GRADE
GSM	GALVANIZED SHEET METAL
GYP.	GYPSUM
GYP. BD.	GYPSUM BOARD
H.B.	HOSE BIBB
H.C.	HOLLOW CORE
HCP	HANDICAP
HDWD.	HARDWOOD
HDWE.	HARDWARE
H.M.	HOLLOW METAL
HORIZ.	HORIZONTAL
HR.	HOUR
HGT.	HEIGHT
I.D.	INSIDE DIAMETER
INSUL.	INSULATION
INT.	INTERIOR
JT.	JOINT
KIT.	KITCHEN
LAMINATE	LAM.
LAV.	LAVATORY
LT.	LIGHT
MANU.	MANUFACTURER
MAX.	MAXIMUM
M.C.	MEDICINE CABINET
MECH.	MECHANICAL
MEMB.	MEMBRANE
MET.	METAL
MFR.	MANUFACTURER
MIN.	MINIMUM
PL.	PLATE
P.LAM.	PLASTIC LAMINATE
PLAS.	PLASTER
PLYWD.	PLYWOOD
PR.	PAIR
PROV'D	PROVIDED
PT.	POINT
PTN.	PARTITION
Q.T.	QUARRY TILE
QSR	QUICK SERVE RESTAURANT
R/RAD.	RADIUS
R.D.	ROOF DRAIN
REF.	REFERENCE
REFR.	REFRIGERATOR
RGTR.	REGISTER
REINF.	REINFORCED
REQ'D	REQUIRED
RESIL.	RESILIENT
RM.	ROOM
R.O.	ROUGH OPENING
RWD.	REDWOOD
R.W.L.	RAIN WATER LEADER
S.C	SOLID CORE
SCHED.	SCHEDULE
S.D.	SOAP DISPENSER
SECT.	SECTION
SH.	SHELF
SHR.	SHOWER
SHT.	SHEET
SIM.	SIMILAR
SL.	SLOPE
SPEC.	SPECIFICATION
SQ.	SQUARE
S.ST.	STAINLESS STEEL
STD.	STANDARD
STL.	STEEL
STOR.	STORAGE
STRL.	STRUCTURAL
SYM.	SYMMETRICAL
T.B.S.	TO BE SPECIFIED
TRD.	TREAD
T.B.	TOWEL BAR
T.C.	TOP OF CURB
TEL.	TELEPHONE
TER.	TERRAZZO
T.& G.	TONGUE & GROOVE
THK.	THICK
T.P.	TOP OF PAVEMENT
MIR.	MIRROR
MISC.	MISCELLANEOUS
M.O.	MASONRY OPENING
MTD.	MOUNTED
MUL.	MULLION
N.	NEW
N.I.C.	NOT IN CONTRACT
NO./#	NUMBER
NOM.	NOMINAL
N.T.S.	NOT TO SCALE
O.A.	OVERALL
OBS.	OBSCURE
O.C.	ON CENTER
O.D.	OUTSIDE DIAMETER
OFF.	OFFICE
OPNG.	OPENING
OPP.	OPPOSITE
PLBG.	PLUMBING
T.P.D.	TOILET PAPER DISPENSER
T.V.	TELEVISION
T.W.	TOP OF WALL
TYP.	TYPICAL
UNF.	UNFINISHED
U.O.N.	UNLESS OTHERWISE NOTED
VERT	VERTICAL
W.	WEST
W/	WITH
W.C.	WATER CLOSET
WD.	WOOD
W/O	WITHOUT
WP.	WATERPROOF
WSCT.	WAINSCOT
WT.	WEIGHT

Symbols



Project Directory

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CIVIL ENGINEER:
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ROSALIO SERNA
215 N. 2ND AVENUE, SUITE C
UPLAND, CA 91786
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Project Narrative:

THIS PROPOSED 6-UNITS MULTI-FAMILY (3-STORY HEIGHT) RESIDENTIAL DEVELOPMENT IS LOCATED AT 54 MONO STREET, THE TOWN OF MAMMOTH LAKES. THE SURROUNDINGS ARE ALSO RESIDENTIAL DEVELOPMENTS. THE SITE HAS A GENTLE SLOPE AND SOME VEGETATIONS.

THE PROJECT IS CALLED FOR 100% DENSITY INCREASE UNDER THE TOWN DENSITY BONUS ORDINANCE SECTION 17.138.050 AS EMPLOYEE HOUSING. THE REQUESTED INCENTIVES ARE A REDUCTION OF 20% SETBACKS AT REAR AND SIDE YARDS, PLUS ONE GUEST PARKING REDUCTION AS WELL.

THE EXTERIOR MATERIALS ARE SPLIT-FACED CMU WALL, STUCCO, SLOPED SHINGLED ROOF AND CEMENT BOARD FINISHES. WINDOWS ARE DUAL GLAZED; ALL PLUMBING FIXTURES ARE PER CODE WITH WATER SAVING SUFFICIENT TYPES. THE COOLING AND HEATING AREA PROVIDED PER INDIVIDUAL UNIT NOT AS CENTRAL TYPE. THIS WILL MINIMIZE COOLING OR HEAT LOSS. THE LANDSCAPE IS OF THE CITY'S STANDARD. AN AREA OF SNOW STORAGE AT THE FRONT YARD IS ALSO PROVIDED, AND ANY ADDITIONAL HAIL-AWAY WILL BE EMPLOYED AS NEEDED.

THIS DEVELOPMENT HAS A PODIUM FOR THE RESIDENT'S PARKING, AND THE GUEST PARKING AND ADA PARKING ARE PARTIALLY COVERED. AN ADA UNIT IS ACCESSIBLE ON THE GROUND FLOOR. THE SITE IS FULLY ACCESSIBLE FROM THE STREET TO ALL ENTRIES.

THIS MULTI-FAMILY RESIDENTIAL DEVELOPMENT WILL BE A GOOD ADDITION TO THE HOUSING NEEDED IN THE CITY AND WILL ALSO HELP THE NEEDS OF THE OWNER'S EMPLOYEES.

Area Calculation

UNIT COUNT PER FLOOR/TYPE

UNIT TYPE	1/F S.F.	2/F S.F.	3/F S.F.	QTY.	AREA PER UNIT S.F.	TOTAL S.F.	STORAGE (CU.SQ.FT.)
GARAGE							621
A-1 (1-BED)	342	732	—	1	1,074	1,074	
A-2 (1-BED)	–	–	713	1	713	713	
B (1-BED)	–	746	746	2	1,492	1,492	
C (3-BED)	–	1,473	1,473	2	2,946	2,946	
GRAND TOTAL	342	2,951	2,932	6		6,225	621

Sheet Index:

ARCHITECTURAL
SHT T PROJECT DIRECTORY & DATA LEGAL DESCRIPTION, SHEET INDEX, VICINITY MAP, NOTES & SCOPE OF WORK
A0.01 GENERAL NOTES
A0.02 GENERAL NOTES & ENERGY NOTES
A0.03 GENERAL NOTES & ENERGY NOTES
A0.10 CAL GREEN NOTES
A0.11 CAL GREEN NOTES
A0.20 ADA DETAILS
A1.01 EXISTING SITE PLAN
A1.02 PROPOSED SITE PLAN
A1.03 PROPOSED SITE PLAN W/ ACCESSIBLE ROUTE
A1.10 TRASH ENCLOSURE FLOOR PLAN & ELEVATIONS
A2.01 PROPOSED FIRST FLOOR & ROOF PLAN
A2.02 PROPOSED SECOND & THIRD FLOOR PLAN
A3.01 PROPOSED EAST & WEST BUILDING ELEVATIONS
A3.02 PROPOSED NORTH & SOUTH BUILDING ELEVATIONS

CIVIL
C-1 PRELIMINARY GRADING PLAN
C-2 PRELIMINARY DRAINAGE PLAN

LANDSCAPE
L-1 TITLE SHEET
L-2 PRELIMINARY LANDSCAPE PLAN

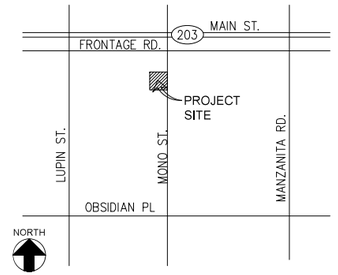
PHOTOMETRIC
E3.1 SITE PHOTOMETRY CALCULATION

RECEIVED
9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalllo
Entitlement Document # UPA 24-003, DR 24-00

Vicinity Map

N. T. S.



Project Description

DEVELOP A 6 UNIT HAVE A TWO 3-BEDROOMS AND FOUR 1-BEDROOM, GARAGE ON .25 ACRE SITE BY APPLYING THE TOWN DENSITY BONUS PROGRAM.

Legal Description

PARCEL 1 OF PARCEL MAP 36-158 IN THE TOWN OF MAMMOTH LAKES, COUNTY OF MONO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 4 PAGE 73 OF PARCEL MAP, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

Project Data

PROJECT ADDRESS:	54 MONO ST. MAMMOTH, CA 93546
APN#:	033-123-012-000
ZONING TYPE: GENERAL PLAN LAND USE:	RESIDENTIAL MULTI-FAMILY 1 HIGH DENSITY RESIDENTIAL 1
CONSTRUCTION TYPE:	VB
BUILDING CODE:	2022- CBC, CRC, CMC, CEC, CPC, CGC
SITE AREA:	10,890 S.F. GROSS (0.25 ACRE) 9,549 S.F. NET

1) FIRST FLOOR BUILDING:	2,996 S.F.; 28%
2) COVERED PARKING:	644 S.F.; 5%
3) OPENING DRIVEWAY:	2,289 S.F.; 21%
4) TRASH ENCLOSURE:	63 S.F.; 1%
5) WALKWAY:	758 S.F.; 7%
LOT COVERAGE:	1+2+4/9,549= 0.387 (39%)

	REQUIRED	PROVIDED
SNOW STORAGE AREA:	2,295 SF	1,340 SF (OWNER TO PROVIDE PICK-UP COMPANY) 1,340/9,543=0.14 (14%)
LANDSCAPE AREA:	1,022/9,543 S.F.= 0.11 (11%)	

HEIGHT LIMIT: REQUIRED 35'-0" (MAX) PROVIDED ±33'-5"

SETBACK REQUIREMENTS:

	REQUIRED	PROVIDED
FRONT YARD	20'-0"	20'-0"
SIDE YARD (NORTH)	10'-0"	10'-0"
SIDE YARD (SOUTH)	10'-0"	8'-0"(20% REDUCED)
REAR	10'-0"	8'-0"(20% REDUCED)

PROPOSED BUILDING AREA:

FIRST FLOOR:	2,885 S.F.
SECOND FLOOR:	3,129 S.F.
THIRD FLOOR:	3,152 S.F.
TOTAL:	9,166 S.F.

# OF UNITS	PER BASED DENSITY	PER TOWN DENSITY BONUS (WORKFORCE)
	12 UNITS/ACRES (ALLOW 3 UNITS)	2X BASED DENSITY (PROPOSED 6 UNITS)

PARKING SPACE REQUIRED:

	REQUIRED	PROVIDED
1-BEDROOM	1/UNIT	4 (4 UNITS)
3-BEDROOM	2/UNIT	4 (2 UNITS)
GUEST PARKING	2/4 UNITS	2 (1 REDUCTION PER TOWN DENSITY BONUS)
TOTAL		10 SPACES (1 ADA INCL.)

	REQUIRED	PROVIDED
EV PARKING	1	1 (1 ADA)

PEGASUS ARCHITECTS
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HACIENDA HEIGHTS, CA 91745
TEL: 626.353.3796
E: CHAK@PEGASUSARC.COM

PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROJECT DIRECTORY & DATA LEGAL DESCRIPTION, SHEET INDEX, VICINITY MAP, NOTES & SCOPE OF WORK

KEY MAP SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

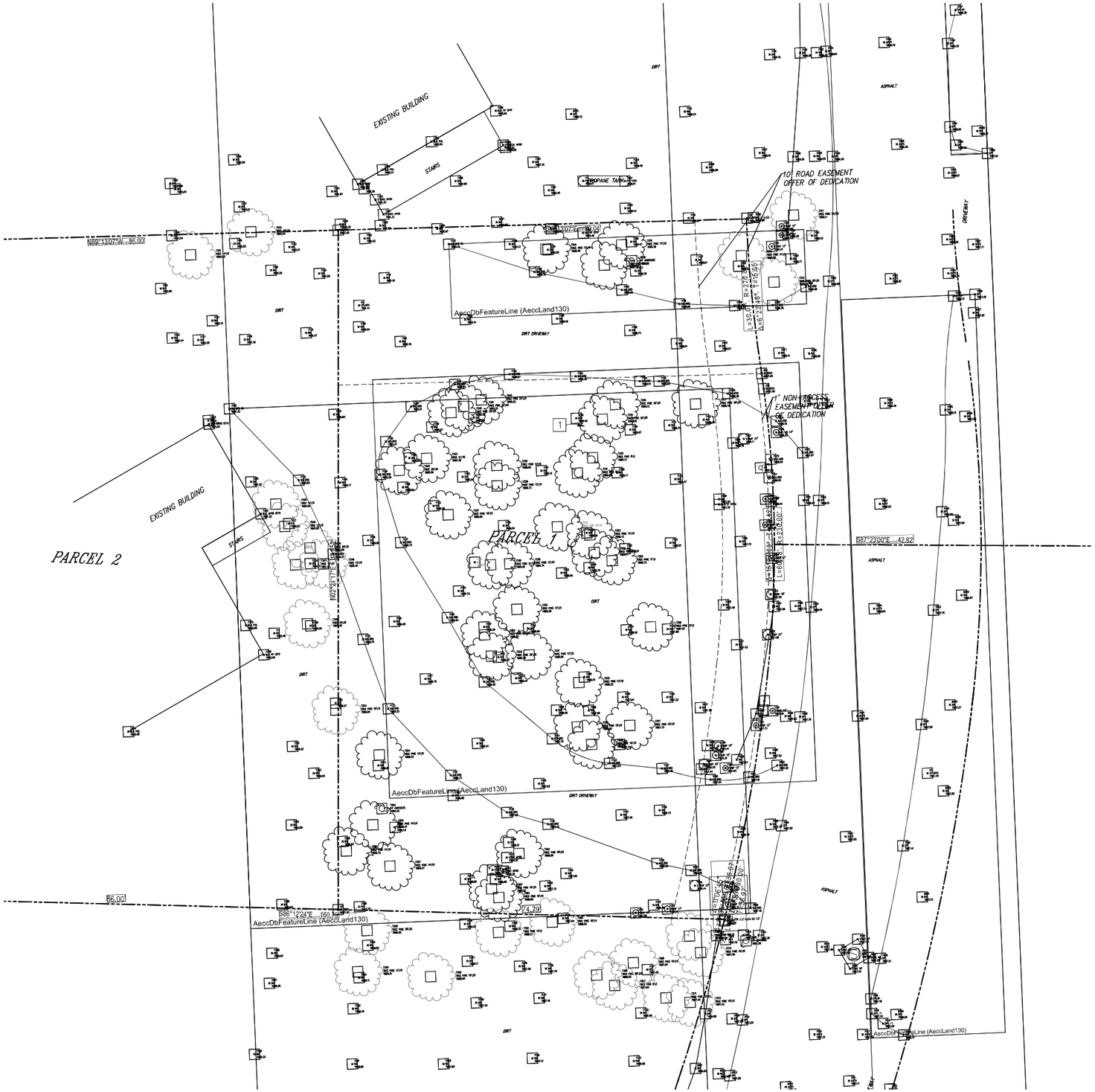
1	FIRST CUP COMMENTS	02/19/2025
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SHEET NO: T

OF SHEETS

SHEET

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Reference Notes

1 TREE TO DEMO WITHIN THE PROPERTY LINE

2 –

RECEIVED
9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalllo
Entitlement Document # UPA 24-003, DR 24-00

TREE TO REMOVE

PEGASUS ARCHITECTS

1717 PIERMONT DRIVE
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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT

ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA

CLIENT: MR. MORARI BIPIN

SHEET TITLE: EXISTING SITE PLAN

KEY MAP

SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	___/___/_____
PERMIT SET	___/___/_____
BID SET	___/___/_____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO:

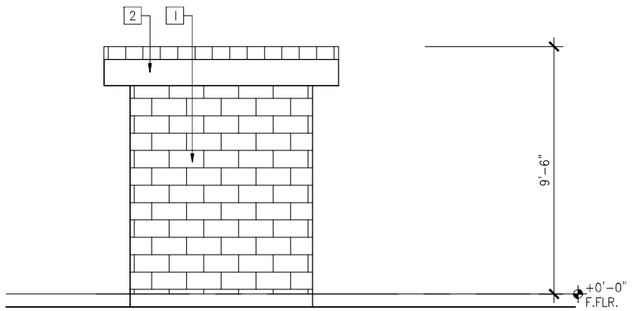
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OF SHEETS

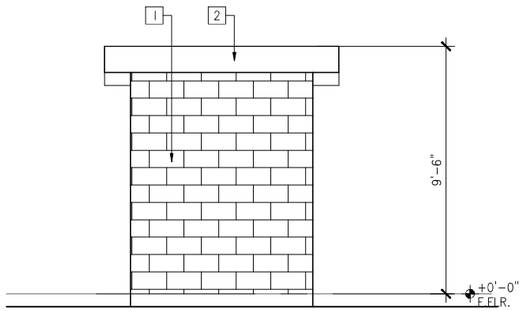
SHEET

1 Existing Site Plan

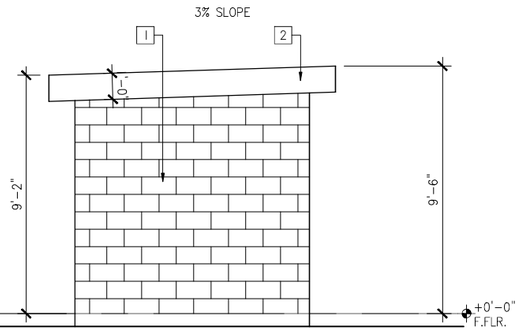
SCALE: 1"=10'-0"



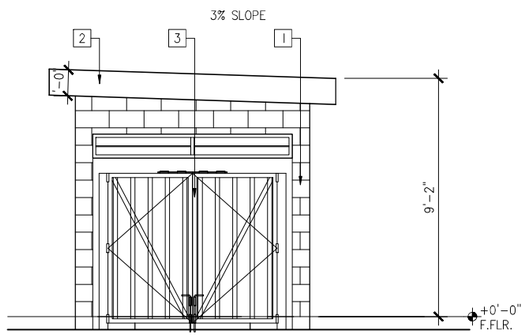
6 West Elevation SCALE: 3/8"=1'-0"



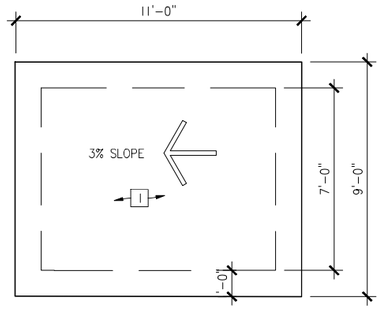
5 East Elevation SCALE: 3/8"=1'-0"



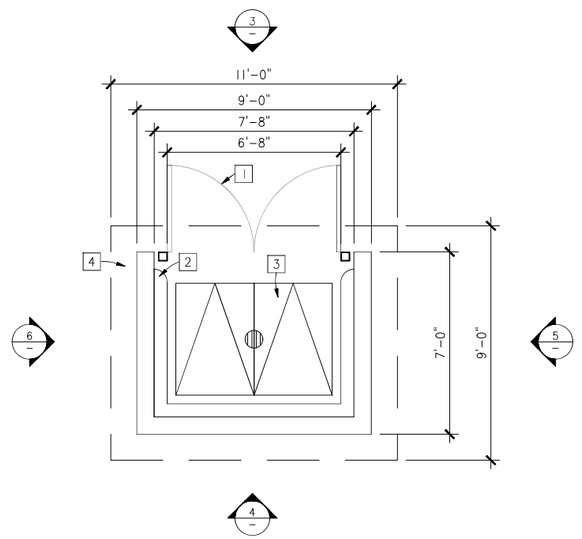
4 South Elevation SCALE: 3/8"=1'-0"



3 North Elevation SCALE: 3/8"=1'-0"



2 Trash Enclosure Roof Plan SCALE: 3/8"=1'-0"



1 Trash Enclosure Floor Plan SCALE: 3/8"=1'-0"

Reference Notes (elevation)

1. CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
   COLOR: ONYX
2. FASCIA W/ PAINT FINISH OR EQ.
   COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE
3. ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
   COLOR: WEATHERED WOOD

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9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalio
Entitlement Document # UPA 24-003, DR 24-00

Reference Notes (roof plan)

1. ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
   COLOR: WEATHERED WOOD

Reference Notes (plan)

1. METAL GATE DOOR
2. CURB
3. TRASH
4. ABOVE ROOF LINE

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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED TRASH ENCLOSURE PLAN & ELEVATIONS

KEY MAP SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A1.10
OF SHEETS
SHEET

Reference Notes (Roof plan)

1. ROOF LINE
2. BUILDING LINE
3. ROOF SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX COLOR: WEATHERED WOOD
4. SOLAR PANEL
5. NFA PLASTIC SLANT-BACK ROOF LOUVER STATIC VENT IN BLACK 13"X13", MODEL SLP 150BL

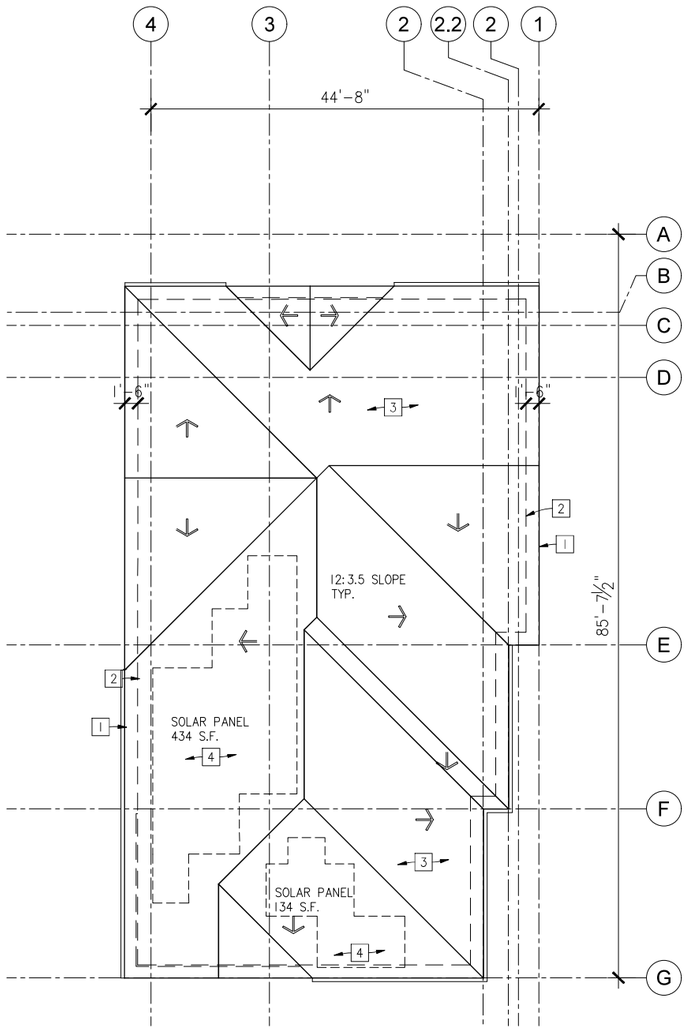
Reference Notes (First floor plan)

1. CONCRETE PAVING
2. WINDOW OPENING
3. PARKING
4. DOUBLE STACK CONDENSER UNITS
5. COLUMN
6. STORAGE

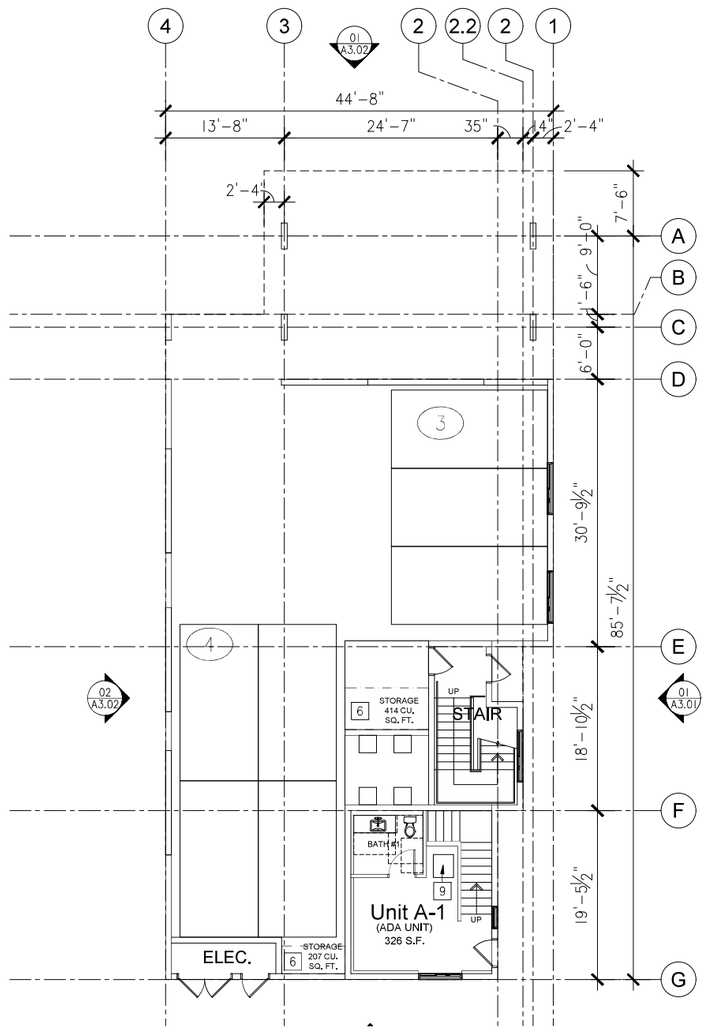
General Notes

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PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalllo
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3 Proposed Roof Plan SCALE: 1/8"=1'-0"



1 Proposed First Floor Plan SCALE: 1/8"=1'-0"

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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED FIRST FLOOR PLAN & ROOF PLAN

KEY MAP SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
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PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

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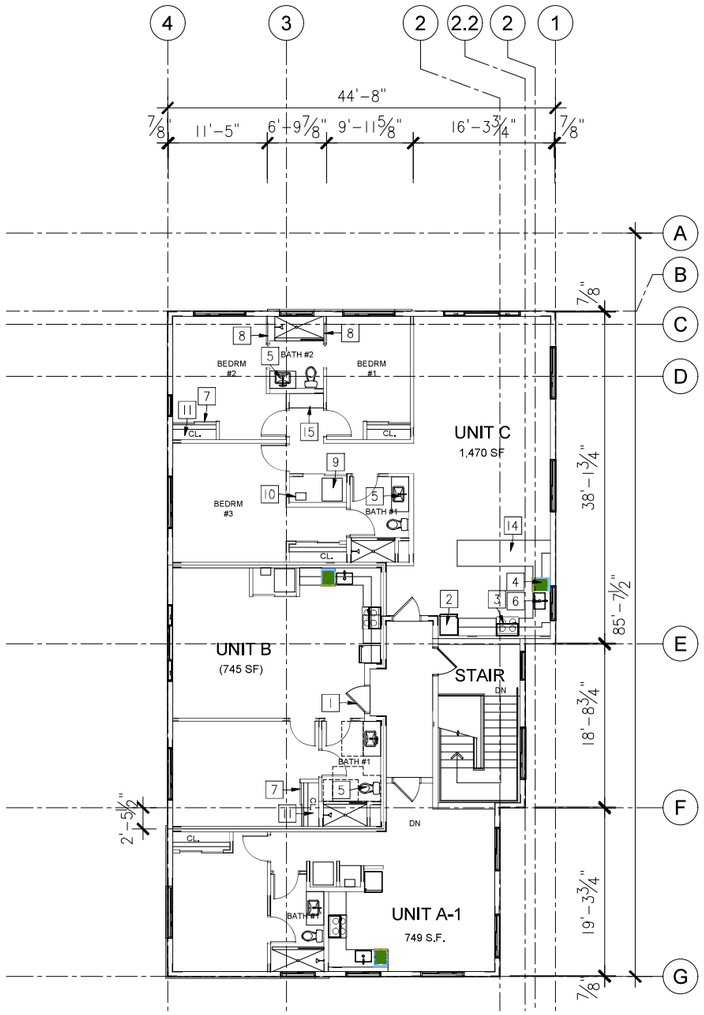
SHEET NO: A2.01 4

OF SHEETS

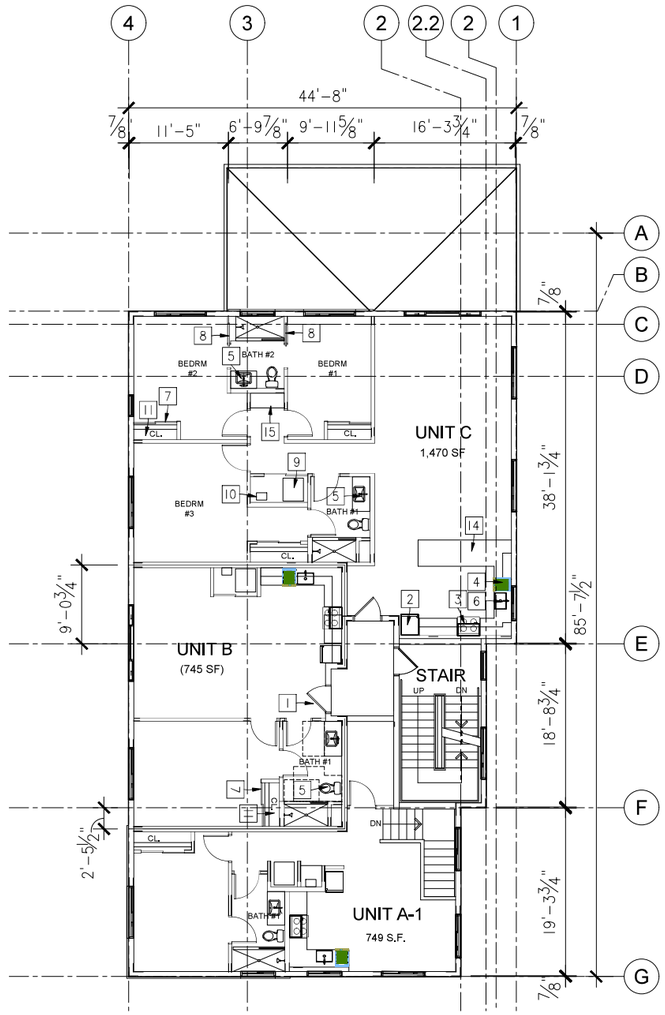
SHEET

Reference Notes

1. ENTRY DOOR
2. REFRIGERATOR
3. GAS STOVE WITH OVER THE RANGE MICROWAVE
4. DISHWASHER
5. PLUMBING FIXTURES
6. SINK & FAUCET
7. SLIDING DOOR
8. SLIDING POCKET DOOR
9. WASHER AND DRYER COMBO
10. TANKLESS WATER HEATER
11. CLOSET
12. 36" HT. HANDRAIL
13. ROOF HATCH ON THIRD FLOOR
14. KITCHEN COUNTER
15. CABINET



2 Proposed Third Floor Plan SCALE: 1/8"=1'-0"



1 Proposed Second Floor Plan SCALE: 1/8"=1'-0"

General Notes

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9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalllo
Entitlement Document # UPA 24-003, DR 24-00

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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SECOND & THIRD FLOOR PLAN

KEY MAP SEAL/STAMP

JOB NO.	-
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SUPERVISED BY:	TL
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PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A2.02 4

OF SHEETS

SHEET

General Note

1. EXTERIOR WALLS SHALL COMPLY WITH CBC SECTION 705 FOR FIRE-RESISTANCE.
2.

Reference Notes

1 ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
COLOR: WEATHERED WOOD

2 SIDING BY NEWTECHWOOD ALL WEATER SIDING & CLADDING
COLOR: BRAZILIAN IPE (IP)

3 LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
COLOR: SHERWIN WILLIAMS SW 7743 MOUNTAIN ROAD

4 LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
COLOR: SHERWIN WILLIAMS SW 7023 REQUISITE GRAY

5 FASCIA, WINDOW AND DOOR TRIM, & FOAM MOULDING W/ PAINT FINISH OR EQ.
COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE

6 EXTERIOR WALL MOUNT LIGHT OR MATCH EQ.
BRAND: LITHONIA
SERIES: WDGE LED ARCHITECTURAL WALL LUMINAIRE
TYPE: WDGE3 LED WALL MOUNT

7 EXTERIOR METAL DOOR W/ PAINT FINISH
COLOR: SHERWIN WILLIAM SW 7023 REQUISITE GRAY

8 HORIZONTAL SLIDER ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
SERIES: A250 THERMALLY IMPROVED ALUMINUM
EXTERIOR COLOR: CLEAR ANODIZED
INTERIOR COLOR: CLEAR ANODIZED

9 SINGLE HUNG ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
SERIES: A250 THERMALLY IMPROVED ALUMINUM
EXTERIOR COLOR: CLEAR ANODIZED
INTERIOR COLOR: CLEAR ANODIZED

10 CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
COLOR: ONYX

11 METAL GATE W/ PAINT FINISH
COLOR: BLACK

12 METAL GUARDRAIL W/ PAINT FINISH
COLOR: BLACK

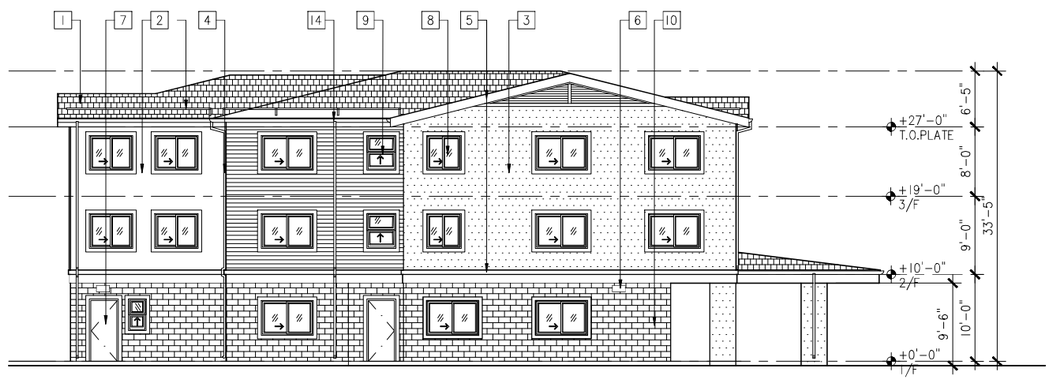
13 SNOW RAIL W/ PAINT FINISH
COLOR: BLACK

14 HEATED RAIN GUTTER W/ PAINT FINISH OR EQ.
COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE

15 WINDOW OPENING



2 West Elevation — SCALE: 1/8"=1'-0"



1 East Elevation — SCALE: 1/8"=1'-0"

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TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecalio
Entitlement Document # UPA 24-003, DR 24-00

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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SINGLE UNIT ELEVATIONS (BUILDING "A" & "AR")

KEY MAP

SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A3.01 (4)

OF SHEETS

SHEET

Color Legend

- –

General Note

1. EXTERIOR WALLS SHALL COMPLY WITH CBC SECTION 705 FOR FIRE-RESISTANCE.
2.

Reference Notes

1. ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
   COLOR: WEATHERED WOOD
2. SIDING BY NEWTECHWOOD ALL WEATER SIDING & CLADDING
   COLOR: BRAZILIAN IPE (IP)
3. LA HABRA STUCCO W/ PAINT FINISH OR EQ.
   SANTA BARBARA MISSION FINISH
   COLOR: SHERWIN WILLIAMS SW 7743 MOUNTAIN ROAD
4. LA HABRA STUCCO W/ PAINT FINISH OR EQ.
   SANTA BARBARA MISSION FINISH
   COLOR: SHERWIN WILLIAMS SW 7023 REQUISITE GRAY
5. FASCIA, WINDOW AND DOOR TRIM, & FOAM MOULDING W/ PAINT FINISH OR EQ.
   COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE
6. EXTERIOR WALL MOUNT LIGHT OR MATCH EQ.
   BRAND: LITHONIA
   SERIES: WDGE LED ARCHITECTURAL WALL LUMINAIRE
   TYPE: WDGE3 LED WALL MOUNT
7. EXTERIOR METAL DOOR W/ PAINT FINISH
   COLOR: SHERWIN WILLIAM SW 7023 REQUISITE GRAY
8. HORIZONTAL SLIDER ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
   SERIES: A250 THERMALLY IMPROVED ALUMINUM
   EXTERIOR COLOR: CLEAR ANODIZED
   INTERIOR COLOR: CLEAR ANODIZED
9. SINGLE HUNG ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
   SERIES: A250 THERMALLY IMPROVED ALUMINUM
   EXTERIOR COLOR: CLEAR ANODIZED
   INTERIOR COLOR: CLEAR ANODIZED
10. CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
    COLOR: ONYX
11. METAL GATE W/ PAINT FINISH
    COLOR: BLACK
12. METAL GUARDRAIL W/ PAINT FINISH
    COLOR: BLACK
13. SNOW RAIL W/ PAINT FINISH
    COLOR:
14. HEATED RAIN GUTTER W/ PAINT FINISH OR EQ.
    COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE



2 South Elevation — SCALE: 1/8"=1'-0"



1 North Elevation — SCALE: 1/8"=1'-0"

RECEIVED 9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SINGLE UNIT ELEVATIONS (BUILDING "A" & "AR")

KEY MAP | SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	TL
CHECKED BY:	TL
PLAN CHECK	__/__/____
PERMIT SET	__/__/____
BID SET	__/__/____

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A3.02 OF SHEETS

SHEET

General Note

1. EXTERIOR WALLS SHALL COMPLY WITH CBC SECTION 705 FOR FIRE-RESISTANCE.
2.

Reference Notes

1 ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
COLOR: WEATHERED WOOD

2 SIDING BY NEWTECHWOOD ALL WEATER SIDING & CLADDING
COLOR: BRAZILIAN IPE (IP)

3 LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
COLOR: SHERWIN WILLIAMS SW 7743 MOUNTAIN ROAD

4 LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
COLOR: SHERWIN WILLIAMS SW 7023 REQUISITE GRAY

5 FASCIA, WINDOW AND DOOR TRIM, & FOAM MOULDING W/ PAINT FINISH OR EQ.
COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE

6 EXTERIOR WALL MOUNT LIGHT OR MATCH EQ.
BRAND: LITHONIA
SERIES: WDGE LED ARCHITECTURAL WALL LUMINAIRE
TYPE: WDGE3 LED WALL MOUNT

7 EXTERIOR METAL DOOR W/ PAINT FINISH
COLOR: SHERWIN WILLIAM SW 7023 REQUISITE GRAY

8 HORIZONTAL SLIDER ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
SERIES: A250 THERMALLY IMPROVED ALUMINUM
EXTERIOR COLOR: CLEAR ANODIZED
INTERIOR COLOR: CLEAR ANODIZED

9 SINGLE HUNG ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
SERIES: A250 THERMALLY IMPROVED ALUMINUM
EXTERIOR COLOR: CLEAR ANODIZED
INTERIOR COLOR: CLEAR ANODIZED

10 CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
COLOR: ONYX

11 METAL GATE W/ PAINT FINISH
COLOR: BLACK

12 METAL GUARDRAIL W/ PAINT FINISH
COLOR: BLACK

13 SNOW RAIL W/ PAINT FINISH
COLOR: BLACK

14 HEATED RAIN GUTTER W/ PAINT FINISH OR EQ.
COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE

15 WINDOW OPENING



2 West Elevation SCALE: 1/8"=1'-0"



1 East Elevation SCALE: 1/8"=1'-0"

RECEIVED
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TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
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PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SINGLE UNIT ELEVATIONS (BUILDING "A" & "AR")

KEY MAP SEAL/STAMP

JOB NO.	-
DRAWN BY:	TL/ZL
SUPERVISED BY:	IL
CHECKED BY:	IL
PLAN CHECK	__/__/__
PERMIT SET	__/__/__
BID SET	__/__/__

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A3.01
OF SHEETS
SHEET

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Color Legend

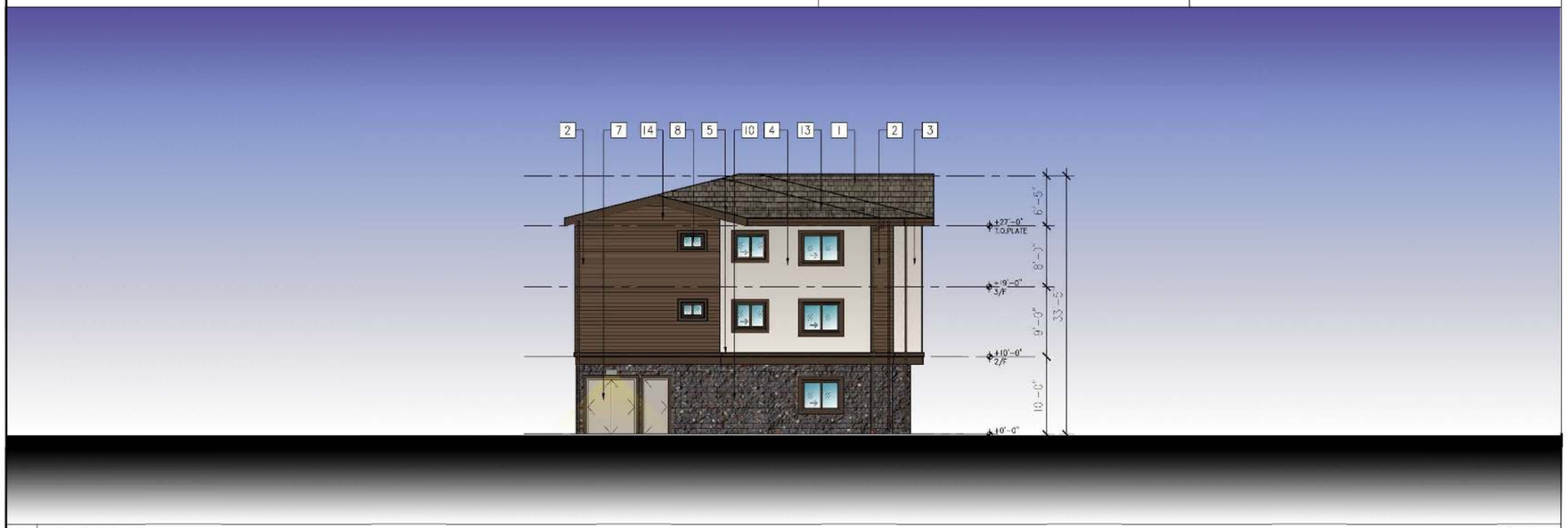
- -

General Note

1. EXTERIOR WALLS SHALL COMPLY WITH CBC SECTION 705 FOR FIRE-RESISTANCE.
2.

Reference Notes

1. ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
   COLOR: WEATHERED WOOD
2. SIDING BY NEWTECHWOOD ALL WEATER SIDING & CLADDING
   COLOR: BRAZILIAN IPE (IP)
3. LA HABRA STUCCO W/ PAINT FINISH OR EQ.
   SANTA BARBARA MISSION FINISH
   COLOR: SHERWIN WILLIAMS SW 7743 MOUNTAIN ROAD
4. LA HABRA STUCCO W/ PAINT FINISH OR EQ.
   SANTA BARBARA MISSION FINISH
   COLOR: SHERWIN WILLIAMS SW 7023 REQUISITE GRAY
5. FASCIA, WINDOW AND DOOR TRIM, & FOAM MOULDING W/ PAINT FINISH OR EQ.
   COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE
6. EXTERIOR WALL MOUNT LIGHT OR MATCH EQ.
   BRAND: LITHONIA
   SERIES: WDGE LED ARCHITECTURAL WALL LUMINAIRE
   TYPE: WDGE3 LED WALL MOUNT
7. EXTERIOR METAL DOOR W/ PAINT FINISH
   COLOR: SHERWIN WILLIAM SW 7023 REQUISITE GRAY
8. HORIZONTAL SLIDER ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
   SERIES: A250 THERMALLY IMPROVED ALUMINUM
   EXTERIOR COLOR: CLEAR ANODIZED
   INTERIOR COLOR: CLEAR ANODIZED
9. SINGLE HUNG ALUMINUM WINDOW BY MILGARD OR MATCH EQ.
   SERIES: A250 THERMALLY IMPROVED ALUMINUM
   EXTERIOR COLOR: CLEAR ANODIZED
   INTERIOR COLOR: CLEAR ANODIZED
10. CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
    COLOR: ONYX
11. METAL GATE W/ PAINT FINISH
    COLOR: BLACK
12. METAL GUARDRAIL W/ PAINT FINISH
    COLOR: BLACK
13. SNOW RAIL W/ PAINT FINISH
    COLOR:
14. HEATED RAIN GUTTER W/ PAINT FINISH OR EQ.
    COLOR: SHERWIN WILLIAMS SW 9183 DARK CLOVE



2 South Elevation SCALE: 1/8"=1'-0"



1 North Elevation SCALE: 1/8"=1'-0"

RECEIVED
9/22/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 9/23/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

PEGASUS ARCHITECTS
1717 PIERMONT DRIVE
HACIENDA HEIGHTS, CA 91745
TEL: 626.353.3796
E: CHAK@PEGASUSARC.COM

PROJECT: 6-UNITS RESIDENTIAL DEVELOPMENT
ADDRESS: 54 MONO ST., MAMMOTH LAKES, CA
CLIENT: MR. MORARI BIPIN

SHEET TITLE: PROPOSED SINGLE UNIT ELEVATIONS (BUILDING "A" & "AR")

KEY MAP SEAL/STAMP

JOB NO. -
DRAWN BY: TL/ZL
SUPERVISED BY: IL
CHECKED BY: IL
PLAN CHECK __/__/__
PERMIT SET __/__/__
BID SET __/__/__

REVISIONS

1	FIRST CUP COMMENTS	02/19/2025
2	SECOND CUP COMMENTS	06/12/2025
3	DESIGN COMMITTEE COMMENTS	07/18/2025
4	PLANNING & ECONOMIC DEVELOPMENT COMMISSION HEARING	08/13/2025

SHEET NO: A3.02 OF SHEETS

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8/6/25

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ARCHITECTS

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 8/13/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

6-UNITS RESIDENTIAL DEVELOPMENT
54 MONO ST., MAMMOTH LAKES, CA



SIDING BY NEWTECHWOOD ALL WEATHER SIDING
& CLADDING
COLOR: BRAZILIAN IPE (IP)

LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
SHERWIN-WILLIAMS, PAINT
COLOR: SW 9165 GOSSAMER VEIL



LA HABRA STUCCO W/ PAINT FINISH OR EQ.
SANTA BARBARA MISSION FINISH
SHERWIN-WILLIAMS, PAINT
COLOR: SW 9183 DARK CLOVE



ROOFING SHINGLE BY CERTAINTEED LANDMARK CLIMATEFLEX
COLOR: WEATHERED WOOD



FASCIA, WINDOW AND DOOR TRIM & FOAM MOULDING
W/ PAINT FINISH OR EQ.
SHERWIN-WILLIAMS, PAINT
COLOR: SW 9183 DARK CLOVE



EXTERIOR WALL MOUNT LIGHT OR MATCH EQ.
BRAND: LITHONIA
SERIES: WDGE LED ARCHITECTURAL WALL LUMINAIRE
TYPE: WDGE3 LED WALL MOUNT



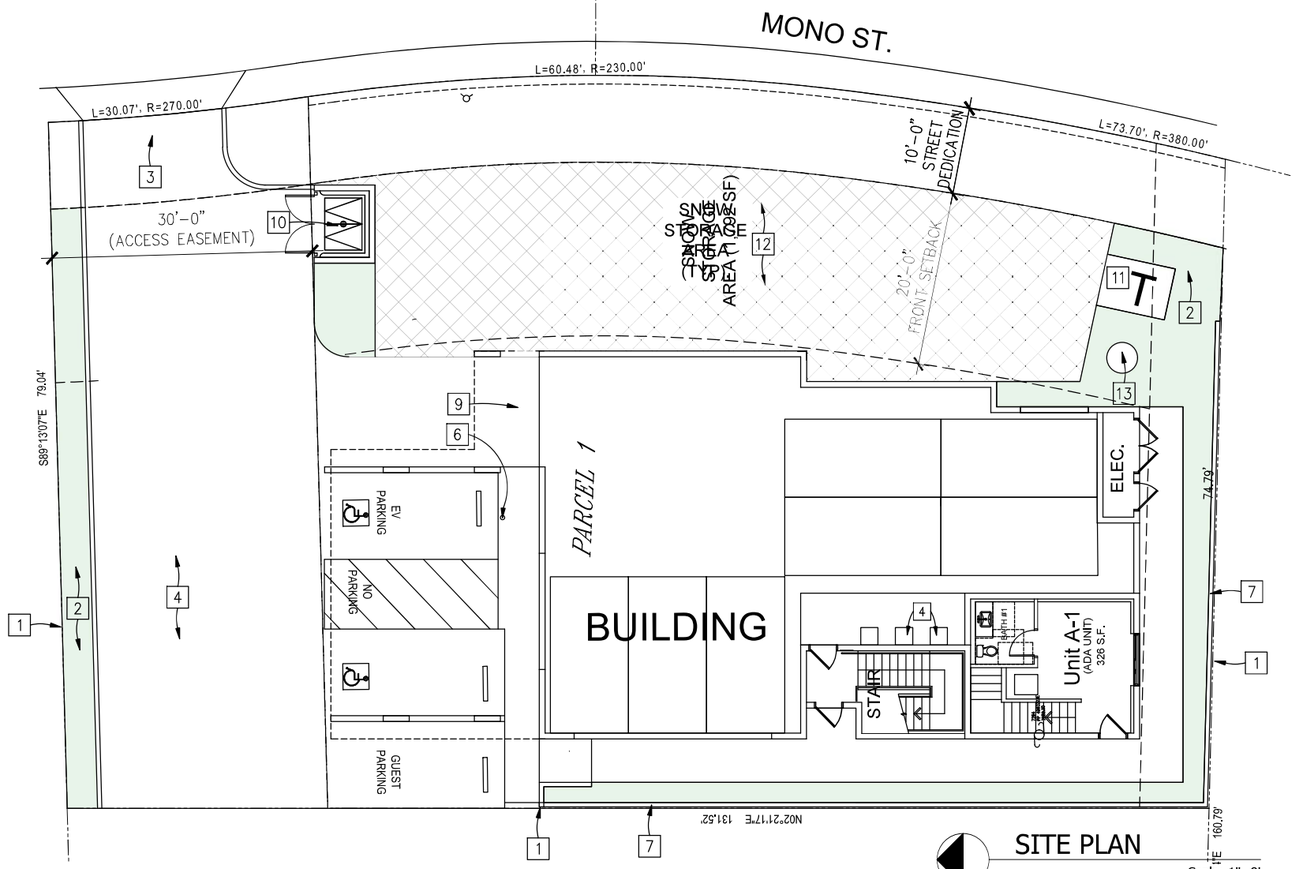
CMU SPLIT FACE WALL FROM ANGELUS BLOCK OR MATCH EQ.
COLOR: MOSS

PEGASUS ARCHITECTS INC | 4300 EDISON AVE | CHINO, CALIFORNIA 91710
T: 909.465.4101 | F: 909.606.6839 | E: INFO@PEGASUSARC.COM | W: PEGASUSARC.COM

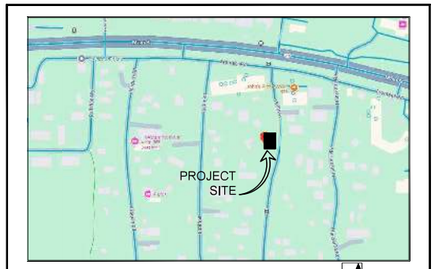
ARCHITECTURAL LANDSCAPE PLANS

6-UNITS RESIDENTIAL DEVELOPMENT

54 MONO ST.,
MAMMOTH LAKES, CA 93546



SITE PLAN
Scale: 1"=8'



VICINITY MAP N.T.S

TOTAL LANDSCAPE AREA = 869 s.f.

SHEET INDEX	
L-1	TITLE SHEET
L-2	PLANTING PLAN
L-3	IRRIGATION PLAN
L-4	IRRIGATION DETAILS

Project Directory

OWNER:
MR.MORARI BIPIN
54 MONO ST.,
MAMMOTH LAKES, CA

ARCHITECT:
C.F. LAU, A.I.A.
PEGASUS ARCHITECTS
4300 EDISON AVE.,
CHINO, CA 91710
TEL: (909) 465.4101

CIVIL:
BLUE ENGINEERING & CONSULTANTS
MARTIN GONZALEZ
9320 BASELINE RD., SUITE D
RANCHO CUCAMONGA, CA 91710
TEL: (909) 970-5654

LANDSCAPE ARCHITECT:
PHILMAY LANDSCAPE ARCHITECT
ROSALIO SERNA
2532 WALLACE AVENUE
FULLERTON, CA 92831
TEL: (909) 373-1959

Scope Of Work

NEW CONSTRUCTION OF A 6-UNITS RESIDENTIAL APARTMENTS

CERTIFICATION OF LANDSCAPE DESIGN

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services.
(2) The landscape design and water use calculations for the property located at _ 54 Mono St, Mammoth, CA
(3) (provide street address or parcel number(s)) were prepared by me or under my supervision.
(4) The landscape design and water use calculations for the identified property comply with the requirements of the City of Mammoth Water Efficient Landscape Ordinance (Municipal Code Chapter 13.18) and the City of Mammoth Water Efficient Landscape Guidelines.
(5) The information I have provided in this Certificate of Landscape Design is true and correct and is hereby submitted in compliance with the City of Mammoth Water Efficient Landscape Guidelines.

PHIL MAY — Print Name
06-18-2025 — Date
Phil May — Signature
3104 — License Number
1937 W/ 9 TH. STREET UPLAND, CA 91786 — Address
(909) 373-1959 — Telephone
pmay@philmaydesign.com — E-mail Address
Landscape Design Professional's Stamp



RECEIVED
8/6/25

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 8/13/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

UNDERGROUND SERVICE ALERT
CALL TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

MAINTENANCE RESPONSIBILITY
All improvements to be maintained by developer/property owner.

RECOMMENDED MINIMUM LANDSCAPE MAINTENANCE SCHEDULE

WEEKLY TASKS

- Check all irrigation equipment and adjust/ align as required.
- Repair irrigation equipment with originally specified materials as needed.
- Inspect all landscape areas for pests/ pathogens.
- Weed all shrubs/ groundcover areas as needed.
- Remove landscape debris.
- Aerating and dethatching turf areas.
- Repair planting well and/ or grade around plants to eliminate runoff.
- Perform corrective pruning to eliminate hazards and damage to plant after 2nd Year of Growth.

MINIMUM RECOMMENDED YEARLY MAINTENANCE SCHEDULE

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adjust Irrigation Schedule	√	√	√	√	√	√	√	√	√	√	√	√
Inspect Tree Staking	√	√	√	√	√	√	√	√	√	√	√	√
Flush Drip Valves			√			√			√			√
Add Mulch (Maintain 3" Layer)			√			√			√			√
Fertilization: Reference to Agronomical Soil's report on these plans		√			√			√			√	

Reference Notes

1. PROPERTY LINE
2. (N) LANDSCAPE
3. (N) DRIVE WAY
4. (N) ASPHALT PAVING
5. FIRE TURNAROUND
6. NOT IN USED
7. (N) 6'-0" HT. CMU SPLITFACE W/ 2" CONCRETE CAP FENCE WALL
8. NOT IN USED
9. (N) 4'-0" WIDE CONCRETE WALKWAY
10. (N) TRASH ENCLOSURE PER CITY STANDARD
11. (N) TRANSFORMER
12. (N) SNOW STORAGE AREA (1,792 SF)
13. (N) DRYWELL PER CIVIL PLAN

REVISIONS | BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton, CA 92831
Phone:909 373 1959
pmay@philmaydesign.com
www.philmaydesign.com



COVER SHEET

6-UNITS RESIDENTIAL DEVELOPMENT
54 MONO ST.,
MAMMOTH LAKES, CA

DRAWN R.S.
CHECKED R.S.
DATE 06-18-2025

L-1

OF 4 SHEETS

JOB NO. 24089

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PLANTING NOTES

1. Contractor is to review plans, verify site conditions and plant quantities prior to installation. Contractor shall take sole responsibility for any cost incurred due to damage of existing utilities. Plant material quantities are listed for the convenience of the Contractor. Actual number of symbols shall have priority over quantity designated. Conflicts between the Owner and these plans or within these plans shall be brought to the attention of the Landscape Architect prior to landscape installation. Any deviation(s) from the plans or specifications will require written approval from the Owner and/or Landscape Architect. The Contractor shall assume full responsibility for all necessary revisions due to failure to give such notification.
2. The Contractor shall maintain a qualified supervisor on the site at all times during construction through completion of pick-up work.
3. The Contractor shall receive site graded within 0.10 foot of finish grade. Commencement of work indicates Contractor's acceptance of existing grades and conditions. Final grades shall be adjusted by Contractor as directed by Owner's representative. All grading shall be completed prior to commencement of planting operation.
4. The Contractor shall furnish and pay for all container grown trees, shrubs, vines, seeded/sodded turf, hydromulches, and flatted groundcovers. The Contractor shall also be responsible for and pay for planting, staking, and guarantee of all plant materials. See planting details for planting and staking/guying requirements.
5. The Landscape Architect and/or Owner shall approve plant material placement by Contractor prior to installation.
6. Contractor shall follow the soil's report recommendations, and shall uniformly broadcast amendments over planting areas only. Landscape contractor to attain Agronomical Soils report after all major grading has been completed.
7. The planting pits for trees shall be dug twice the diameter of the root ball and two inches shallower than the rootball. Planting pits for shrubs and perennials shall be dug twice the original root ball width, and one-and-a-half times as deep as the rootball. Planting pits for groundcovers shall be dug one-and-a-half times the original root ball size in all directions.
8. Provide root barriers to all new trees planted within five(5) feet of paved areas. The root barrier shall be installed per manufacture specifications. For trees planted in square or circular tree wells; the root barrier shall be install around entire perimeter edge of the well planter.
9. Provide jute netting on all slopes 4:1 or greater.
10. The Landscape Contractor shall maintain all planted areas shown on the plans, including (but not limited to) watering, pruning, edging, and mowing, for a period of thirty (30) days after completion of project and acceptance by Owner.
11. The Landscape Contractor shall warranty and replace any plant material that shows signs of lack of vigor or other unhealthful appearance within ninety (90) days of completion of contract. Trees that have been topped or otherwise improperly pruned by the Contractor shall be removed and replaced by the Contractor at no cost to the Owner.

NOTES

1. A minimum 3-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except turf areas, creeping or rooting ground covers, or direct seeding applications where mulch is contraindicated."
2. A Certificate of Completion shall be filled out and certified by either the designer of the landscape plans, irrigation plans, or the licensed landscape contractor for the project".
3. For soil amendments see 'Planting Notes', #7.

PLANT LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	WUCOLS	REMARKS
	TREES					
	Ginkgo Biloba 'Fastigiata'	Maidenhair Tree	24" box	4	L	Standard trunk
	Betula pendula	White Birch	24" box	1	L	Standard trunk
	SHRUBS		24" box			
	Berberis thunbergii	Japanese Barberry	5 gal	2	L	
	Photinia Fraseri	Red Tip Photinia	5 gal	38	M	
	PERENNIALS					
	Sesleria autumnalis	Moor Grass	1 gal	25	L	
	Hemerocallis Hybrids	Daylily	1 gal	36	L	

MULCH INSTALLATION
After all planting and irrigation operations are complete, cover all exposed landscape areas with 3" layer of SPEC Mulch as made by Recycled Wood Products (877-476-9797), or equal

NOTE:
INSTALL ROOT BARRIERS TO ALL PROPOSED TREES PLANTED WITHIN FIVE(5) FEET ALONG ANY HARDSCAPE SURFACE; NOT AROUND THE TREE ROOT BALL, SEE DETAIL SHEET L-4

Linear Style Planting with DeepRoot Barriers

Determine the correct number of panels to be used. Depending upon the actual planting plan and the number of trees involved the length of linear barrier will vary, but as a general rule of thumb take the anticipated mature canopy diameter of the tree and add 2 feet (61cm). This will be the number of feet necessary for a Linear style planting application. (See chart below.)

A. Dig the trench to the depth based upon the particular barrier chosen.

B. Install the barrier. When using DeepRoot Linear Barriers simply pull the appropriate number of panels out of the box (they come preassembled) and separate the joiner at the correct length. When installing DeepRoot Universal Barriers in a linear fashion you will need to join the appropriate number of panels together.

C. Next place the barrier in the trench with the vertical ribs facing toward the tree and align in a straight fashion. It is helpful to place the barrier against the hardscape. Use the hardscape as a guide and backfill against the barriers to promote a clean smooth fit to the hardscape. Be sure to keep the barrier's double top edge at least 1/2" (13mm) above grade to ensure roots do not grow over the top.

D. Plant the tree(s). The Linear style offers a more expansive rooting growth area, however adverse soil and drainage conditions may exist in the actual planting area. Take steps to ensure healthy growth of the tree at planting. Consult with a local Arborist for planting tips and recommendations.

E. If the tree(s) will be subject to maintenance work such as lawn mowing or weed trimming we strongly recommend the installation of ArborGard+ Tree Trunk Protectors which is placed around the base of young trees to protect them from damage by weed trimmers, lawn mowers and small rodents.

For additional information please consult the 16 page DeepRoot Product Selection and Installation Guidelines.

For information regarding distributors please call: 1 800 ILV ROOT (458.7668). For help with difficult drainage or other difficult installation questions please call DeepRoot Technical Support at: 1 800 ROOT TEK (766.8835).

For a simple formula to determine the quantity of panels required for a Linear application use:
Estimated Diameter of the Tree Canopy at Maturity + 2' (61cm) = Length of Barrier per Side.

As little as one side of the tree may need barrier for root direction as there may be no hardscape else-where requiring protection.

For One Side of Tree: Expected Tree Canopy at Maturity	Number of Feet of Linear Barrier (LB 12 or LB 18)	Optional Universal Barrier (UB) in number of Panels
12' (3.6m) Diameter +2' (61cm) = 14' (4.2m)		7 Panels
18' (5.5m) Diameter +2' (61cm) = 20' (6.1m)		10 Panels
24' (7.3m) Diameter +2' (61cm) = 26' (7.9m)		13 Panels

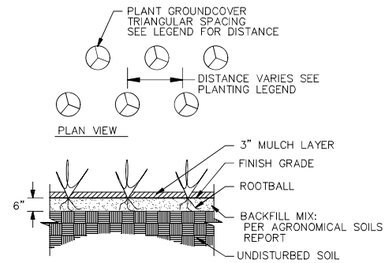
Note: Linear Barriers (LB 12-2 and LB 18-2) are packaged in 2' (61cm) long panels with pre-attached flexible joiners ready to pull out of the carton and install in one continuous line of up toc

LB 12-2 80' (24 m) per Carton
LB 18-2 52' (16 m) per Carton

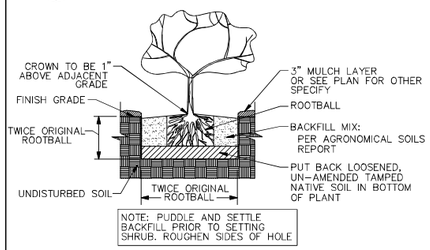
Line can be separated at any two foot interval.

NOTE: ROOT BARRIERS SHALL BE 12' DEEP MAX. & LINEAR APPLICATION ONLY.



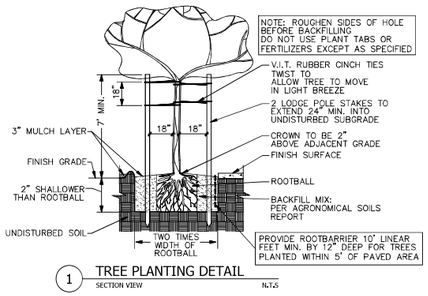


3 GROUNDCOVER PLANTING DETAIL
SECTION VIEW N.T.S

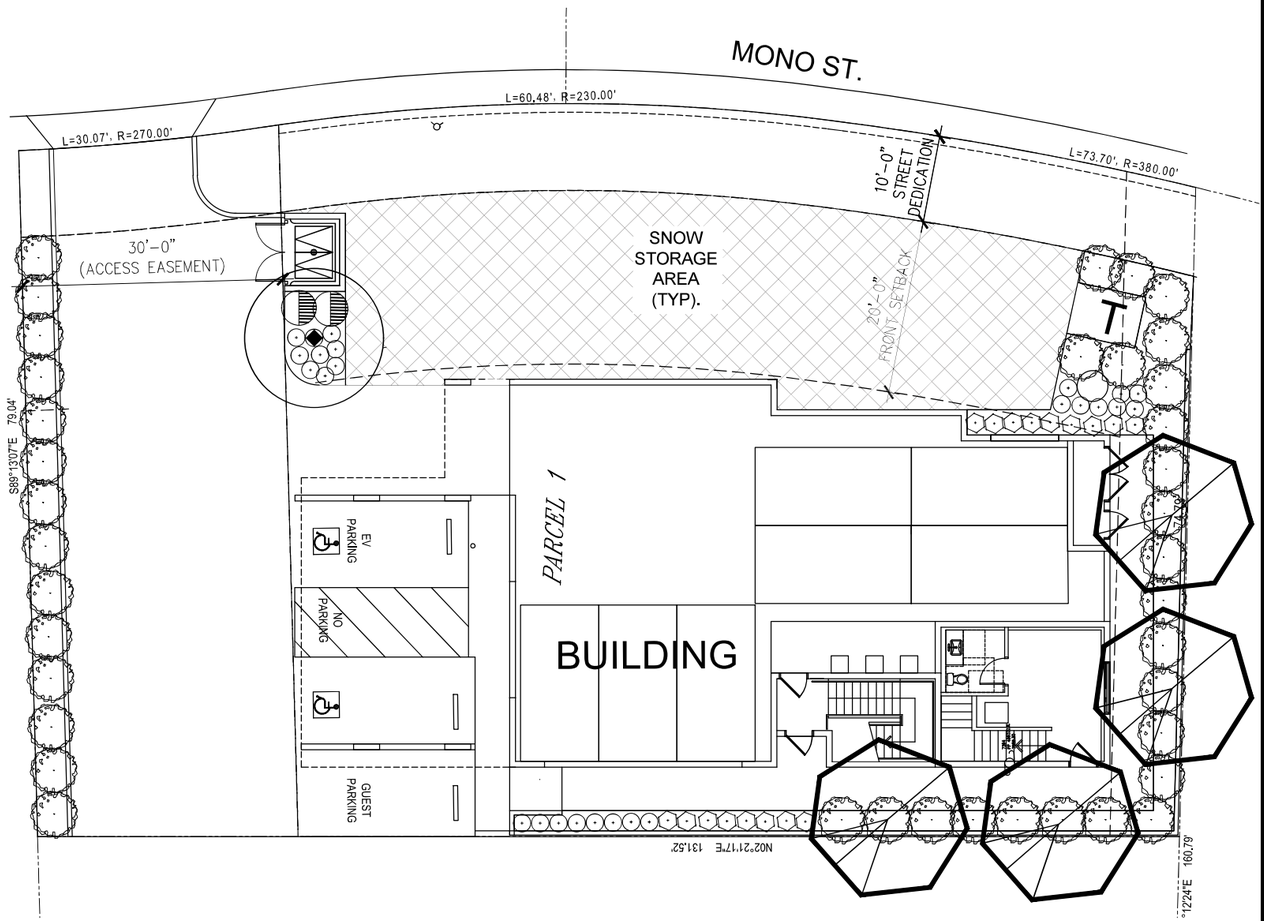


NOTE: PUDDLE AND SETTLE BACKFILL PRIOR TO SETTING SHRUB. ROUGHEN SIDES OF HOLE

2 SHRUB PLANTING DETAIL
SECTION VIEW N.T.S



1 TREE PLANTING DETAIL
SECTION VIEW N.T.S



TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 8/13/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

RECEIVED
8/6/25

UNDERGROUND SERVICE ALERT
CALL BEFORE YOU DIG
CALL TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

NOTE: " I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the planting design plan."

Phil May 06-18-2025
Phil May, Landscape Architect Date

REVISIONS BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton, CA 92831
Phone:909 373 1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT
PHILIP S. MAY 3787
SIGNATURE
EXPIRATION DATE 06-18-2025
STATE OF CALIFORNIA

PLANTING PLAN

6-UNITS RESIDENTIAL DEVELOPMENT
54 MONO ST.,
MAMMOTH LAKES, CA

DRAWN R.S.
CHECKED R.S.
DATE 06-18-2025

L-2
OF 4 SHEETS

JOB NO. 24089

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IRRIGATION NOTES

1. It is the responsibility of the irrigation Contractor to familiarize himself with all grade differences, location of wall, retaining walls, structures and utilities. The Contractor shall repair or replace, at no additional cost to the owner, all items damaged by his work. The Contractor shall coordinate his work with other contractors for the location and installation of pipe sleeves and laterals through walls, under roadways and paving, etc.
2. The Contractor shall not willfully install the irrigation system as shown on the drawings when it is obvious in the field that unknown obstructions, grade differences, or differences in the area dimension exist that might not have been addressed in the design of the irrigation system. Such obstructions or differences shall be brought to the attention of the Owner's authorized representative. In the event this notification is not performed, the Contractor shall assume full responsibility for any necessary alterations to the work.
3. The Contractor shall obtain, coordinate, and pay for any and all inspections as required.
4. The Contractor shall be responsible and liable for any encroachment into adjacent property, R.O.W.'s easements setbacks or any other legal property restrictions either marked or unmarked.
5. The irrigation system design is based on a minimum operation pressure of 40 PSI and a maximum flow demand of 15.0 GPM. The Contractor shall verify water pressure prior to construction. Report any difference between the water pressure indicated on the drawings and the actual pressure reading at the irrigation point of connection to the Landscape Architect.
6. This design is diagrammatic. All piping, valves, etc., shown within paved areas is for design clarification only and shall be installed in planting areas wherever possible. The Contractor shall locate all valves in shrub or groundcover areas.
7. Trenching within the dripline of large existing trees shall be performed by hand, and with extreme care not to sever roots 1-1/2" in diameter and larger. Where roots 1-1/2" in diameter and larger are encountered, the Contractor shall tunnel under said roots. Exposed roots that have been tunneled under shall be wrapped in wet burlap and kept moist while the trench is open.
8. All purple Main line piping, lateral line piping, and control wires under paving shall be installed in Purple Schedule 40 PVC sleeves at a minimum depth of 18". Sleeves shall be installed before paving is in place. All sleeve sized shall be a minimum of twice the diameter of the pipe to be sleeved. Control wire sleeves shall be of sufficient size for the required number of wires under paving.
9. Pipe sizes shall conform to those shown on the drawings. No substitutions of smaller pipe sizes shall be permitted, but substitutions of larger sizes may be approved. All damaged and rejected pipe shall be removed from the site at the time of said rejection.
10. The Contractor shall flush and adjust all sprinkler heads, drip tubing, and valves for optimum coverage with minimal misting and/or over spray onto walks, streets, walls, etc. Substitution of nozzle pattern or radius as required to achieve optimum coverage is responsibility of contractor.
11. All irrigation equipment not otherwise detailed or specified shall be installed as per manufacturer's recommendations and specifications.
12. Drip tubing shall be installed in parallel rows (wherever possible) 18" apart on top the finish grade (unless stated otherwise on plan OR irrigation legend) and covered with 3" of specify groundcover material- see planting plan. Emitter spacing of adjacent rows staggered. Tubing shall be firmly staked in place with U-staples at 5' on center (24" on center around tight curves). In steeply sloped areas, install tubing rows perpendicular to the direction of the slope. Install flush valves at the circuit's major low points (verify in field). Install flush valves in 6" valve boxes. Drip irrigation tubing shall be connected to Schedule 40 PVC supply line and exhaust manifolds where indicated on the plans.
13. All remote control valves, gate valves, flush valves, and pressure relief valves shall be installed in suitable valve boxes as shown in details, complete with locking covers. All shall be Carson, Amtec, or approved equal, and shall be marked "G.V." for gate valves, "R.C.V." for remote control valves, etc. Provide expansion coils at each wire connection in valve box as per details.
14. Install all backflow prevention devices and all piping between the point of connection and the backflow preventer as per local codes. Final location of the backflow preventer and automatic controller shall be approved by the Owner.
15. 120 VAC electrical power source at controller location shall be provided by Electrician or General Contractor. The Contractor shall make the final connection from the electrical source to the controller.
16. Pressure test Mainline at 150 PSI per three(3) hours constant.
17. ALL IMPROVEMENTS SHALL COMPLY WITH THE STANDARD UNIFORM BUILDING CODE.

KEY NOTES

1. Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.
2. A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.
3. An irrigation audit report shall be completed at the time of final inspection.
4. At the time of final inspection, the permit applicant must provide the owner property with a certificate of completion of installation, irrigation schedule of landscape and irrigation maintenance."
5. "Unless contradicted by a soils test, compost at a rate of a minimum of four cubic yards per 1,000 square feet or permeable area shall be incorporated to a depth of six inches into the soil."

Irrigation Schedule (Establishment Period)

Water Pressure at meter or at pressure reducer 80 PSI

Irrigation Controller Brand HUNTER

Valve No.	Hydrozone type- high, med., low	Irrigation type (drip, low flow, etc.)	Mfr rated flow GPH	Application time period (minutes/day)	Total gallons =(GPH) x (1hr/60min) x (#minutes)	Days per week Summer	Days per week Winter
1	LOW	DRIP	0,5	30	0,25	7	4
2	MEDIUM	BUBBLER	90	15	22,5	7	4

Irrigation Schedule (Established - Mature Planting)

Water Pressure at meter or at pressure reducer 80 PSI

Irrigation Controller Brand HUNTER

Valve No.	Hydrozone type- high, med., low	Irrigation type (drip, low flow, etc.)	Mfr rated flow GPH	Application time period (minutes/day)	Total gallons =(GPH) x (1hr/60min) x (#minutes)	Days per week Summer	Days per week Winter
1	LOW	DRIP	0,5	30	0,25	4	2
2	MEDIUM	BUBBLER	90	15	22,5	4	2

NOTE:
THIS DESIGN IS DIAGRAMMATIC FOR CLARIFICATION. THE LOCATION OF MAINLINES, LATERALS, VALVES, AND OTHER IRRIGATION COMPONENTS SHALL BE LOCATED INSIDE PLANTER AREAS AS MUCH AS POSSIBLE. VERIFY WITH GENERAL CONTRACTOR.

GENERAL SLEEVING NOTE

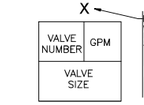
SLEEVES ARE SHOWN DIAGRAMMATICALLY. SLEEVES TO BE INSTALLED WHERE SHOWN AS WELL AS AT ANY AREA WHERE LATERAL OR MAINLINE PIPE CROSSES HARDSCAPE. SLEEVES UNDER WALKWAYS ARE TO BE COORDINATED BETWEEN LANDSCAPE CONTRACTOR AND CONCRETE CONTRACTOR PRIOR TO INSTALLATION.

GENERAL PIPE LOCATION NOTE

MAINLINE AND LATERAL LINES ARE SHOWN DIAGRAMMATICALLY ON PLAN FOR CLARITY. INSTALL WITHIN ADJACENT PLANTER WITH THE MINIMUM QUANTITY OF FITTINGS AND CHANGE OF DIRECTION. COORDINATE WITH OTHER TRADES TO AVOID CONFLICTS WITH UTILITIES AND PAVING.

IRRIGATION LEGEND

SYMBOL	MFG	MODEL/ DESCRIPTION	PATN.	GPM	PSI	RAD	DET
	RAINBIRD	1400 SERIES BUBBLER MODEL:1402, 12" RISER	FULL	1.0	30	--	B
	NETAFIM	MANUAL FLUSH VALVE IN 6" VALVE BOX MODEL #TLSOV					C
	HUNTER	1" QUICK COUPLER, MODEL: HQ5-LRC INSTALL IN 6" VALVE BOX					E
C	HUNTER	WEATHER BASED CONTROLLER: MODEL: PRO-C VERIFY LOCATION W/ GENERAL CONTRACTOR(G.C.) NOTE: CONTROLLER TO BE INSTALL ON A DEDICATED CIRCUIT AND GROUNDED PER LOCAL CODES.					F
	HUNTER	MODEL: SOLAR-SYNC-SEN, MOUNT TO ROOF EAVE PER MANUFACTURE SPECS. VERIFY LOCATION W/ G.C.					F
	ANY APPROVED	PVC SCHEDULE 40 SLEEVING, INSTALL UNDERGROUND (AT LEAST TWICE LINE SIZE)					G
	ANY APPROVED	PVC SCHEDULE 40 LATERAL LINE SIZE AS INDICATED ON PLAN					T
	ANY APPROVED	PVC SCHEDULE 40 MAIN LINE, SIZE AS INDICATED ON PLAN NOTE: USE CLASS 315 PVC FOR LINES 2" AND LARGER					T
	NETAFIM	TECHLINE CV, TLCV6-12 LINES LAYOUT @ 18" O.C.	0.60 GPH	40			H
	IRRITROL	700 ULTRA FLOW SERIES AUTOMATIC INLINE VALVE SIZE AS INDICATED ON PLAN					I
	NETAFIM	CONTROL ZONE VALVE KIT MODEL: LVCZS8010075-1F, FLOW RATE 0.25-4.4 GPM MODEL: LVCZ10075-HPHP, FLOW RATE 4.5-17.6 GPM					J
	NIBCO	BRASS BALL VALVE, MODEL: T-FP600A LINE SIZE					K
	ZURN WILKINS	REDUCED PRESSURE ASSEMBLY, MODEL 975XL 1.25" SIZE, WITH "Y" TYPE STRAINER BRONZE WITH 20 MESH SS. PROVIDE METAL ENCLOSURE BY V.I.T. PRODUCTS, MODEL: SBBC-45CR, ASSEMBLY AND ENCLOSURE SHALL BE PAINTED FOREST GREEN.					L
	HUNTER	BRASS INLINE VALVE, MODEL: IBV-151G-FS, SIZE= 1.5" NORMALLY OPEN, USE 10" VALVE BOX PERMANENTLY BRANDED FOR IDENTIFICATION AS MASTER VALVE.					M
FS	HUNTER	FLOW-CLICK SENSOR, SIZE: 1.5"- IN VALVE BOX INSTALL PER MANUFACTURE SPECIFICATIONS. SET AT 5-FPS MAXIUM FOR SHUT-OFF AFTER 2-MINUTES					S



Water Efficient Landscape Worksheet

Reference Evapotranspiration (ETo) 42.7 Mammoth Lakes, CA

Hydrozone#/Planting Description	Plant. Factor (PF)	ETWU requirement Irrigation Method	ETWU requirement Irrigation Efficiency (IE)	ETWU requirement ETAF (PF/IE)	MAWA requirement Landscape Area (LA) (sq. ft.)	ETWU requirement ETAF x Area	Estimated Total Water Use (ETWU)
Regular Landscape Areas							
1) Low use plants	0.2	Drip	0.81	0.247	629	155.31	4,112
2) Medium use Tree	0.4	Overhead Spray	0.78	0.513	240	123.08	3,258
			Totals		869	278.39	7,370
Special Landscape Areas (SLA): Recycled Water							
1) low water use plants	[redacted]			1	0	0	0
2) medium water use plants				1	0	0	0
3) medium water use plants				1	0	0	0
				Totals	0	0	0
						Estimated Total Water Use (ETWU)	7,370
						Maximum Allowed Water Allowance (MAWA)	10,353

Plant Water Use Type	Plant Factor	Irrigation method	Irrigation Efficiency
very ow	0-0.1	overhead spray	0.75
low	0.1-0.3	drip	0.81
medium	0.4-0.6		
high	0.7-1.0		

MAWA (annual gallons allowed)= (Eto) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]

where 0.62 is a conversion factor that converts acre-inches per acre/year to gallons per sq. ft./year, LA is the total landscape area in sq. ft, SLA is the total special landscape area in sq. ft., and ETAF is .55 for residential areas and 0.45 for non residential areas.

ETAF Calculations

Regular Landscape Areas

Total ETAF x Area	278
Total Area	869
Average ETAF	0.32

Average ETAF for regular landscape areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas

Total ETAF x Area	278
Total Area	869
Sitewide ETAF	0.32

TOWN OF MAMMOTH LAKES
RECEIVED
8/6/25

UNDERGROUND SERVICE ALERT
CALL TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

NOTE: " I have complied with the criteria of t
applied them accordingly for the efficient us
irrigation design plan."

Phil May, Landscape Architect 06-18-2 Date

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 8/13/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

improvements are to be maintained by the property owner.

NOTE: SEE SHEET L-4 FOR IRRIGATION DETAILS

REVISIONS BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton, CA 92831
Phone:909 373 1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT PHILIP S. MAY 3101 SIGNATURE 09/30/2027 RENEWAL DATE 06-18-2025 DATE STATE OF CALIFORNIA

IRRIGATION PLAN

6-UNITS RESIDENTIAL DEVELOPMENT
54 MONO ST.,
MAMMOTH LAKES, CA

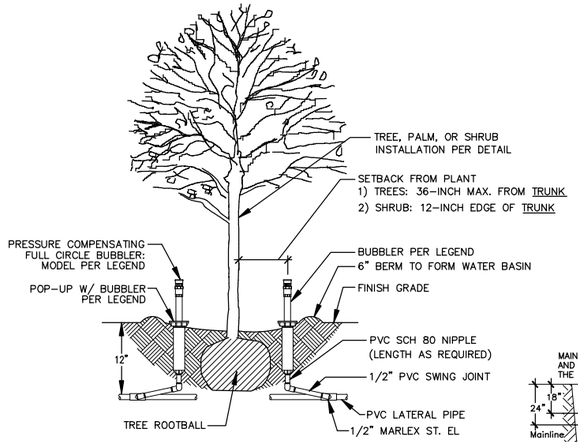
DRAWN R.S.
CHECKED R.S.
DATE 06-18-2025

L-3

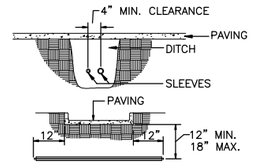
OF 4 SHEETS

JOB NO. 24089

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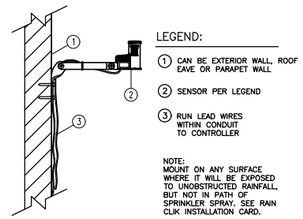


B POP-UP BUBBLER
INSTALLATION DETAIL N.T.S

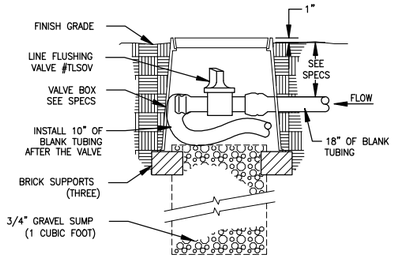


NOTES:
1. ALL IRRIGATION SLEEVES TO BE SCH 40 PVC PIPE.
2. SLEEVES TO BE AT LEAST TWICE THE LINE SIZE.
3. MECHANICALLY TAMP TO 90% COMPACTION.

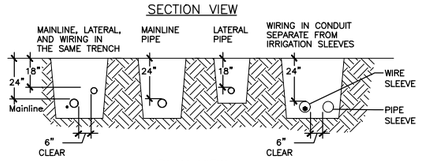
G SLEEVES
N.T.S



F WEATHER SENSOR
N.T.S

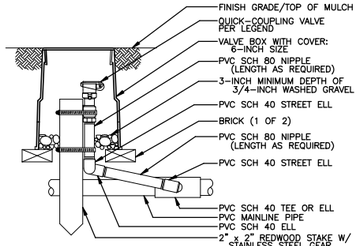


C MANUAL LINE FLUSHING VALVE TLSOV
(PLUMBED TO POLY) N.T.S



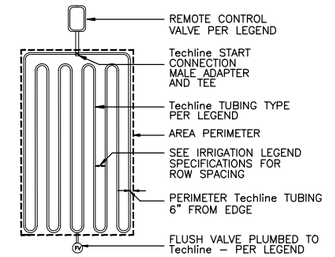
NOTES:
1. PIPE SLEEVE BELOW ALL HARDSCAPE ELEMENTS WITH SCH-40 PVC TWICE THE DIAMETER OF THE PIPE AT A MINIMUM DEPTH OF 24".
2. WIRE SLEEVE BELOW ALL HARDSCAPE ELEMENTS WITH SCH-40 PVC TWICE THE DIAMETER OF THE WIRE BUNDLE WITHIN AT A MINIMUM DEPTH OF 24".

T PIPE & WIRE TRENCHING
TYPICAL DETAIL N.T.S

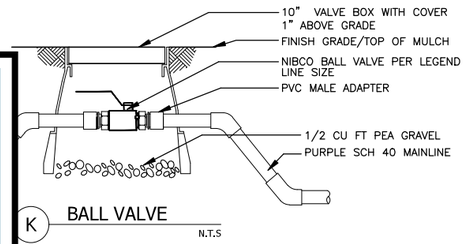


NOTE:
1. FURNISH FITTINGS AND PIPING NOMINALLY SIZED IDENTICAL TO NOMINAL QUICK COUPLING VALVE INLET SIZE.
2. Install at 18-inches from vehicular paving

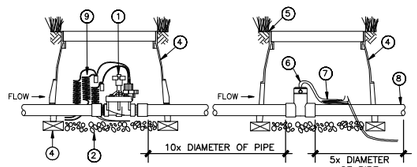
E QUICK COUPLING VALVE
N.T.S



H TECHLINE DRIP (END FEED LAYOUT)
ON-SURFACE INSTALLATION N.T.S

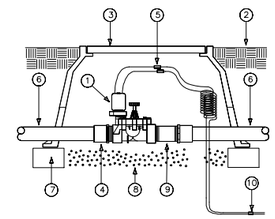


K BALL VALVE
N.T.S



S FLOW SENSOR/ MASTER VALVE
N.T.S

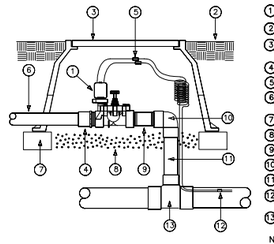
1. MASTER VALVE PER LEGEND
2. 3.0-INCH MINIMUM DEPTH OF 3/4-INCH WASHED GRAVEL
3. BRICK (1 OF 4)
4. VALVE BOX WITH COVER – SIZE AS REQUIRED
5. FINISH GRADE
6. FLOW SENSOR PER LEGEND
7. LENGTH OF COILED PE-CABLE AS REQUIRED
8. FIRST FITTING
9. 36-INCH LENGTH OF COILED WIRE TO SATELLITE CONTROLLER SPARE STATION



M R/C MASTER VALVE
N.T.S

1. IRRITROL ELECTRIC CONTROL VALVE
2. FINISH GRADE
3. VALVE BOX (HEIGHT ABOVE GRADE AS REQUIRED)
4. PVC MALE ADAPTER
5. WATERPROOF WIRE CONNECTORS
6. PRESSURE MAIN LINE PIPING WITH MAIN LINE FITTING (DEPTH AS REQUIRED)
7. COMMON RED BRICK (4 REQUIRED)
8. PEA GRAVEL-12" DEEP
9. PVC SCHEDULE 80 NIPPLE (6" LONG)
10. COMMON AND CONTROL WIRES TO CONTROLLER LOCATION

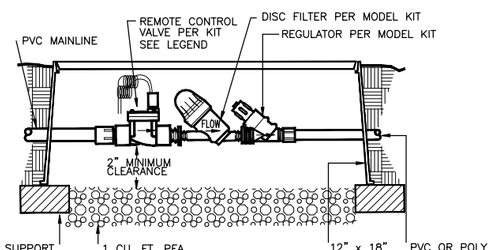
NOTE: REFER TO PRODUCT LITERATURE FOR ADDITIONAL INSTALLATION AND ADJUSTMENT INFORMATION.



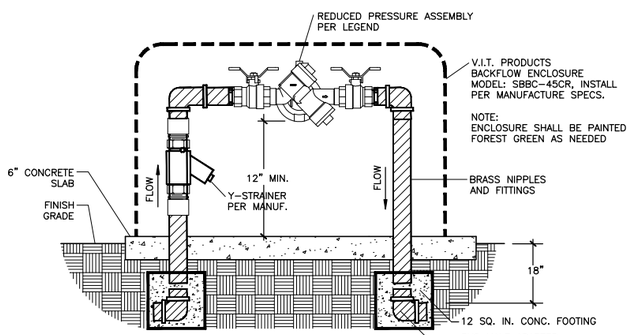
I REMOTE CONTROL VALVE
N.T.S

1. INLINE CONTROL VALVE PER LEGEND
2. FINISH GRADE
3. VALVE BOX (HEIGHT ABOVE GRADE AS REQUIRED)
4. PVC MALE ADAPTER
5. WATERPROOF WIRE CONNECTORS
6. PVC LATERAL LINE-ANGLE TO PROPER DEPTH WITH 450 ELLS
7. COMMON RED BRICK (4 REQUIRED)
8. PEA GRAVEL-12" DEEP
9. PVC SCHEDULE 80 NIPPLE (6" LONG)
10. PVC SCHEDULE 40 S X T ELL
11. PVC SCHEDULE 80 PIPE
12. COMMON AND CONTROL WIRES TO CONTROLLER LOCATION
13. PRESSURE MAIN LINE PIPING WITH MAIN LINE FITTING (DEPTH AS REQUIRED)

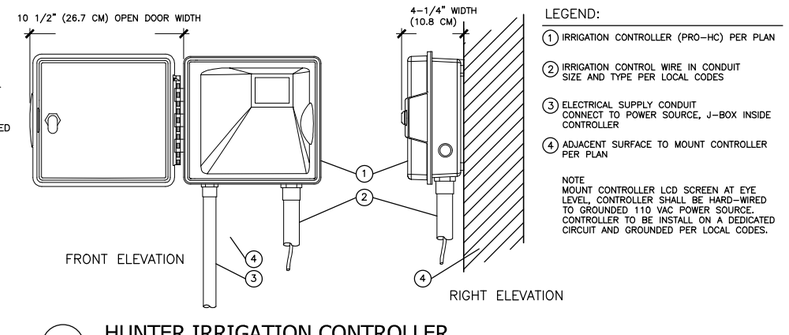
NOTE: REFER TO PRODUCT LITERATURE FOR ADDITIONAL INSTALLATION AND ADJUSTMENT INFORMATION.



J LOW FLOW CONTROL ZONE ASSEMBLY
HIGH=4.5 - 17.6 GPM OR LOW= 0.25 - 4.4 GPM N.T.S



L BACKFLOW PREVENTER (ENCLOSED)
N.T.S



F HUNTER IRRIGATION CONTROLLER
N.T.S

TOWN OF MAMMOTH LAKES
PLANNING APPROVAL
Conditions of Approval: [X] YES [ ] NO
Date 8/13/25 Approved By gmontecallo
Entitlement Document # UPA 24-003, DR 24-00

RECEIVED
8/6/25

UNDERGROUND SERVICE ALERT
CALL TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

REVISIONS | BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton, CA 92831
Phone:909 373 1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT
PHILIP S. MAY
No. 2027
RENEWAL DATE
06-18-2025
DATE
STATE OF CALIFORNIA

IRRIGATION DETAILS

6-UNITS RESIDENTIAL DEVELOPMENT
54 MONO ST.,
MAMMOTH LAKES, CA

DRAWN R.S.
CHECKED R.S.
DATE 06-18-2025

L-4
OF 4 SHEETS

JOB NO. 24089

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THE TOWN of MAMMOTH LAKES CALIFORNIA

P.O. Box 1609, Mammoth Lakes, California 93546
PLANNING DEPARTMENT 619-934-8983

NOTICE OF TENTATIVE PARCEL MAP APPROVAL

TENTATIVE PARCEL MAP # 36-158 DATE: 4/30/90

APPLICANT: Sondermann Glenberg Properties III

SUBJECT PROPERTY: Assessor's Parcel Number 33-123-07

Pursuant to Section 17.36.120(E) of the Town of Mammoth Lakes Municipal Code, you are hereby notified that the Mammoth Lakes Town Council did on April 4, 1990, hold a public hearing to hear any and all testimony relative to the approval of Tentative Parcel Map # 36-158, and did approve the above map for a period of twenty-four (24) months, subject to the following conditions:

See Attached Conditions

Notice of Tentative Parcel Map Approval

PM# 36-158

A final map, which includes compliance with the above conditions, may be submitted for final approval prior to its expiration. Failure to file the final map within twenty four (24) months after the above approval will nullify all approvals; except that such time limitation may be extended by the Planning Commission. Written application for such extension must be made to the Executive Secretary to the Planning Commission not later than forty five (45) days prior to expiration of the tentative map. Extension may be granted for a one-year period, or successive one-year periods, not to exceed a total of two (2) additional years.

If the applicant or agent is not satisfied with the decision of the Planning Commission, he may, within fifteen (15) days of the effective date of the decision, submit in writing an appeal to the Secretary of the Planning Commission, P.O. Box 1609, Mammoth Lakes, California 93546, or to the Town Clerk at the same address.

The appeal shall include the following:

1) Appellant's interest in the subject property,
2) the condition appealed and,
3) specific reasons why the appellant believes the condition appealed should be amended or upheld.

Date of Expiration 4/4/92

By: _____
Mammoth Lakes Planning Commission

cc: Applicant
Public Works Director
Enclosure: Notice of Determination

6/85

ZONE VARIANCE 89-11, SONDERMANN

CONDITIONS OF APPROVAL

1. The subject properties shall be limited to and shall share one driveway on Mono Street.

2. This variance shall not constitute grounds for an additional variance from the requirements for parking, site coverage or setbacks.

TENTATIVE PARCEL MAP 36-158, SONDERMANN

CONDITIONS OF APPROVAL

1. The applicant shall pay the sum of $300 per parcel for long range planning reimbursement.

2. The applicant shall monument the property corners in accordance with the specifications of the Director of Public Works.

3. The applicant shall pay the sum of $1307.20 towards the rehabilitation of Mono Street. This amount is based upon $1.00 per square foot of pavement improvement X 130.7 linear feet of frontage X 20 feet of pavement width divided by two.

4. All applicable requirements of the Lahonton Regional Water Quality Control Board and the Town of Mammoth Lakes with regard to runoff control and retention shall be met.

5. All new utilities, including water, sewer, telephone, cable T.V., and electricity shall be provided to each parcel. All utilities shall be placed underground. Utility design and installation shall conform to the requirements of the serving utility companies. All utility easements shall be shown on the Final Map.

6. According to Section 66490 of the Subdivision Map Act and Section 17.36.090(H) of the Town Code, a Preliminary Soils Report is required for this subdivision. The Soils Report may be submitted any time prior to the issuance of the first building permit.

7. All requirements of the Public Works Department shall be complied with prior to the approval of the Final Map. Said Requirements shall be based upon state and local law, the Planning Commission conditions of approval, OSHA, good engineering principles and practices, and on the physical conditions of the site as revealed by the final design and site inspections.

8. The subdivider shall conform to the requirements of all federal, state, and local agencies regulating the work. This shall include the Lahonton Regional Water Quality Control Board, the Great Basin Unified Air Pollution Control District, OSHA, the Mammoth Lakes Fire Protection District, and the Mammoth County Water District.

9. The applicant shall pay the required Murphy Gulch fee in the amount of $272.19.

10. A one foot non-access strip along Mono Street extending southward from the proposed driveway easement shall be dedicated to the Town.

11. A ten foot wide easement along Mono Street shall be dedicated to the Town for road purposes.

Office of the Town Manager
P.O. Box 1609, Mammoth Lakes, CA, 93546
(760) 965-3610
www.townofmammothlakes.ca.gov

December 21, 2023

Sondermann Glenberg Properties III, a General Partnership
Michael Sondermann, General Partner
1020 San Clemente Way
Camarillo, CA 93010

Re: 54 Mono Street easement; Parcel 1 of Parcel Map 36-158

Dear Mr. Sondermann,

Sondermann Glenberg Properties III, a General Partnership ("SGP III") is the owner of an unimproved parcel of real property located at 54 Mono Street and legally described as follows:

> Parcel 1 of Parcel Map 36-158 in The Town of Mammoth Lakes, County of Mono, State of California, as per map recorded in Book 4 Page 73 of Parcel Maps, in the Office of the County Recorder of Said County. (Assessor's Parcel No. 033-123-012-000) ("the Property" or "Parcel 1").

Adjacent to the Property is an improved parcel of real property located at 56 Mono Street and legally described as follows:

> Parcel 2 of Parcel Map 36-158 in The Town of Mammoth Lakes, County of Mono, State of California, as per map recorded in Book 4 Page 73 of Parcel Maps, in the Office of the County Recorder of Said County. (Assessor's Parcel No. 033-123-011-000) ("Parcel 2").

The Town of Mammoth Lakes Planning Commission ("the Town") approved the Tentative Parcel Map creating Parcel 1 and Parcel 2 by way of "Resolution No. 90-19 Conditions of Approval for Zone Variance 89-11 and Tentative Parcel Map 36-158, Sondermann (April 25, 1990)" ("Conditions of Approval"). This approval further stated, "The subject properties shall be limited to and shall share one driveway on Mono Street" and "A one foot non-access strip along Mono Street extending southward from the proposed driveway easement shall be dedicated to the Town."

Pursuant to the above-identified and referenced Parcel Map 36-158 creating Parcels 1 and 2, an "Exclusive Access Easement Appurtenant to Parcel 2" (the "Access Easement") and a "1' Non-access Easement Offer of Dedication (the "Non-access Easement") were created. The Access Easement and Non-access Easement, combined, were intended to provide shared limited ingress and egress to Mono Street for both Parcels 1 and 2, thus meeting the Condition of Approval referenced above.

However, the description of the Access Easement on the Parcel Map, as stated above, appears to create an ambiguity by use of the term "exclusive".

This letter further confirms the prior decision of and approval by the Town that the Access Easement area on the Parcel Map is deemed by the Town to be a shared driveway exclusive to both the owners of Parcel 1 and of Parcel 2, respectively, for means of ingress and egress to Mono Street, and that the Non-access Easement provides that no other ingress or egress to Mono Street from Parcel 1 is permitted. This is what was stated in the Parcel Map approval documents, and was the intention of the Town in approving the Parcel Map. The Town did not intend to require or allow the creation of an access easement that would, together with the Non-access Easement, prevent Parcel 1 from accessing Mono Street.

It is acknowledged by the Town that at some point in the future SGP III or a successor in interest as owner of the Property may apply to the Town to develop and improve the Property. Should this occur, the Town will not contend that Parcel 1 has no legal ingress and egress to Mono Street. So long as the proposed project otherwise meets the Conditions of Approval and then-current zoning requirements, the existing shared driveway area will continue to provide adequate ingress and egress to Mono Street for both Parcel 1 and Parcel 2. This should not be construed as a warranty or representation on behalf of the Parcel 2 owner, however SGP III or any successor in interest is advised to discuss plans for Mono Street access for Parcel 1 with the Parcel 2 owner.

Sincerely,

Dan Holler
Town Manager

Acknowledged:
Sonderman Glenberg Properties III, a General Partnership

Michael Sondermann, General Partner

cc: file
David Baumwohl, david@baumwohl.com
Andy Morris, Town Attorney
Nolan Bobroff, Acting CED Director
Amy Callanan, Engineering Manager
Haislip Hayes, Director of Public Works

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Consider a second amendment to the terms of the contract with Placemate to operate the Lease to Locals program.

Council Meeting Date: 11/19/2025

Prepared by: Nolan Bobroff, Community & Economic Development Director; Marcus Sproll, Housing Manager

Recommended Motion: Direct the Town Manager to execute a second amendment to the Placemate contract to: (1) make the contract term subject to the availability of program funding; (2) adjust the performance-based administrative fee to $2,200 per property; and (3) increase the program rent limits by 20%.

Summary: The Lease to Locals program, operated by Placemate, aims to connect tenants with property owners who wish to lease their property on a seasonal (5-11 months) or long-term (12+ months) basis in exchange for a one-time financial incentive from the Town that is in addition to the rental revenue that the owner will collect.

The Town Council approved an initial one-year contract with Placemate for a Lease to Locals pilot program on July 3, 2024, and committed $425,000 to fund program incentives, administration, and marketing. The pilot program got off to a slow start, with 11 participants in the first year, and the initial contract was subsequently amended on June 18, 2025, for a six-month extension period that will end on December 31, 2025. The goal of the extension was to allow Placemate and Town staff to undertake additional marketing efforts, conduct an analysis of barriers to landlord participation, and implement a performance-based administrative fee structure. Since the first contract amendment, nine (9) additional landlords have participated in the program, approximately doubling the rate of participation. An additional Not to Exceed amount of $30,000 was committed to the program to fund the additional administrative fees.

To build off of this momentum, Placemate and staff are recommending continuing the program past December 31, 2025 and make the following additional amendments to the program:

1. Eliminate the contract expiration date and instead continue the program until the committed funds have been exhausted. There is approximately $100,000 in program incentive funds remaining, and under this scenario, the contract would remain in effect until those funds, or any additional funding allocations, are spent. The average incentive per property has been approximately $10,500, which would allow for an additional ~9 properties to participate.
2. Increase the performance-based administration fee to $2,200 per successful lease-up. The current fee is $1,667 per lease-up, which the contractor determined was too low to provide an adequate level of service and cover their administrative costs. The Town views the performance-based fee structure as a positive since it is directly linked to results.
3. Increase the program rent limits by 20% for each unit type. This amendment is needed to allow the program to compete with short-term rental rates and incentivize landlord participation. Rents would then range from $1,200 for a private room to $4,200 for a 3-bedroom unit.

No additional funding commitments are being requested at this time but may be requested at a later date should the program continue to build momentum and if there is support to continue the program.

A memo from Placemate with additional information related to the request and the slide deck are attached.

Attachments
Attachment 1: Placemate Memo outlining the extension request and associated changes to the program
Attachment 2: Presentation Slide Deck

To: Town of Mammoth Lakes Staff
From: Placemate - Lease to Locals Program Administrator
RE: A Review of the Lease to Locals Past, Current Status and Potential Future

Lease to Locals: Launch Through Renewal

In partnership with Placemate, the Town of Mammoth Lakes launched the Lease to Locals program in August 2024, with Mammoth Lakes Town Council allocating $425,000 in total funding for the program, including cash grants, marketing and program administration fee.

Below is a summary of the interest garnered, participation, and cost of the Lease to Locals program August 1, 2024 through June 30, 2025:

Total Program Budget	$425,000
Incentives Budgeted	$320,000
Incentives Allocated	$130,375
Marketing Allocated	$7,120
Admin Fee	$97,500
Total Program Budget to Date	$234,995
Admin Fee % of Budget	41%

Total Property Leads	141
Number of Properties	12
Number of Tenants	37

Through the first year of Lease to Locals operation, Placemate and Town staff met regularly to discuss program performance. We recognized that the number of participating properties lagged behind the initial goal of 30 properties, and ran multiple marketing campaigns (postcards, social media, Chamber of Commerce outreach, etc.) to increase awareness of the program. These efforts were largely successful, as the volume of total property leads is in line with expectations and consistent with other market launches.

Nearing the July 2, 2025 completion date of Placemate's initial administration contract, we recommended to Town Staff and Council that the program be extended until the end of the calendar year in order to convert the many property owners that expressed interest in entering the program in the second half of 2025.

Additionally, in response to feedback that the ratio between our admin fee vs total program costs was too high, Placemate lowered our $7,500/month flat fee to a performance based rate of $1,667/property submitted, in order to continue offering Lease to Locals incentives with the remaining $199,350 funds through the end of the year.

Lease to Locals: July 2025 Through December 2025

Since the contract extension, the total number of property leads has grown to 174, and 8 additional properties have been submitted, bringing the total participating property count to 20. Based on the current pipeline we expect an additional 3-5 properties to sign leases and participate before the end of the year which will result in a remaining estimated budget of $35,000 to $60,000.

However the conversion rate of property owner leads to property owner participation is still low compared to our other markets. Placemate initially viewed this as an indication of greater seasonality vs our other markets, but since collecting more feedback from property owners it's clear that the current per unit rent caps are turning property owners off.

Lease to Locals: Looking to 2026

The below table shows that Lease to Locals property owner participants are in fact "anchoring" to the rent caps, as the rents of virtually every unit size is exactly at the per unit rental caps.

Unit Type	# of Units	Avg Rent	Current Cap
Private Room	1	$1,000	$1,000
Studio	1	$1,500	$1,500
1	5	$1,700	$1,700
2	5	$2,500	$2,500
3BD+	7	$3,450	$3,500

Further, of the 81 property leads that were eligible but opted not to participate, 21 (25%) indicated the rent caps were too low relative to the incentives, meaning we have ample pipeline, but the current rent cap restrictions aren't attractive enough to entice them to participate and provide the much needed rental housing to the local workforce.

We've also learned in other markets that if rent caps are too low relative to incentives, property owners are less likely to continue renting long-term after they have graduated from Lease to Locals and are no longer receiving incentive payments, since the incentives then act in effect as a subsidy. Allowing for higher rental rates when landlords enter the program increases the likelihood that property owners will continue renting to their tenants after the program.

Recommended Rent Cap Adjustment Options

If there is an appetite to continue to fund the program next year, Placemate and staff recommend raising the per unit rent cap by 20% in an effort to increase the conversion rate.

Unit Type	Current Caps	20% Increase
Private Room	$1,000	$1,200
Studio	$1,500	$1,800
1BD	$1,700	$2,040
2BD	$2,500	$3,000
3BD+	$3,500	$4,200

- This maintains the current per unit rent cap structure and allows for a higher rental rate for each unit size, an average increase of $408 per unit.
- Placemate has heard from many property owners, most notably those who own condos in HOAs, that the program rental rates and incentives are not sufficient to offset their carrying costs for their properties. These rental rate increases improve potential for property owners who have been on the fence about renting their unit through Lease to Locals to do so.
- Staff believe that these increased rental rates maintain affordability for the local workforce while making significant improvements in program viability for property owners.

Program Administration: Increase Placemate's Administration Fee to $2,200/property

In the 4 months following program extension, Placemate charged $13,336 for 8 properties submitted to the Town, a 56% reduction in our standard $7,500 monthly fee.

The number of program participants does not reflect Placemate's administrative efforts, as the lead volume is still high. The issue is that the conversion rate is low due to the program not being attractive enough in its current form.

In addition to adjusting rent caps, we are requesting a modest increase to our administrative fee to $2,200/property. Staff has recommended that no additional funds be allocated to the program for the time being and that we return to Town Council on an as needed basis to request additional budget for marketing and incentives as dictated by demand.

If Council agrees to adjust rent caps in order to make the program more attractive and we submit 20 additional properties in 2026 and spend up to $7,500 to market the program changes, the total admin cost would be $44,000, an admin fee ratio of 17% compared to the total program spend.

Projected for 2026	CA - Mammoth Lakes
Total Properties	20
Incentives	$210,880
Marketing	$7,500
Admin Fee ($2,200/property)	$44,000
Total Program Cost	$262,380
Admin Fee % of Budget	17%

LEASE TO LOCALS

powered by placemate

Town of Mammoth Lakes

End of Year Update + Potential Program Extension

November 19, 2025

Isaac Landman
Associate Market Director
isaac@placemate.com

Agenda

- Program Overview
- Year 1 Pilot + Extension Recap
- Results to Date
  - Program Performance
  - Low Conversion
- Looking to 2026

Lease to Locals Program Policies



Property must be located in Mammoth Lakes Town limits

Property can not have been a full time rental in the past 12 months



Leases can be long-term (12+ mo) or seasonal (5-11 mo) and subject to rent caps based on unit size

Incentives are issued on a per qualified tenant basis - $4,500 for long-term leases or $2,000 for seasonal leases (max of 4 Qualified Tenants)



At least 50% of the **household must be locally employed** (Town boundary) at least 30 hours per week

Average tenant income can not exceed 150% of the area median income ($124,450).

Program Pilot Recap

Timeline

- August 1, 2024 Lease to Locals Pilot Program Launch
  - $425k total funding - $320k incentives, $105k admin + marketing
- July 2, 2025 End of Pilot Year, Contract Extended Through EOY 2025

Results

- 141 total property leads
- 12 participating properties; 37 tenants housed
- $130,375 incentives allocated; 41% admin fee to budget

Program Extension Overview

Extension agreement through EOY 2025 with Placemate

- Admin fee temporarily reduced $7,500/month → $1,667/property submittal
- $199,350 remaining incentive funds

Successful Progress

- 174 total property leads (+33)
- 8 additional property participants, expect 3-5 more properties to enter by 2026
    - $35k-$60k expected remaining total funding

Results — Properties

20
Properties

43
Bedrooms

$210,875
Incentives Committed

$10,544
Average Incentive per Property

$3,765
Average Incentive per Person Housed

$2,555
Average Rent per Property

Results — Tenants

56

Total People Housed

50

Adults Housed

6

Children Housed

$146,300

Average Household Income

$58,520

Average Adult Tenant Income

Low Rent Caps = Low Conversion + Retention

Despite high program interest, conversion remains low:

- Participating owners are “anchoring” to rental caps rather than dynamically pricing their homes
- 81 not interested owners
  - 54 are condo owners, 33 of which are 2 bedroom units or smaller
  - 21 indicate rent caps too low (25%)
- When rent caps are too low, probability of LTR retention goes down
  - Only 2 of 7 properties that have graduated have continued renting long-term

Unit Type	# of Units	Avg Rent	Current Cap
Private Room	1	$1,000	$1,000
Studio	1	$1,500	$1,500
1	5	$1,700	$1,700
2	5	$2,500	$2,500
3BD+	7	$3,450	$3,500

Lease to Locals in 2026

Suggested Path Forward - Increase Rental Caps by 20%

Unit Type	Current Caps	20% Increase
Private Room	$1,000	$1,200
Studio	$1,500	$1,800
1BD	$1,700	$2,040
2BD	$2,500	$3,000
3BD+	$3,500	$4,200

1. Increases financial viability for interested owners while maintaining relative affordability for tenants
   a. Condos in Mammoth have high carrying costs
2. Improves likelihood long term rentals will be retained after L2L term
   a. Company wide retention rate 71%; current MML rate 28%

Lease to Locals in 2026

Following program extension to reduce admin/program cost, Placemate reduced our overall administrative fee to $1,667/property submitted:

- We invoiced $13,336 for the 8 properties submitted
- This low pay-for-performance fee structure does not accurately reflect all of the work that goes into properties that don't submit

To account for this in 2026, Placemate requests an increase in our admin fee to $2,200/property.

No additional incentive budget is being requested at this time. We will return to request additional program funds as dictated by demand, likely in early 2026. We will also be requesting a marketing budget to promote the program policy changes and increase participation.

Lease to Locals in 2026

If 20 properties participate in 2026, total admin cost would be $44,000 - 17% of the total program cost.

Projected for 2026	CA - Mammoth Lakes
Total Properties	20
Incentives	$210,880
Marketing	$7,500
Admin Fee ($2,200/property)	$44,000
Total Program Cost	$262,380
Admin Fee % of Budget	17%

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Air Service Memorandum of Understanding (MOU) between Inyo County, Town of Mammoth Lakes, Mammoth Lakes Tourism, and Mammoth Mountain Ski Area to provide funding for Air Service, Minimum Revenue Guarantee for Commercial Air Service at Bishop Airport (BIH)

Council Meeting Date: 11/19/2025

Prepared by: Rob Patterson, Town Manager

Recommended Motion: Town Council authorize the Town Manager to sign the Memorandum of Understanding defining the agency relationships in delivering funding for commercial air service at Bishop Airport.

Summary: The Eastern Sierra Air Alliance (ESAA) has been functioning for a number of years as a collaborative in the development of commercial air services at BIH. The core agencies involved, Inyo County, Town of Mammoth Lakes, Mammoth Lakes Tourism, and Mammoth Mountain Ski Area have a need to define the individual commitments from each agency in support of the currently developed commercial air service routes. This MOU is designed to provide that structure and to allow other agencies to partner in air service subsidies, at a prescribed level, if they choose. The MOU creates a structure in which MLT can secure individual contracts with each agency in the collection of these funds and each agency can incorporate those costs into their annual operating budget. The Town Council has previously authorized the allocation of $200,000 annually for commercial air service subsidy at BIH and this will be an annual ongoing allocation for the duration of the MOU or until modified at Town Council direction

COST SHARING AGREEMENT
for
COMMERCIAL AIR SERVICE
BISHOP REGIONAL AIRPORT (BIH)

This Cost Sharing Agreement for Commercial Air Service (the "Agreement") is made effective as of the 20th day of November, 2025, by and among, the COUNTY of INYO, a political subdivision of the State of California ("Inyo"), TOWN OF MAMMOTH LAKES, a California municipal corporation ("TOML"), MAMMOTH LAKES TOURISM, a California corporation ("MLT"), and MAMMOTH MOUNTAIN SKI AREA, a California corporation ("MMSA"), which may be referred to collectively herein as the "Parties".

PURPOSE

WHEREAS, the Parties recognize the significant economic and regional transportation benefits afforded to the region through scheduled commercial airline service; and

WHEREAS, the Parties recognize that it is in their respective best interests to continue to develop and sustain a successful regional air service program for the purpose of offering commercial airline service into Bishop Regional Airport (BIH) (the "Air Service Program"), and which includes agreements with one or more commercial airlines to subsidize and/or guarantee airline service into the local community; and

WHEREAS, in recognition of the need to support existing service and the anticipated continued growth of the Air Service Program, the Parties desire to establish certain commitments to ensure the success of the Air Service Program;

1. **AIR SERVICE DEVELOPMENT**
   On a recurring basis, the Parties shall meet to review current air service performance and evaluate gaps, needs, deficiencies, considerations, and opportunities. The Parties will consider information gathered through these discussions and may make recommendations with regard to air service operators, routes, schedules, and related elements.

2. AIR SERVICE BASE SERVICE LEVEL

The current air service schedule will serve as the basis of the identified cost share in this agreement. Winter Service is comprised of flights from Denver and San Francisco into Bishop from Mid-December to end of April, twice daily to Denver during peak periods. Summer service is comprised of flights to San Francisco 7-days a week from late June through the first week of September. This air service is provided pursuant to an agreement between Mammoth Lakes Tourism and United Airlines, which provides for, among other things, a "Minimum Revenue Guarantee" as defined in that agreement.

3. AIR SERVICE CONTRIBUTIONS

The Parties desire for year-round air service to be provided at Bishop Airport, and agree to jointly fund commercial air service provided by United Airlines, or its subsidiaries, with the goal of attaining year-round commercial air service. As such, the parties shall contribute funds toward the applicable airline's Minimum Revenue Guarantee as follows on an annual basis:

a. Mammoth Lakes Tourism shall contribute the first $1,750,000, or any greater amount the MLT Board of Directors authorizes;
b. Inyo County and the Town of Mammoth Lakes shall each contribute an equal amount, up to $200,000, above Mammoth Lakes Tourism's contribution;
c. Mammoth Mountain Ski Area shall contribute any funds required in excess of those stated above.

Mammoth Lakes Tourism shall invoice each entity during the month of June in the amount stated above for that current July 1st-June 30th fiscal year. Said invoices shall include the applicable Minimum Revenue Guarantee and the contributions made by each party to this Agreement pursuant toward the applicable Minimum Revenue Guarantee. If any of the Parties wish to request additions to the schedule or routes, a request may be made to develop a feasibility and cost plan for such additions. The Parties may choose whether to support such operational changes, at their discretion.

4. TERM & TERMINATION

This Agreement shall have an effective date of November 20, 2025, and shall remain in effect until terminated. Any Party may terminate its participation in this Agreement upon written notice to all other Parties provided that notice is transmitted between January 1st and January 31st of any calendar year, to be effective July 1st of that year. This Agreement may also be terminated at any time by mutual written agreement of the remaining Parties.

5. INDEMNITY

Each Party shall indemnify, defend and hold harmless the other Parties, and their agents, directors, officers, members, employees and representatives, without limitation, and the successors and assigns of such Parties, financially free and harmless from any liability, claims, damages, cross-complaints, subsequent lawsuits, judgments, sanctions, orders, attorney fees or costs of any kind, without limitation, to the extent arising from the indemnifying Party's performance of this Agreement and any and all actions of the indemnifying Party incident thereto.

6. **CONFIDENTIAL INFORMATION**

The Parties mutually acknowledge that during the performance of this Agreement information may be received by one Party from another Party which is confidential and/or a trade secret ("Confidential Information"). Confidential Information shall also include, but not be limited to, information that a Party designates as "confidential". The Parties agree not to disclose any such Confidential Information to a third party without the written consent of the Party from which the Confidential Information originated, except to the extent required by applicable law.

Notwithstanding the foregoing, the Parties acknowledge that Inyo, MLT, and TOML are subject to the California Public Records Act, and that information shared with any of these Parties may be subject to disclosure notwithstanding the Party sharing the information having designated it as "Confidential Information". Notwithstanding any provision of this paragraph, neither this Agreement nor the existence or amount of any payments made hereunder shall be deemed Confidential Information.

7. **NO AGENCY, JOINT VENTURE OR PARTNERSHIP**

This Agreement shall in no way be construed to create, and shall not be deemed to have created, any relationship of employer/employee, master/servant, principal/agent, partnership or joint venture between the Parties. No Party shall have the authority, whether express or implied, to bind any other Party to any contractual or other third-party relationship, obligation or liability.

8. **ASSIGNMENT**

This Agreement and the rights and obligations created hereunder shall not be assigned by any Party without the prior written consent of the other Parties, which may be withheld, granted, or conditioned in each Party's sole discretion.

9. **REPRESENTATIONS & WARRANTIES**

The individuals executing this Agreement on behalf of the Parties have the full right, power and authority to execute this Agreement and commit the Parties to its terms.

10. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the Parties with respect to the matters described herein. This Agreement may be amended only through a written document executed by authorized representatives of the Parties.

11. **GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of California. The venue for any action to interpret or enforce this Agreement shall be either the Inyo County Superior Court or the Mono County Superior Court.

12. **NOTICE**

Any notice to be provided to the Parties hereunder shall be provided at the respective addresses set forth below:

IN WITNESS WHEREOF, this Cost Sharing Agreement for Commercial Air Service is executed as follows:

INYO COUNTY

_____

Date

TOWN OF MAMMOTH LAKES

_____

Date

MAMMOTH LAKES TOURISM

_____

Date

MAMMOTH MOUNTAIN SKI AREA

_____

Date

TOWN COUNCIL STAFF REPORT

Title: Pre-Audit Financial Results for Fiscal Year 2024-25, including June 30, 2025, Fund Balances and Fiscal Year 2025-26 Quarter 1 budget adjustments

Meeting Date: November 19, 2025

Prepared by: Megan Chapman, Finance Director
Rob Patterson, Town Manager

RECOMMENDATION:

Staff recommend the Town Council receive the pre-audit actual financial presentation for Fiscal Year 2024-25 and adopt the resolution amending the FY25-26 budget as recommended in Attachment A.

BACKGROUND:

Annually we review what was done by way of revenue and expenditures during the fiscal year and present available Fund Balances to Town Council for allocation. Fund balance is calculated based on prior year fund balance plus the difference between revenue and expenses and allocations in a single fund. The Staff recommendations presented today are for use of fund balance to support Town Council strategic priorities.

An Audit of the Town's financial transactions is completed by an independent auditor every fiscal year. The information presented to you today is prior to completion of the annual audit. The pre-audit financials are included in this report to provide an overview of all the Town's funds with information regarding revenues and expenditures for prior year in addition to planned expenditure for the current year. This report provides the Town Council with an overview of the Town's financial position by fund as of June 30, 2025.

ANALYSIS:

The General Fund is the main cost center for general Town operations and can provide funding for specific initiatives and/or shortfall in other restricted funds throughout the year. Transient Occupancy Tax is the main source of revenue from the General Fund, accounting for 71% of revenues in FY24-25. We had another strong performance year in FY24-25 with $28.25M received against an original budget of $19.5M. In March of 2025, Town Council approved the increase of $5.5M in revenues and corresponding expenditures, leaving $4.67M in revenue for allocation by Town Council for one-time funding to further strategic priorities and our Capital Improvement Program (CIP). Funds are allocated throughout the year as part of regular budget updates. These one-time contributions are a way to fund projects without increasing the cost of the ongoing annual operating budget.

As stated above, review of fund balances involves a review of both revenue and expenditures to determine how all financial transactions impacted fund balance for the year. While the revenue was very strong for FY24-25, and expenses were kept within or close to budget, the fund balance for General Fund increased by $6.3M. The Town Council did allocate revenues and expenses during the year so this final increase in fund balance does not capture the entire community benefit realized in FY24-25. In total, through these quarterly budget reviews, the Town Council allocated a total of $5,500,000 in General Fund through the quarterly review process.

It is customary through prudent financial analysis that some funds are unallocated to provide a cushion for unforeseen events. It is not until the final review of the year where pre-audit analysis is completed that any additional funds are available. This year another $4,667,298 is available and recommended for allocation in this presentation. Staff will make recommendations based on Town Council strategic priorities and key objectives.

Fund Balance - General Fund

As of June 30, 2025

Fund 100 - General Fund		Balance
Total Fund Balance as of 6/30/2024	$	17,037,022
Net change to fund Balance from FY24-25 Activity	$	6,309,053
Projected Fund Balance as of 6/30/2025	$	23,346,075
Reserve for Economic Uncertainty (REU) - Committed	$	6,644,421
Operating Reserve (OR) - Committed	$	1,650,000
Debt Reserve (DR) - Committed	$	1,435,000
Housing Reserve - Assigned	$	1,555,357
Transit Reserve - Assigned	$	3,798,005
Tourism Reserve - Assigned	$	3,095,994
Unrestricted Fund Balance FY24-25	**$**	**5,167,298**

This fund balance of $5,167,298 does not include items listed above as Committed or Assigned as they are not available for use of fund balance. The $5.17M balance does include items committed in the prior year, by contract, project, or other allocation, to be expended in FY25-26. These items are identified below and will require the fund balance necessary to cover those expenditures to be reserved for such purposes. The carryover commitments are listed below and the total of $500,000 will reduce available fund balance to $4,667,298.

Carry Over Commitments FY24-25 Item		Amount
Parks and Recreation Master Plan - 1st qtr FY24-25	$	300,000
Wildfire Crews for MLFPD - 100-413-43031	$	200,000
Total Carry over from prior year	**$**	**500,000**
Available Fund Balance from FY24-25 Activity	**$**	**4,667,298**

The above carryover balances were allocated during FY24-25 Mid year Q2 adjustments. The Parks and Recreation Master Plan was approved as part of Mid year Q2 adjustments and is currently under way. The support for the Wilfire Crews to Mammoth Lakes Fire Protection District was allocated and distributed in October 2025. Although the above allocations were made in FY 2024-25 they are being paid in the current fiscal year so must be taken out of the June 30, 2025 Fund Balance, leaving $4,667,298 for allocation in FY 2025-26.

Staff Recommendations

The Staff recommendations for this budget review are extensive due to the length of time since the last review in March 2025. When the budget is allocated, we focus on one-time contributions to the major Town Council Strategic priorities, focusing on Housing Now! and capital infrastructure investment in facilities, or acquisition of key equipment that will service our organizational needs. These recommendations do not usually include items that will increase the annual ongoing operating budget for the Town. Those increases are considered as part of the annual operating budget adoption. While these recommendations are aligned with our Strategic Priorities, they are also dynamic to current needs and developing opportunities. Due to the considerable length of requests, staff has categorized them into common groups and will provide information on these groups as well as the major contributions below. Projects are listed below in order of priority.

Housing Now! – Land Acquisition

The Town has been successful in addressing the needs of our lowest income earners with the restricted funding opportunities provided by State grants. These elements were key in the development of the first two phases of the Parcel. However, these programs are limited to 80% of Area Median Income (AMI) which is not a large percentage of the need within our community. The Town also has the desire to increase long-term housing for our missing middle, incomes 80% - 150% for a rental product, and 150% - 200% for home ownership. The Town has the opportunity to acquire land, zoned appropriately for affordable housing needs, from our partners at Mammoth Lakes Foundation (MLF). This property located near the College is approximately 19 acres of mostly usable land to further our efforts in these two AMI categories. The Town and MLF are both in the process of acquiring appraisals for the property as a starting point for purchase negotiations. The Town currently has available funds allocated in other areas of Housing Now! to acquire the land. The purpose of the recommendation is to provide additional funding as to not have a significant impact on these other programs and their dedicated funding. Staff recommendation is to allocate funds from Tourism Reserve ($2.0M), General Fund ($1.0M), and Housing Reserve (250,000) to accumulate $3.25M towards this purchase.

Housing Now! – Parcel Phase II, Kingfisher II

At the November 5th meeting, Town Council authorized the allocation of $7.2M in funding for the Kingfisher II project. These funds are a necessary component to the application for state grants to build this project. The intent of the authorization was to complete all of Phase II, both elements of Kingfisher, and exit the Disposition Development Agreement (DDA) with the Pacific Companies. The Town and Pacific agreed to a 3-year term to provide these funds, and staff are making a recommendation to set aside $800,000 from

Housing Reserve to begin to accumulate the funds necessary for payment. The first payments to Pacific would be due in 2027 so there is opportunity to compile additional funds during subsequent financial reviews, reducing the priority to set aside all during this review.

Capital – DRMACC Construction Contingency

The Town was successful in launching the construction of the Dave and Roma McCoy Arts and Cultural Center (DRMACC) earlier this summer. Funds to build the facility were obtained from a number of important partnerships including Cerro Coso College, Mammoth Lakes Foundation (MLF), Mammoth Lakes Recreation (MLR) allocation of Measure U funds, General Fund and private donors. The accumulation of funds was enough to cover the successful bid for construction; however, they did not provide enough for a typical construction contingency of 10%. In order to provide this critical contingency funding, staff are recommending the allocation of $1.5M from the General Fund to provide adequate contingency for the project.

Capital – DRMACC CMU Surface Treatment

This facility includes extensive use of exposed concrete masonry units (CMU) in its construction. These CMU block units often found in walls typically have a smooth finish with uniform color and texture. In order to provide a higher standard of aesthetics befitting a performing arts facility, a burnished surface treatment to the blocks is recommended to provide a more desirable color and visual texture, and to integrate the building more appropriately into our environment. This recommendation is consistent with the feedback received from the Town's Planning and Economic Development Commission and Advisory Design Panel during the project's Design Review process. Staff have secured quotes from the contractor to provide the CMU blocks with this surface treatment. This change will add $250,000 to the cost of construction and is not currently covered by available funds. Staff are recommending the allocation of $250,000 from the General Fund to fund this change order.

Capital – Childcare Facility - Interior

The Town was successful in repurposing six modular classrooms from the Mammoth High School construction project to build the shell of a new Childcare Facility. To complete the project, the interior will need to be updated, providing an office / kitchen in one unit and 5 classrooms, developed for specific age groups. The Town has been working with several community partners as a coalition in the development of this facility. Staff are engaged with a contractor to design the structure as well as provide a programing outline that would illustrate how a facility can function in a multi-agency approach. There is a funding request for this consultation later in staff recommendations. The role of the Town in this coalition is to provide a completed facility, which will be owned and maintained by the Town, and make this facility available at little or no cost to increase the affordability of daycare in our community. The facility is slated to open in summer 2027 and interior work will need to begin in summer of 2026 to be ready for opening the next year. Currently, the Town has only set aside funding for interior design which is currently underway. Staff are recommending $1.3M from the General Fund to provide the bulk of the funds necessary for this construction effort. The true cost of construction and needed contingency will be

determined at bid opening. There are future capital undesignated funds that could be used to provide any gap funding between staff estimates and actual costs.

One Time Funding and Project Recommendations Item		Amount
Housing Now! - Land Acquisition (Tourism Reserve)	$	2,000,000
Capital Projects - DRMACC - Construction Contingency (General Fund)	$	1,500,000
Capital Projects - Child Care Tenant Improvements (General Fund)	$	1,300,000
Housing Now! - Land Acquisition (General Fund)	$	1,000,000
Housing Now! - Parcel Phase II, Kingfisher II (Housing Reserve)	$	800,000
Housing Now! - Land Acquisition (Housing Reserve)	$	250,000
Capital Projects - DRMACC - CMU Surface Treatment (General Fund)	$	250,000
	$	7,100,000

The following list of staff recommendations, typically smaller funding requests, are categorized, by common themes, with a brief narrative about each need.

Contracted Services & Emergency Assistance
Many of the elements in the category have been discussed and authorized at prior Town Council meetings with the intent to be funded during this budget review.

- **Archiving contract (SyTech Solutions)** – This company is providing the scanning of Town documents to digitize our document storage in preparation for the move into the new Town Hall. The Town Council authorized a contract not to exceed $180,000 at the 11/5/2025 meeting. The Town can use $100,000 of deferred archive storage revenue to fund the majority of this project, requiring $80,000 in General Fund contribution.

- **Certified Property Application** – The Town has recently contracted with Trinity solutions to work on the overall performance of the developed software solution to collect Transient Occupancy Taxes. This new program is currently functioning but requires a significant re-write to support better performance and scalability. The engagement with Trinity will provide the technical expertise to update the solution and provide training for ongoing maintenance within existing Town staff. The recommendation is an allocation of $80,000 from the General Fund to provide this work.

- **Childcare Program Analysis** – As mentioned earlier in this staff report, the Town is engaged with multiple partners to deliver affordable childcare solutions to our community. This group has been discussing specialized consultation in program development, outlining how a multi-agency program can provide funding and other in-kind services to contribute to affordability. The analysis is also intended to hit a price point on daily rate that will maximize utilization of the facility and effectively address the needs of multiple segments of our community. Staff are recommending the allocation of $40,000 from the General Fund to provide this work.

- **Emergency Food Assistance (SNAP) Funding** – The Town Council authorized, at the 11/5/2025 meeting, the allocation of $100,000 from our existing Contingency fund to partner with Mono County in providing emergency food assistance for SNAP recipients during the government shutdown. The County immediately began to provide this assistance in the form of grocery gift cards. Soon after the implementation, the government was forced to reinstate the program, even during the shutdown. Staff anticipate using approximately $20,000 of the authorized $100,000, which was expended in this short operational period. Staff are recommending $20,000 from the General Fund to replenish our Contingency Fund.

One Time Funding and Project Recommendations		
Item		Amount
Services - Archiving contract (SyTech Solutions)	$	80,000
Services - Certified Property App (Software Development)	$	80,000
Services - Childcare Program Analysis	$	40,000
Services - Emergency Food Assistance (SNAP)	$	20,000
	$	220,000

Facility Maintenance

The Town staff have identified a number of investments needed to update existing facilities, providing regular maintenance and functional updates to improve our operations. In total these requests are $174,000 and are recommended from the General Fund during this budget review.

One Time Funding and Project Recommendations		
Item		Amount
Facility - Whitmore Pool - Heater Replacement	$	48,000
Facility - Full AC system for Sprung Structure - Airport	$	35,000
Facility - Whitmore Sewer System	$	30,000
Facility - Town Yard - Light Replacement (Fluorescent to LED)	$	25,000
Facility - Police Department Building Maintenance	$	20,000
Facility - Whitmore Pool - roof repair deductible	$	10,000
Facility - Town Yard - Replace Boiler Pump	$	6,000
	$	174,000

Equipment and Amenity Components

Staff have identified a number of equipment needs to support operations and our recreation amenities. These requests include vehicles that fall below our threshold for the vehicle replacement program, specific mechanic tools for vehicle maintenance, and supplies for our parks. In total these requests are $203,900 and are recommended from the General Fund for this budget review.

One Time Funding and Project Recommendations		Amount
Equipment - Vehicle Lift for New Bay	$	62,000
Equipment - Shade Tables at Dog Park	$	30,000
Equipment - Towable Air Compressor	$	25,000
Equipment - CRC Access Control	$	18,000
Equipment - Vehicle Diagnostic	$	16,400
Equipment - Ramp Trailer	$	15,500
Equipment - New Tire Balancer	$	12,000
Equipment - Paint Striper - Walk Behind	$	12,000
Equipment - Extended Batting Cage	$	7,000
Equipment - Trash Receptacles	$	6,000
	$	203,900

In total staff recommendations for one-time allocation, from General Fund and reserves total just under $7.7M for the 1st qtr FY25-26 budget review.

Other Reserve funds held in General Fund

Town Council has also comitted some of the reserve accounts (Housing, Transit, and Tourism) that are listed below and will be discussed in the reserve account discussion below. These items only effect the available reserve account balance and have no impact on the available fund balance listed above.

Reserve Account Carry Over Commitments FY24-25		
Item		Amount
Housing Reserve - Carry Over - Detail included in Housing Reserve Reconciliation	$	260,350
Transit Reserve - Carry Over - Detail included in Transit Reserve Reconciliation	$	2,300,000
Tourism Reserve - Carry Over - Detail included in Tourism Reserve Reconciliation	$	865,000
	$	3,425,350

Housing Reserve

This reserve account is considered "Assigned Fund Balance" within the General Fund and is included in the overall fund balance of $23,346,075 projected for June 30, 2025. The housing reserve was established to provide funding for housing projects and is based on the normal allocation of TOT for housing which is .85 points or 6.54% of TOT collected. The housing reserve receives this same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the housing reserve for FY24-25. This reconciliation includes a carryover or allocation of $260,350 from the prior year, which includes $10,350 for the deed monitoring program as well as $250,000 for Parcel Phase III Design. The unallocated reserve balance of $1,295,006 is available for Town Council allocation to Housing programs. Staff are recommending $1.05 M of those available funds be allocated to Housing Now Parcel Phase II Kingfisher II to provide housing for 80% AMI and below as well as Housing Now! land acquisition.

Housing Reserve

As of June 30, 2025

Item		Amount
FY23-24 Housing Reserve Fund Balance	$	1,331,817
General Fund Contribution - Housing FY24-25		
General Fund TOT Budget = $18,500,000		
Housing Allocation (revenue) calculated as +$18.5M / 13 *.85 =	$	1,209,615
Excess TOT $9,745,850 over budget provided additional allocation	$	637,229
Total FY24-25 Revenue for Housing	**$**	**1,846,844**
Expenditures:		
Housing NOW! - Transferred to Housing Programs Fund 245	$	1,200,000
Budget Tranfer - Small Site Development ($1,200,000)		
MLH Contract	$	336,000
Staff Time	$	74,308
HOME long term monitoring	$	10,350
Parcel Completion and Ribbon cutting	$	2,541
Advertising & Legal Notices	$	105
	$	1,623,304
Housing Expenditures FY24-25 YTD	**$**	**1,623,304**
Projected Housing Reserve Fund Balance	**$**	**1,555,356**
Carry over or Anticipated Items		
Parcel Phase III Design	$	250,000
Deed Monitoring Program - FY24-25	$	10,350
	$	**260,350**
Available Housing Reserve Fund Balance	**$**	**1,295,006**
Staff Recommendation		
Housing Now! - Parcel Phase II - Kingfisher II	$	800,000
Housing Now! - Land Acquistion	$	250,000
	$	1,050,000
Unallocated Housing Reserve Fund Balance	**$**	**245,006**

Transit Reserve

This reserve account is considered "Assigned Fund Balance" within the General Fund and is included in the overall fund balance of $23,346,075 projected for June 30, 2025. The transit reserve was established to provide funding for transit projects and is based on the normal allocation of TOT for transit which is .85 points or 6.54% of TOT collected. The transit reserve receives the same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the transit reserve for FY24-25. This reconciliation has carryover allocations of $2.3M for Bus replacement in the Town of Mammoth Lakes. The reserve balance of $1,498,005 remains available for Town Council

allocation to transit related items. The Staff recommendation is to consider two bus shelter replacements for $330,000 from available transit reserves for this purpose. These funds will be used for the design and replacement of 2 shelters and bus stops 7 and 40.

Transit Reserve
As of June 30, 2025

Item		Amount
FY23-24 Transit Reserve Fund Balance	$	2,782,422
General Fund Contribution - Transit FY24-25		
General Fund TOT Budget = $18,500,000		
Transit Allocation (revenue) calculated as +$18.5M / 13 *.85 =	$	1,209,615
Transit Fee	$	136,335
	$	1,345,950
Est. Excess TOT $9,745,000 over budget provided additional allocation	$	637,229
Capital Project Close Out (Fuel Island)	$	148,519
Total FY24-25 Revenue for Transit	**$**	**2,131,698**
Expenditures:		
ESTA Contract	$	1,114,610
Public Utilities	$	1,506
Street Sign Replacement	$	-
Transit Building Maintenance		
Supplies		
	$	1,116,116
Transit Expenditures FY24-25 Est.	**$**	**1,116,116**
Projected Transit Reserve Fund Balance	**$**	**3,798,005**
Carry over or Anticipated Items		
Capital Funding Allocation - Bus Replacement in Town of Mammoth Lakes	$	2,300,000
	$	-
Available Transit Reserve Fund Balance	**$**	**1,498,005**

Tourism Reserve

This reserve account is considered "Assigned Fund Balance" within the General Fund and is included in the overall fund balance of $23,346,075 projected for June 30, 2025. The tourism reserve was established to provide funding for tourism expenditures and is based on the normal allocation of TOT for tourism which is 2.35 points or 18.08% of TOT collected. The tourism reserve receives the same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the tourism reserve for FY24-25. This reconciliation includes a carryover of $865,000 from the prior year and previous Town Council action in FY24-25 for Whitebark Wildfire Mitigation and Bishop Air Subsidy. Staff is recommending $2M of those available funds be allocated to

Housing Now! Land Acquisition to support a mix of housing products for missing middle of 80% - 150%, and home ownership 150% - 200% AMI. This brings total allocation for Housing Now! $3.05M from Tourism and Housing reserves.

Tourism Reserve

As of June 30, 2025

Item		Amount
FY23-24 Tourism Reserve Fund Balance	$	1,903,981
General Fund Contribution - Tourism FY24-25		
General Fund TOT Budget = $18,500,000		
Tourism Allocation (revenue) calculated as +$18.5M / 13 *2.35 =	$	3,344,231
	$	3,344,231
Excess TOT $9,745,850 over budget provided additional allocation	$	1,761,750
Total FY24-25 General Fund Revenue for Tourism	**$**	**5,105,981**
Expenditures:		
Mammoth Lakes Tourism Contract	$	1,725,000
Housing NOW! - Program Support - Transferred to Fund 245 - Housing Programs	$	1,300,000
Mammoth Lakes Chamber of Commerce	$	300,000
Bishop Airport winter season Air Subsidy	$	200,000
Sustainable Destination Management Plan for Mammoth Lakes	$	200,000
MLT/LA Kings Promotional Partnership	$	100,000
Litigation	$	82,256
MLT Payment for Clean up of Lake Education Signage Panels	$	6,712
	$	3,913,968
Tourism Expenditures FY24-25	**$**	**3,913,968**
Projected Tourism Reserve Fund Balance	**$**	**3,095,994**
Carry over or Anticipated Items		
Wildfire Mitigation - Whitebark	$	610,000
Air Subsidy - Commercial Service MOU (BIH)	$	255,000
	$	**865,000**
Available Tourism Reserve Fund Balance	**$**	**2,230,994**
Staff Recommendation		
Housing Now! - Land Acquistion	$	2,000,000
Unallocated Tourism Reserve Fund Balance	**$**	**230,994**

Other Key Funds

Fund 105 – Emergency Response

Fund 105 was established in the fourth quarter of FY2019-20, to track the funding used to fight the health emergency. In 2022 staff renamed this fund for use on all emergency response accounting. The current balance of $1,316,859 is a combination of general fund support and reimbursement from various agencies. Staff recommend the fund balance remain in this fund for future emergency response that may be necessary.

Emergency Response

As of June 30, 2025

Item		Amount
FY23-24 Emergency Response Fund Balance	$	1,209,000
Revenue		
COVID Final Reimbursements	$	154,532
Whitebark payback	$	424,921
Total FY24-25 Revenue for Emergency Response	**$**	**579,453**
Expenditures:		
Whitebark Agreement	$	424,921
Express Sign & Neon	$	46,673
	$	471,594
Total FY24-25 Expenditures for Emergency Response	**$**	**471,594**
Projected Fund Balance for Emergency Response	**$**	**1,316,859**
Carry over or Anticipated Items		
	$	**-**
Available Fund Balance for Emergency Response	**$**	**1,316,859**

Fund 205 – Solid Waste

The Solid Waste Fund, established in FY18-19, accounts for restricted revenues related to providing solid waste related services and programs. The majority of the solid waste programs and services are provided by Mammoth Disposal under a Solid Waste Franchise Agreement. Solid Waste Parcel fees levied in Mono County were previously shared with the Town to assist in post closure costs of the Benton Crossing Landfill; however, in FY21-

22 the agreement expired and no funds from this parcel tax were shared with the Town in FY23-24. Staff has negotiated a new agreement that was presented and approved by Council on November 5, 2025. This fund has an available balance of $1,087,174 with no carryover commitments. These funds are restricted in use to support recycling efforts and solid waste related services. Program development is under way for the plastic bottle ban and will operate out of this fund.

Solid Waste Fund 205

As of June 30, 2025

Item		Amount
FY23-24 Solid Waste Fund Balance	$	1,093,695
Revenue		
AB939 Fee Collected (Recycling) - Waste Connection	$	163,310
Interest on Investments	$	45,886
Facility Rental	$	14,400
Total FY24-25 Revenue for Solid Waste	**$**	**223,596**
Expenditures:		
Disposal Fees	$	72,547
Special Operational	$	51,929
Staff Time	$	11,871
Public Utilities	$	93,770
	$	230,117
Total FY24-25 Expenditures for Solid Waste	**$**	**230,117**
Projected Solid Waste Fund Balance	**$**	**1,087,174**
Carry over or Anticipated Items		
	$	**-**
Available Solid Waste Fund Balance	**$**	**1,087,174**

Fund 210 – Gas Tax

Gas Tax fund is designed to capture the cost of road maintenance and snow removal. As the name implies, the major source of funding is California State Gas Tax. The tax revenue covers approximately 50% of snow removal cost for the Town as well as road projects and maintenance. The reconciliation below shows, in summary, the revenue and expenditures of this fund and any funds allocated by previous Town Council action have been moved to capital projects, meaning no carryover is identified. The current balance of $294,945 will be kept in the fund and build to take on future road projects. There are no carry-over items or staff recommendations for this fund.

Gas Tax - Fund 210

As of June 30, 2025

Item		Amount
FY23-24 Gas Tax Fund Balance	$	2,442,839
Revenue		
General Fund Support	$	3,579,612
Gas Tax - Snow Removal	$	2,992,632
General Fund Support - Capital Project (Roads 2025)	$	500,000
Gas Tax - Road	$	236,634
Gas Tax - SB1	$	163,365
Snow Management & Charges for Services	$	89,375
Interest on Investments	$	144,484
Garage Services Support		
Refunds and Rebates	$	99
Total FY24-25 Revenue for Gas Tax	**$**	**7,706,201**
Expenditures:		
Transfer Out Capital	$	4,859,494
Snow Removal	$	1,831,463
Winter Equipment - Garage	$	1,192,212
Street Maintenance	$	1,212,555
Summer Equipment - Garage	$	564,836
Garage Operations	$	137,308
Promenade Maintenance/Streetscapes	$	56,227
	$	9,854,095
Total FY24-25 Expenditure for Gas Tax	**$**	**9,854,095**
Projected Gas Tax Fund Balance	**$**	**294,945**

Fund 215 – Measure R Trails

This fund is one of two that account for our Measure R restricted funds. The revenue from this fund comes from an annual allocation from Measure R – Sales Tax. There is a planned use of fund balance with ongoing trails construction as outlined in the Trails System Master Plan. The plan includes concepts the team develops into prioritized projects. The available fund balance at the close of FY24-25 is $888,061 with no identified carryover commitments.

Measure R - Trails - Fund 215

As of June 30, 2025

Item		Amount
FY23-24 Measure R - Trails Fund Balance	$	842,974
Revenue		
Measure R - Support for Trails	$	300,000
Refunds and Rebates	$	2,000
Interest on Investments	$	43,430
Total FY24-25 Revenue for Measure R - Trails	**$**	**345,430**
Expenditures:		
Contract Work	$	121,816
Staff Time	$	127,489
Supplies	$	31,622
Signage Maintenance	$	18,939
Training & Meetings	$	477
	$	300,343
Total FY24-25 Expenditure for Measure R - Trails	**$**	**300,343**
Projected Measure R - Trails Fund Balance	**$**	**888,061**
Carry over or Anticipated Items		
	$	**-**
Available Measure R - Trails Fund Balance	**$**	**888,061**

Fund 216 – Measure R

This fund is one of two that account for our Measure R restricted funds. This fund provides debt service payments for the Community Recreation Center (CRC), support for the Town's Office of Outdoor Recreation and other recreation related projects including trail construction and the operation of the Office of Outdoor Recreation. The projected balance in this fund is $4,926,132 with no carryover commitments. This remaining available fund balance remains open to MLR recommendation and Town Council action to commit to recreation-based projects.

Measure R - Fund 216

As of June 30, 2025

Item		Amount
FY23-24 Measure R Fund Balance	$	3,172,994
Revenue		
Sales Tax	$	2,274,254
SHARP Trailhead Facilities	$	627,845
Interest on Investments	$	167,557
General Fund Support - Sherwin Trail Planning	$	131,120
Total FY24-25 Revenue for Measure R	**$**	**3,200,776**
Expenditures:		
CRC - Debt Service	$	610,994
SHARP Trailhead construction	$	100,000
Measure R - Trails	$	300,000
CRC - Operations Support	$	112,000
Measure R - Trains Manger	$	100,000
Measure R - Office of Outdoor Rec Coordinator	$	50,000
Measure R - Office of Outdoor Office Manager	$	25,000
Audit Services	$	9,360
Contractual Services	$	136,739
Recreation Supplies	$	3,545
	$	1,447,638
Total FY24-25 Expenditure for Measure R	**$**	**1,447,638**
Projected Measure R Fund Balance	**$**	**4,926,132**

Fund 217 – Measure U

This fund finished the year with a restricted fund balance of $3,478,938 with a carryover commitment of $1.8M from Council action in 2024-25 for DRMACC construction. Total funds contributed to the DRMACC from Measure U to date are $4.17M. With the carryover considered, the remaining unallocated balance of $1,678,938 remains available to MLR recommendation and Town Council action to commit to mobility, recreation, and arts & culture-based projects.

Measure U - Fund 217

As of June 30, 2025

Item		Amount
FY23-24 Measure U Fund Balance	$	3,393,440
Revenue		
Utility Tax - Electricity	$	791,470
Utility Tax - Gas	$	545,495
Interest on Investments	$	198,925
Utility Tax - Telephone	$	16,129
Grant Refund	$	19,836
Total FY24-25 Revenue for Measure U	**$**	**1,571,855**
Expenditures:		
Capital Project - MACC	$	700,000
Capital Project - Outdoor Ampitheater	$	300,000
Contractual Services	$	246,997
Debt Service	$	180,000
Measure U - Office of Outdoor Recreation Coordinator	$	25,000
Measure U - Office of Outdoor Recreation Manager	$	25,000
Audit Services	$	9,360
	$	1,486,357
Total FY24-25 Expenditure for Measure U	**$**	**1,486,357**
Projected Measure U Fund Balance	**$**	**3,478,938**
Carry over or Anticipated Items		
Prior Allocation - Performing Arts Auditorium (MACC) construction	$	1,800,000
	$	**1,800,000**
Available Measure U Fund Balance	**$**	**1,678,938**

Fund 220 – Airport Restricted Revenue Fund

Fund 220 is a Restricted Revenue Fund because the revenue comes from charges to external users for goods and services as well as support and ongoing commitment from the General Fund and FAA grant revenues. This fund consists of activity from Airport Operations, Air Subsidy commitments, as well as Airport Capital Projects. All funds transferred to the Airport remain in this fund, designated for future capital projects. In FY24-25, the operational support normally provided by General Fund was covered, in part, by the FAA grant funding. Operating revenues and expenses are summarized below:

Fund Balance - Airport Restricted Revenue Fund

As of June 30, 2025

Fund 220 - Airport Operating Fund		Balance
Operating Expenses	$	1,455,637
Operating Revenue	$	285,216
AIP-47 FAA Grant ACRGP	$	286,707
General Fund Allocation - Airport Operations	$	1,015,462
Interest	$	122,221
Operating Revenue Total	$	1,709,606
Carry over or Anticipated Items		
Airport Equipment - In transit	$	65,000
Transfer to Capital Projects	$	188,969
Operating Fund Balance	$	-

The Town Council has contributed Tourism Reserve support for air service subsidy. Staff are accounting for this allocation in fund 220 as a committed fund balance. Below is a reconciliation of transactions for air service subsidy funded by the Town. The majority of subsidy is provided by Mammoth Lakes Tourism (MLT) with additional contributions made from partners like Inyo and Mono Counties.

Fund 220 - Air Service Subsidy		Balance
Air Service Subsidy Balance - FY23-24	$	454,000
Revenue		
Transfer in from Tourism Reserve	$	-
Expenditures		
Air Subsidy - Advanced Air 24/25 Season	$	300,000
Total	$	300,000
Air Subsidy Fund Balance	$	154,000

The Airport performed extensive work on capital projects for FY24-25, working on six projects resulting in capital project expenditure of $1,912,925. These projects are funded

using AIP Grant Revenue and use of fund balance. The cumulative effect of this project work and grant revenue brings the capital reserve to $1,290,003, with an overall fund balance of $1,509,003.

Fund 220 - Airport Capital Projects		
Prior Capital Reserve - FY24-25	$	1,289,865
Funding Sources - Capital Project Revenue		**Amount**
FAA Grant drawdowns	$	92,545
AIP-48 AWOS	$	147,437
Receivables	$	1,484,112
	$	1,724,094
Excess Revenue from Operations (Transferred from Operations at	$	188,969
Funds Available for Projects	**$**	**3,202,928**
Project Description		**Amount**
Staff Cost not tied to specific project	$	22,962
Airport Multipurpose Building Design - Taxiway A3 (94249)	$	64,275
Relocate and Upgrade AWOS (94242)	$	163,444
Town Hangar Taxilane Reconstruction (94248)	$	6,648
Terminal and GA Parking Lot Reconstruction (94243)	$	1,490,854
Airport Multipurpose Building Design (94245)	$	77,113
Pavement Maintenance Management Plan (PMMP) (94244)	$	44,730
Airport Multipurpose Building Construction (94247)	$	42,899
Total Expenditures for Projects and Acquisitions	$	1,912,925
Remaining Capital Reserve for future projects	**$**	**1,290,003**
Total Airport Fund Balance	**$**	**1,509,003**
Airport Fund Balance		
Operating Fund Balance - Carry Over	$	65,000
Air Subsidy Funds	$	154,000
Unrestricted Capital Funds	$	1,290,003

Fund 245 – Housing Programs

Fund 245 is being used for all Housing Now! Programs and has been since FY20-21. With this change, along with a strong commitment to Town Council priorities to address community housing needs, Town Council has allocated unprecedented funding for this purpose. The Housing Now! Initiative is a multi-program approach to meet local housing needs, which includes subsidized sales of deed restricted property, as well as acquisition of land for development, housing development and funding of partnership projects. The reconciliation below shows some traditional elements of the fund and additional General Fund contributions and their designated projects. Included in this report is an additional $3.05 from the general fund for Housing Now! programs, $2M from General Fund Tourism reserve and $1.05 from Housing reserves.

Housing Programs - Fund 245

As of June 30, 2025

Item		Amount
FY23-24 Housing Programs Fund Balance	$	14,126,256
Revenue		
CDBG Grant Revenue	$	3,067,181
Transfer In - General Fund	$	2,000,000
Measure L	$	1,472,696
Transfer In - Tourism Reserve	$	1,300,000
Transfer In - Housing Reserve	$	1,200,000
Sale of 449 Sierra Manor Rd unit 12	$	469,902
Interest on Investments	$	448,826
Loan Repayment 449 Sierra Manor Rd	$	380,000
In Lieu Affordable Housing	$	341,166
Sale of 550 Mono St I101	$	198,236
Home Program Income	$	142,160
RLF Revenue	$	130,950
CDBG Program Income	$	98,378
PLHA - Deferred Revenue Adjustment	$	(155,104)
Total FY24-25 Revenue for Housing Programs	**$**	**11,094,391**
Expenditures:		
Town Programs		
Town Program - Access Appartments	$	2,138,125
Town Program - Bridge Program	$	989,925
Town Program - Revolving Loan Fund	$	283,834
Town Program - Placemate	$	162,713
Town Program - Inyo County Urban Economics (Housing Study)	$	15,156
	$	3,589,753
CDBG		
CDBG - Access Apartment Rehab	$	4,926,303
CDBG - Home Buyer Assistance	$	314,427
CDBG - CV	$	95,477
CDBG - Salaries	$	630
	$	5,336,837
PLHA		
PLHA - 449 Sierra Manor Unit 12	$	99,000
PLHA - 65 Mountain Blvd Unit B	$	96,000
	$	195,000
Total FY24-25 Expenditure for Housing Programs	**$**	**9,121,590**
Projected Housing Now! Fund Balance	**$**	**16,099,057**

Committed Elements of Fund Balance		
Housing Programs	**$**	**14,719,688**
In Lieu	**$**	**1,379,369**
Total Allocated in Fund Balance	**$**	**16,099,057**

Fund 858 – Fractional Mello Roos

This fund finished the year with a restricted fund balance of $286,928. As the Community Recreation Center (CRC) completed its first year of operation, there were significant differences in the activity within this fund. As the CRC enters its third year of operation, staff expects a continued evolution of both revenue potential and refinement of operational expenses. To accommodate this evolving performance, staff are not recommending any allocation or adjustment to the fund balance.

Fractional Mello CFD 2004-1 - Fund 858

As of June 30, 2025

Item		Amount
FY23-24 Fractional Mello CFD 2004-1 Fund Balance	$	152,564
Revenue		
Operational - Fees and Charges	$	530,796
Tax Assessment	$	198,578
CRC Support - Measure R	$	112,000
Corporate Sponsorship	$	98,500
CRC Support - General Fund	$	75,000
Community Donations	$	20,000
Interest on Investments	$	11,962
Refunds and Rebates	$	21
Total FY24-25 Revenue for Fractional Mello CFD 2004-1	**$**	**1,046,858**
Expenditures:		
Community Recreation Center		
Staff Time	$	507,700
Public Utilities	$	169,857
Contract Services	$	144,003
Training & Printing	$	19,930
Maintenance	$	14,150
Supplies	$	10,519
Vehicle Charges	$	10,225
Advertising & Legal	$	6,958
Machinery & Equipment - Non Capital	$	6,777
Special Operational	$	6,633
Equipment Maintenance Agreements	$	5,497
Snow Removal	$	4,985
Uniforms	$	3,114
Misc	$	2,145
	$	912,494
Total FY24-25 Expenditure for Fractional Mello CFD 2004-1	**$**	**912,494**
Estimated Current Fund Balance for FY24-25	**$**	**286,928**
Carry over or Anticipated Items		
	$	-
Estimated Available Fund Balance for Fractional Mello CFD 2004-1	**$**	**286,928**

Assessment Districts

These districts are reviewed on an annual basis considering the total funds available and the anticipated projects or maintenance needs. These districts exist to provide a funding source for improvement projects and maintenance of the property within the special district. NBS consulting group performs an annual review of each district to recommend district assessments based on projected needs for the coming year. Below is a chart of the current assessment districts and their individual balances as of June 30, 2025.

Fund Balance - Assessment Districts

As of June 30, 2025

Assessment District		Balance
Fund 850 - Juniper Ridge	$	175,237
Purpose - Maintenance of landscaping, ornamental street lighting, street signs, snow stakes , and the decorative walls at the entrance.		
Fund 852 - Bluffs	$	(3,212)
Purpose - Debt Service for the development costs of the Bluff's Subdivision.		
Fund 853 - Bluffs Maintenance	$	692,898
Purpose - Roadway, drainage, sewer, power, street light, telephone, television cable and gas line improvements on streets within the Bluff's subdivision and between subdivision entrances.		
Fund 854 - North Village	$	701,695
Purpose - Debt Service for the District improvements include the installation, upgrade, construction, or reconstruction of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and appurtenant facilities.		
Fund 856 - Old Mammoth Road	$	1,007,596
Purpose - Maintenance of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and limited appurtenant services.		
Fund 857 - Village Benefit	$	879,825
Purpose - Maintenance of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and appurtenant facilities.		
Fund 858 - CFD 2004-01 (Fractional Use)	$	285,709
Purpose - Finance the costs and expenses of providing enhanced services and facilities to the Town including police protection services, criminal justice, recreation program operations and maintenance, library services, museums, cultural facilities, parks, parkways and various other facilities and equipment.		
Fund 859 - DIF in Lieu Mello Roos Tax	$	31,315
Purpose - Developer's have the option to pay an annual assessment rather than pay Development Impact Fees upfront. These fees may be used for public benefit facilities. The Town currently has one property within this assessment district.		

Fund 860 - Transit Facilities	**$**	**126,159**
Purpose - Contributes to the town-wide transit system.		
Fund 861 - Mammoth View	**$**	**92,787**
Purpose - The improvements maintained by the District include Viewpoint Road, the Viewpoint condominium emergency access area located to the north of the Viewpoint condominiums, sidewalks fronting the District along Main Street, Mountain Boulevard, and Alpine Circle, and appurtenant facilities.		
Fund 862 - TOML Maintenance CFD	**$**	**95,011**
Purpose - To finance the costs of plowing and removal of snow, and maintenance of curbs/sidewalks, landscapes and streetlights and related appurtenances, within or adjacent to the CFD		

Development Impact Fee Accounts

Development Impacts Fees continue to be recorded through the permit process within the Community Development Department. All funds collected are restricted for specific use intended under the Development Impact Fee schedule. The Town has experienced a growth in construction resulting in significant permit revenue for the Town. Below is the balance of each account as of June 30, 2025.

Fund Balance - DIF Accounts

As of June 30, 2025

The Development Impact Fees have been adopted to defray the cost of new development impacts on existing infrastructure that cannot be accommodated by the existing community. The fees are only for the reasonable incremental cost of new facilities that are required as the result of new development.		
Developmental Impact Fees		**Estimated Fund Balance (Year End)**
Fund 830 - DIF Town Admin Overhead	**$**	**216,878**
Purpose - This fee covers the cost of general administration of the article and any resolution adopted pursuant hereto. Administrative overhead includes, but is not limited to, performance of accounting tasks associated herewith, supervision and handling of funds, preparation and/or updating of master facilities plans, capital financing plans, justification reports and special studies related to development impact fee funded projects.		
Fund 831 - DIF General Facilities & Equipment	**$**	**508,009**
Purpose - A development impact fee is established for general facilities, vehicles, equipment, and new town administrative offices.		
Fund 832 - DIF Law Enforcement	**$**	**32,479**
Purpose - A development impact fee is hereby established for police facilities, vehicles, and equipment.		
Fund 833 - DIF Storm Drains	**$**	**443,949**
Purpose - A development impact fee is established for storm drainage facilities.		

Fund Balance - DIF Accounts

As of June 30, 2025

The Development Impact Fees have been adopted to defray the cost of new development impacts on existing infrastructure that cannot be accommodated by the existing community. The fees are only for the reasonable incremental cost of new facilities that are required as the result of new development.		
Developmental Impact Fees		**Estimated Fund Balance (Year End)**
Fund 834 - DIF Parks and Recreation	**$**	**415,339**
Purpose - A development impact fee is established for park land, parks, and recreation facilities.		
Fund 835 - DIF MCOE - Library	**$**	**404,917**
Purpose - The Town collects the fees on behalf of the MCOE and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 836 - DIF Streets & Circulation	**$**	**170,453**
Purpose - This fee is the pro-rata share for new development for street infrastructure projects to maintain a circulation level LOS D for streets and intersections as described in the General Plan EIR.		
Fund 837 - DIF MCOE Childcare	**$**	**100,601**
Purpose - The Town collects the fees on behalf of the MCOE and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 838 - DIF Fire Facilities, Vehicles & Equipment	**$**	**455,025**
Purpose - This fee is for new apparatus and Fire Station. The Town collects the fee on behalf of the Mammoth Lakes Fire Protection District and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 838 - Airport Improvements	**$**	**16,330**
Purpose - This fee is for updates to Airport facilities to support additional population. The Town no longer collects the fee per the 2015 DIF Study. Recommend the existing balance be used for a suitable project.		
Fund 840 - Public Art	**$**	**73,538**
Purpose - This fee is to develop and maintain a visual arts program for residents and visitors, adding economic vitality to the community. This fee has been temporarily reduced since 2015 to provide staff time to evaluate and update the program.		
Fund 841 - DIF Transit & Trails	**$**	**859,521**
Purpose - A development impact fee is established for trail construction and transit facilities.		

Fund 910 – Garage Services

The Vehicle Service Fund, also referred to as the Garage, operates as an Internal Service Fund (ISF), and is used to track the cost of maintenance for our vehicle fleet. The garage staff is comprised of four mechanics, one mechanic trainee, one mechanic lead worker, one fleet superintendent, and one fleet manager. The staff maintains all vehicles in the Town's fleet, including most repairs, fuel, and periodic maintenance. When work is performed on a vehicle, the department where that vehicle is assigned will be charged the cost of repair including staff time. The goal of this fund is to have all expenses covered by services provided and to not carry a large fund balance. The QuickBase software is built for the garage tracks both maintenance work, parts inventory and billing. The software operates well and will be fine-tuned to improve the program. The inventory annual count has been put in place and will be done annually as part of year end close. As the garage continues to operate with new software, we will continue to maintain software for streamlined operations and billing for a fully functioning Internal Service fund. Below is a reconciliation of all activity in this fund for FY24-25.

Garage Services - Fund 910

As of June 30, 2025

Item		Amount
FY23-24 Garage Services Fund Balance	$	2,556,576
Revenue		
Garage Services - ESTA	$	814,016
Garage Services - County	$	35,055
Garage Services - MLFPD	$	77,345
Garage Services - Schools	$	118,141
Garage Services - Round Valley	$	20,541
Internal Departments - Charges for Services	$	431,674
Interest on Investments	$	107,698
Total FY24-25 Revenue for Garage Services	**$**	**1,604,471**
Expenditures:		
Staff Time	$	990,640
Fuel	$	428,713
Parts	$	226,540
Machinery & Equipment - Non Capital	$	14,212
	$	1,660,104
Total FY24-25 Expenditure for Garage Services	**$**	**1,660,104**
Projected Garage Service Fund Balance	**$**	**2,500,943**
Allocated Items		
Accounts Receivable	**$**	**116,546**
	$	**116,546**
Unallocated Garage Services Fund Balance	**$**	**2,384,397.47**

Fund 915 – Vehicle Replacement Fund

The vehicle replacement fund was created in FY21-22 to allow for collection of vehicle replacement charges for vehicle replacement. This change was made to separate two diverse but equally important motor pool functions and provide clarity on the cost of operations for the unit. The vehicle replacement portion supports the purchase of a replacement vehicle once the existing piece of equipment has reached end of useful life. This is accomplished using a calculation to estimate required annual set aside to cover future replacement costs based on expected lifespan, original vehicle costs and annual CPI increases. The vehicle is assigned to a division which charges specific funds and departments who use the vehicle.

The activity for Fund 915 is summarized below:

Vehicle Replacement - Fund 915

As of June 30, 2025

Item		Amount
FY23-24 Vehicle Replacement Fund Balance	$	12,284,318
Revenue		
Vehicle Replacement Charges	$	373,014
Interest on Investments	$	219,195
Refunds & Rebates	$	(46,034)
Sale of Fixed Assets	$	152,000
Total FY24-25 Revenue for Vehicle Replacement	**$**	**698,175**
Expenditures:		
Vehicle Purchases	$	411,935
Machinery & Equip - Capital	$	62,373
	$	474,308
Total FY24-25 Expenditure for Vehicle Replacement	**$**	**474,308**
Projected Vehicle Replacement Fund Balance	**$**	**12,508,185**
Allocated Items		
Vehicle Replacement	**$**	**12,508,185**
Unrestricted Cash - ($12,508,185)		
Outstanding Balance - Internal Loan - ($0)		
	$	**12,508,185**

Fund 980 – Future Capital Reserve

Fund 980 was created in FY23-24 by separating elements of Fund 990 for Debt servicing out of the fund. Below is a reconciliation of all activities in Fund 980 during Fiscal Year 2024-25. these activities as well as the specific elements contained in the balance. While these elements may be committed, they may be reallocated based on Town Council direction.

Future Capital - Fund 980

As of June 30, 2024

Item		Amount
FY22-23 Future Capital Balance	$	-
Revenue		
Transfer In - Fund 990 - Creation of Fund	$	8,281,271
Total FY23-24 Revenue for Future Capital	**$**	**8,281,271**
Expenditures:		
Debt Service Payment - MLLA Settlement	$	-
	$	-
Total FY23-24 Expenditure for Future Capital	**$**	-
Future Capital Fund Balance	**$**	**8,281,271**
Allocated Items		
Town Facility Damage	**$**	**1,627,250**
Future Capital - Undesignated	**$**	**3,813,019**
Capital Project Contingency	**$**	**1,000,000**
TBID Project Match	**$**	**500,000**
Child Care - Set aside funding.	**$**	**400,000**
SHARP Project	**$**	**101,530**
Parks Deferred Maintenance	**$**	**42,612**
Capital Funds - Dog Park project - use of Future Capital	**$**	**252,523**
Solid Waste - Capital Project	**$**	**365,445**
Creating Future Capital Fund Bond Reserve	**$**	**178,892**
	$	**8,281,271**
Unallocated Future Capital Fund Balance	**$**	-

Fund 990 – Debt Service

This fund is designated for annual debt service requirements. The majority of the debt service payments are from the General Fund; however, both Measure R and Measure U contribute to debt service annually. The required funds are transferred into fund 990 and all payments are made from the same account. The reconciliation below shows activity for FY24-25 for debt service. The debt service for the police station was fulfilled last fall, and the Certificates of Participation were finalized. The only current debt carried by the Town is for the MLLA Settlement, the Multiuse Facility and COP for Town Hall. The activity in Fund 990 for Debt Service is summarized below:

Debt Service - Fund 990

As of June 30, 2025

Item		Amount
FY23-24 Debt Service Balance	$	1,945,272
Revenue		
Transfer In - GF - Debt Payment MLLA Settlement	$	2,000,000
Transfer In - GF - Debt Payment - Vehicle Loan	$	940,000
Transfer In - Measure R - Multi Use Facility	$	610,994
Reserve Deposit - Debt Payment - Police Facility	$	332,151
Transfer In - GF - Debt Payment - Police Facility	$	315,073
Transfer In - Measure U - Foundation Property Purchase	$	180,000
Franchise Solid Waste Revenue	$	26,136
Misc	$	5,000
Total FY24-25 Revenue for Debt Service	**$**	**4,409,353.68**
Expenditures:		
Transfer Out - Increase of Debt Reserve for COP	$	335,000
Debt Service Payment - MLLA Settlement	$	1,868,498
Debt Service Payment - Lease Revenue Bond 2015 Loan Fee	$	3,750
Debt Service Payment - 2024 CIP CIP CIVCTR	$	1,191,194
Debt Service Payment - Multi Use Facility	$	610,994
Loan Fees	$	6,680
	$	4,016,116
Total FY24-25 Expenditure for Debt Service	**$**	**4,016,115.77**
Projected Debt Service Fund Balance	**$**	**2,338,510.39**

Conclusion

The Town of Mammoth Lakes continues to be in a strong financial position from the continued revenue growth provided by visitation and conservative budget practices. This approach allows for strategic funding for one-time projects without increasing the overall operating costs of the Town. This fiscal approach and discipline remain the cornerstone of our success and ability to invest in our community.

OPTIONS ANALYSIS

Option 1: Staff recommend the Town Council receive the pre-audit actual financial presentation for Fiscal Year 24-25 and adopt the resolution amending the FY25-26 budget as recommended in Attachment A.

Option 2: Council provide alternate direction on staff recommendations and direct staff to bring back appropriately amended budget adjustments for future Council adoption.

FINANCIAL CONSIDERATIONS:

Adopt Budget Adjustments for FY 2025-26 Budget as detailed in Attachment A

The Town continues to have adequate resources to meet unknown financial needs, including reserve funds that are committed to specific work program areas. All these actions are taken together to meet the needs of the Town in providing public services.

FY24-25 Financial Results

Fund Balances

Fund 100 - General Fund

Fund Balance - General Fund

As of June 30, 2025

Fund 100 - General Fund		Balance
Total Fund Balance as of 6/30/2024	$	17,037,022
Net change to fund Balance from FY24-25 Activity	$	6,309,053
Projected Fund Balance as of 6/30/2025	$	23,346,075
Reserve for Economic Uncertainty (REU) - Committed	$	6,644,421
Operating Reserve (OR) - Committed	$	1,650,000
Debt Reserve (DR) - Committed	$	1,435,000
Housing Reserve - Assigned	$	1,555,357
Transit Reserve - Assigned	$	3,798,005
Tourism Reserve - Assigned	$	3,095,994
Unrestricted Fund Balance FY24-25	**$**	**5,167,298**

Mammoth Lakes CALIFORNIA

FY24-25 – Carry Over Commitments

Reserve Account Carry Over Commitments FY24-25 Item		Amount
Housing Reserve - Carry Over - Detail included in Housing Reserve Reconciliation	$	260,350
Transit Reserve - Carry Over - Detail included in Transit Reserve Reconciliation	$	2,300,000
Tourism Reserve - Carry Over - Detail included in Tourism Reserve Reconciliation	$	865,000
	$	3,425,350

Carry Over Commitments FY24-25 Item		Amount
Parks and Recreation Master Plan - 1st qtr FY24-25	$	300,000
Wildfire Crews for MLFPD - 100-413-43031	$	200,000

Total Carry over from prior year	$	500,000
Available Fund Balance from FY24-25 Activity	$	4,667,298

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Staff Recommendations

One Time Funding and Project Recommendations Item		Amount
Housing Now! - Land Acquisition (Tourism Reserve)	$	2,000,000
Capital Projects - DRMACC - Construction Contingency (General Fund)	$	1,500,000
Capital Projects - Child Care Tenant Improvements (General Fund)	$	1,300,000
Housing Now! - Land Acquisition (General Fund)	$	1,000,000
Housing Now! - Parcel Phase II, Kingfisher II (Housing Reserve)	$	800,000
Housing Now! - Land Acquisition (Housing Reserve)	$	250,000
Capital Projects - DRMACC - CMU Surface Treatment (General Fund)	$	250,000
	$	7,100,000

Mammoth Lakes CALIFORNIA

Staff Recommendations

Housing Now! – Land Acquisition - ($3,250,000) The Town has the opportunity to acquire land, zoned appropriately for affordable housing needs, from our partners at Mammoth Lakes Foundation (MLF).

Housing Now! – Parcel Phase II, Kingfisher II - ($800,000) Set Asside for the first payment required in 2027 for The Pacific Company to complete Kingfisher II

Capital – DRMACC Construction Contingency - ($1,500,000) - to provide this critical contingency funding for construction of the MACC

Capital – DRMACC CMU Surface Treatment - ($250,000) to provide a higher standard of aesthetics of the of exposed concrete masonry units (CMU) in its construction to match our environment.

Capital – Childcare Facility - Interior - ($1,300,000) To provide Tenant Improvments based on community partners coalition in the development of this facility to open Summer 2027.

Mammoth Lakes CALIFORNIA

Staff Recommendations

One Time Funding and Project Recommendations Item		Amount
Services - Archiving contract (SyTech Solutions)	$	80,000
Services - Certified Property App (Software Development)	$	80,000
Services - Childcare Program Analysis	$	40,000
Services - Emergency Food Assistance (SNAP)	$	20,000
	$	220,000

Mammoth Lakes CALIFORNIA

Staff Recommendations

Archiving contract (SyTech Solutions) - ($80,000) This request the scanning of Town documents to digitize our document storage in preparation for the move into the new Town Hall.

Certified Property Application - ($80,000) This new program is currently functioning but requires a significant re-write to support better performance and scalability as well as training for ongoing maintenance.

Childcare Program Analysis - ($40,000) This is for a specialized consultation in program development who will provide analysis on how to hit a price point on daily rate that will maximize utilization of the facility and effectively address the needs of multiple segments of our community.

Emergency Food Assistance (SNAP) Funding - ($20,000) to partner with Mono County in providing emergency food assistance for SNAP recipients during the government shutdown. Since authorization to fund program government reinstated the program reducing fiscal need.

Staff Recommendations

Facility Maintenance - ($174,000) The Town staff have identified a number of investments needed to update existing facilities, providing regular maintenance and functional updates to improve our operations.

One Time Funding and Project Recommendations		
Item		Amount
Facility - Whitmore Pool - Heater Replacement	$	48,000
Facility - Full AC system for Sprung Structure - Airport	$	35,000
Facility - Whitmore Sewer System	$	30,000
Facility - Town Yard - Light Replacement (Fluorescent to LED)	$	25,000
Facility - Police Department Building Maintenance	$	20,000
Facility - Whitmore Pool - roof repair deductible	$	10,000
Facility - Town Yard - Replace Boiler Pump	$	6,000
	$	174,000

Staff Recommendations

Equipment and Amenity Components - ($203,900) - Staff has identified a number of equipment needs to support operations and our recreation amenities. These requests include vehicles that fall below our threshold for the vehicle replacement program, specific mechanic tools for vehicle maintenance, and supplies for our parks.

One Time Funding and Project Recommendations		Amount
Equipment - Vehicle Lift for New Bay	$	62,000
Equipment - Shade Tables at Dog Park	$	30,000
Equipment - Towable Air Compressor	$	25,000
Equipment - CRC Access Control	$	18,000
Equipment - Vehicle Diagnostic	$	16,400
Equipment - Ramp Trailer	$	15,500
Equipment - New Tire Balancer	$	12,000
Equipment - Paint Striper - Walk Behind	$	12,000
Equipment - Extended Batting Cage	$	7,000
Equipment - Trash Receptacles	$	6,000
	$	203,900

RESOLUTION NO. 25-

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA,
ACCEPTING THE MID-YEAR UPDATE AND AMENDING THE
FISCAL YEAR 2025-26 BUDGET

WHEREAS, the Town Council has adopted a Fiscal Year 2025-26 Budget; and

WHEREAS, the Town Council wishes to make modifications to that Budget as necessary to the efficient administration of the Town; and

WHEREAS, the Town Council received an update from the Town Manager at the November 19th Town Council meeting regarding the pre-audit fund balance for FY24-25 ending June 2025; and

WHEREAS, the Town Council provided direction to modify revenues and expenses in various funds and departments.

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby directed to make the following modifications to the FY2025-26 budget, as provided for in Attachment A.

APPROVED AND ADOPTED THIS 19th day of November 2025

_____
CHRIS BUBSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

Attachment A

BUDGET TRANSFER

Date of Request: 11/19/2025

Requested By: Megan Chapman
Department: Finance

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
1	Deferred Archive Storage	100-000-20061		100,000			
2							
3	Transfer out to Capital for MAAC	980-599-49999	43608			1,350,000	
4	Transfer in from Future Capital for MAAC	300-000-39999	43608	1,350,000			
5	Transfer out from GF Housing Reserve to Housing Now!	100-445-49999	83176			250,000	
6	Transfer out from GF Housing Reserve to Housing Now!	100-445-49999	43641			800,000	
7	Transfer out from GF Tourism Reserve to Housing Now!	100-480-49999	83176			2,000,000	
8	Transfer out from Measure U to 300 for MACC	217-000-49999	43608			1,800,000	
9	Transfer in from Measure U to 300 for MACC	300-000-39999	43608	1,800,000			
10	Transfer in Housing Now! - Land Acquisition	245-000-39999	83176	2,250,000			
11	Transfer in Housing Now! - Parcel II - Kingfisher II	245-000-39999	43641	800,000			
12	Parks and Recreation Master Plan - Carry over FY24-25	100-432-43031				300,000	
13	Wildfire crews -MLFPD - Carry over FY24-25	100-413-43031				200,000	
14	Capital Projects - MACC - Construction Contingency	100-599-49999	43608			1,500,000	
15	Capital Projects - MACC - CMU Surface Treatment	100-599-49999	43608			250,000	
16	Facilities - Child Care Tenant Improvements	100-599-49999	43675			1,300,000	
17	Transfer In - Capital Projects - Child Care	300-000-39999	43675	1,300,000			
18	Transfer In - Capital Projects - MACC	300-000-39999	43608	1,750,000			
19	Transfer out - GF - Housing Now! - Land Acquisition	100-599-49999	83176			1,000,000	
20	Transfer in Housing Now! - Land Acquisition	245-000-39999	83176	1,000,000			
21	Services - Childcare Program Analysis	100-413-43031				40,000	
22	Services - Emergency Food Assistance (SNAP)	100-413-43031				20,000	
23	Software Development - Certified Property App	100-415-43031				80,000	
24	Facilities - Police Department Building Maintenance	100-420-45060				20,000	
25	Facilities - Whitmore Pool - roof repair deductible	100-434-42007				10,000	
26	Facilities - Whitmore Pool - Heater Replacement	100-434-48300				48,000	
27	Facilities - Whitmore Sewer System	100-434-48300				30,000	
28	Equipment - Shade Tables at Dog Park	100-438-45080				30,000	
29	Services - Archiving contract (SyTech Solutions)	100-440-43031				180,000	
30	Equipment - Trash Receptacles	100-464-43031				6,000	
31	Equipment - Paint Striper - Walk Behind	210-450-46200				12,000	
32	Equipment - Ramp Trailer	210-454-46200				15,500	
33	Equipment - Towable Air Compressor	210-454-46200				25,000	
34	Equipment - Town Yard - Light Replacement (Fluorescent to LED)	210-456-45060				25,000	
35	Facilities - Town Yard - Replace Boiler Pump	210-456-45060				6,000	
36	Facilities - Full AC system for Sprung Structure - Airport	220-471-48200				35,000	
37	Equipment - CRC Access Control	858-436-46200				18,000	
38	Equipment - Extended Battling Cage	858-436-46200				7,000	

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
39	Equipment - New Tire Balancer	910-456-46200				12,000	
40	Equipment - Vehicle Diagnostic	910-456-46200				16,400	
41	Equipment - Vehicle Lift for New Bay	910-456-48200				62,000	
42	Transfer In - Fractional Mello CDF 2004-01	858-000-39999		25,000			
43	Transfer In - Garage Services	910-000-39999		90,400			
44	Transfer In - Gas Tax	210-000-39999		83,500			
45	Transfer In - Airport	220-000-39999		35,000			
46	Transfer Out - General Fund	100-599-49999				233,900	
47	Parcel Phase III Design - Carry Over from FY24-25	100-445-43031				250,000	
48	Deed Monitoring Program - Carry over from FY24-25	100-445-43031				10,350	
49	Bus Replacement award to ESTA - Carry over from FY24-25	100-475-43031				2,300,000	
50	Wildfire Mitigation - Whitebark Contract - Carry over from FY24-25	100-480-43031				610,000	
51	Air Subsidy - Commercial Serivice MOU (BIH) - Carry over from FY24-25	100-480-44220				255,000	

Reason for Transfer:

Reason Budget Available:

Increase in Revenue sources

Funding Source

Department Head Signature:

Town Manager or Administrative Services/Finance Director Signature:

Town Council Approval Date (if required) : Date, Item # -

Reviewed By:

Finance Manager

Keyed By: _____ _____ **Journal #:** _____

Agenda Item _____

File No. _____

AGENDA BILL

Subject: Councilmember Reports
Initiated by: Jamie Gray

BACKGROUND:
Each member of the Town Council is appointed to serve as a Town representative to a number of committees, commissions, and organizations. These groups meet infrequently and from time to time the representatives will report to the rest of the Council at a regularly scheduled meeting.

In addition, Councilmembers on occasion participate in meetings, conferences and seminars, and their reports on these educational opportunities are of benefit to the rest of the Council.

ANALYSIS/DISCUSSION:
California Government Code requirements pertaining to the open meeting act stipulate that all items for discussion must be listed on the agenda before the matter can be discussed and/or acted upon. To meet this requirement, and the intent of the Brown Act, Councilmember Reports are listed on each agenda to allow representatives to report to the rest of the Council at these meetings.

The following is a list of the commission/committees on which members of the Council serve:

Land Use:
Local Agency Formation Commission (LAFCO) – Rice, Truax, and Bubser as alternate
Airport Land Use Commission – Rice, Truax, and Bubser as the alternate
Mono County Collaborative Planning Team (CPT) – Senior Planner Kim Cooke and Bubser and Truax as alternates

Intergovernmental Relations:
Town and County Liaison Committee – Bubser, Rice, and Town Manager and Sauser as alternate
Desert Mountain Division of the League of California Cities – Sauser and Town Manager as alternate
Eastern Sierra Council of Governments (ESCOG) – Bubser, Wentworth, and Sauser as alternate
Great Basin Unified Air Pollution Control District – Wentworth and Bubser as alternate

League of California Cities City Voting Delegate – Bubser and the Town Manager as the alternate
California Joint Powers Insurance Authority Board – Truax and Assistant to the Town Manager as alternate

Transportation:
Local Transportation Commission (LTC) – Bubser, Sauser, and Truax; Town Manager as alternate
Eastern Sierra Transit Authority (ESTA) Board – Bubser and Sauser

Local Issues:
Mammoth Lakes Tourism (MLT) Board – Wentworth
Mammoth Lakes Recreation (MLR) Board – Truax
Eastern Sierra Community Housing Board – Rice
Treasury Oversight Committee – Finance Director; Town Manager as alternate
Parks and Recreation Master Plan Advisory Committee – Rice; Bubser as the alternate

LEGAL CONSIDERATIONS:
According to the California Open Meeting Act, commonly referred to as the Brown Act, the agenda must reflect every matter to be discussed by a governing body.

RECOMMENDATION(S):
This agenda bill is submitted for information only.