

## TOWN COUNCIL STAFF REPORT

Subject: Update on The Parcel and Authorization to Execute Infill Infrastructure Grant

Meeting Date: September 16, 2020

Written by: Grady Dutton, Parcel Program Manager

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### **RECOMMENDATION:**

Staff recommends Town Council receive this presentation, provide comments as appropriate, and authorize the Town Manager to execute the agreement for the Infill Infrastructure Grant, subject to final review by the Town Attorney.

### **BACKGROUND:**

On August 5, staff provided a comprehensive update to Town Council. This presentation is an update of progress since that date. The focus of this update will be a presentation by Pacific West Communities (Pacific) of their progress to date, including site planning, phasing, scheduling and funding concepts for phase one.

### **ANALYSIS:**

This section describes the components of the work program and provides a status update.

#### ***1. Program Management***

- a. Regular Meetings: Continuing bi-weekly.
- b. Schedules: Draft planning, environmental and overall schedules are being prepared. Once an agreement is in place that includes more formal commitments/requirements, we will provide regular detailed updates to Town Council. Pacific will provide a preliminary schedule that includes their short-term goals during their presentation.
- c. Town Council Updates: Agenda Item monthly. Verbally as part of Department Head Reports as new information becomes available.

#### ***2. Infill Infrastructure Grant Application and Award***

- a. Award: Team is continuing discussions related to best use of grant funds. Pacific will describe some initial concepts during their presentation.
- b. Agreement: We are reviewing the standard agreement.
- c. Authorization to Execute: Staff requests Town Council authorization for the Town Manager to execute the agreement once we receive the agreement and have completed our review. The agreement includes substantial boilerplate language and does not include specifics as to the use of the funds.

#### ***3. Data Collection, Planning, and Environmental Disclosure***

- a. Environmental Consultant Selection and Agreement Process: Community and Economic Development staff have identified Michael Baker, Inc. (MBI) as the best consultant team to work with Pacific and the Town to complete the environmental disclosure process and are working with them on some initial steps and working to obtain a full proposal for Town Council authorization.

- b. Technical Studies: Pacific will be reimbursing the Town for technical studies required in support of the planning and environmental process.
  - i. Tree Survey: Complete.
  - ii. Cultural resources report: Complete.
  - iii. Biological resources report: Complete.
  - iv. Wetlands delineation update: Complete.
- c. Environmental Disclosure Process: We have reviewed alternatives and are working with Pacific to finalize the appropriate approach.

4. ***Developer pre-development activities:***

- a. DRAFT Developer Agreement Preparation and Negotiations
  - i. Initial Discussions underway.
  - ii. Draft/Sample Agreement: A sample agreement/term sheet has been received by the Town and is under review.
  - iii. Staff has reviewed an initial outline/term sheet.
  - iv. Final Agreement: Upon receiving comments on the draft information provided by Pacific in this meeting, staff will negotiate a final agreement for consideration by Town Council.
  - v. In advance of the agreement, Pacific is moving forward with a number of other pre-development activities and will be presenting that information during this meeting. A final PowerPoint will be distributed on Monday, September 14 in advance of the meeting. Attached is a narrative prepared by Pacific that describes their work to date. The PowerPoint will include:
    - 1. Site Plan: An updated version will be presented at the meeting.
    - 2. Phasing: A rough layout of a potential phasing approach will be presented at the meeting.
    - 3. Schedule: A preliminary and aggressive schedule for initial work is included with the attached narrative.
- b. Discussion of overall number of units:
  - i. The preferred plan accepted by Town Council in December of 2019 included a guiding principal to “provide long-term community housing by addressing a substantial portion of Mammoth Lakes’ current housing need” and noted a range of overall units of 400-450 total units.
  - ii. During the preliminary planning and public outreach process, there was some discussion about maximizing the density, as the Town has this opportunity to work to provide affordable housing in Town and may not have another of this scale. There was a significant amount of discussion about the look, feel and livability of the future neighborhoods.
  - iii. Pacific has suggested, and staff agrees and recommends, that the planning and environmental documentation process consider a greater density than that shown in the preferred plan. It is recommended the plan show a range of 470 to 580 units. This is by no means a commitment by the Town to allow that many units nor is it a commitment by Pacific to deliver that number. At this point in the process it is simply a way to ensure the overall program is appropriately analyzed.

**5. Next Steps**

- a. September 16: Obtain Town Council input on information available to date.
- b. September: Finalize environmental disclosure process, obtain final proposal from MBI for environmental work and continue with site planning, review standard HCD / Infill Infrastructure Grant agreement.
- c. October: Execute IIG Agreement.
- d. October 7: Town Council Update
- e. November: Joint Town Council/PEDC Workshop
  - i. Master Plan review and discussion
  - ii. Draft Agreement (Town Council)

Attachment: Pacific West Communities Narrative