



Town of Mammoth Lakes

Planning & Economic Development Commission Staff Report

Meeting Date: March 2, 2022

AGENDA TITLE: Selection of Planning and Economic Development Commission Officers and Committee Appointments.

REQUESTING DEPARTMENT:
Community & Economic Development
Sandra Moberly, Director

OBJECTIVE:

1. Appoint a Chair and Vice Chair
2. Appoint Members to the Mobility and Design Committees

SUMMARY:

The Planning and Economic Development Commission appoints the Chair and Vice Chair as well as Committee members on an annual basis. The Commission should appoint officers and committee members as described in the staff report below.

I. BACKGROUND

The Planning and Economic Development Commission is a five-member advisory body to the Town Council. The Commission meets the second Wednesday of each month and has powers and responsibilities as set forth in the Town's Municipal Code Chapter 2.32. Members serve a term of four years with eligibility for reappointment; no term limits apply to the Planning and Economic Development Commission.

The current terms are as follows:

- Michael Vanderhurst – Expiration of term – July 31, 2022
- Jennifer Burrows – Expiration of term – July 31, 2024
- Paul Chang – Expiration of term – July 31, 2024
- Greg Eckert – Expiration of term – July 31, 2022
- Jessica Kennedy – Expiration of term – July 31, 2024

II. ANALYSIS

Standing Committee vs. Ad Hoc Committee

Standing committees are those that have a “continuing subject matter jurisdiction” as defined under the Brown Act. They are permanent committees that handle an issue or issues on a continual basis and are subject to the Brown Act’s notice and posting requirements. Standing committees need not establish a “regular meeting time and place” in any operating rules but they must meet in public and post notices of their meetings. The Act presumes that whenever a standing committee holds a meeting that has been posted at least 72 hours in advance, that noticed meeting is considered the “regular meeting” of the standing committee. (Government Code § 54954)

Ad hoc or “temporary” committees are treated differently under the Brown Act. Ad hoc committees are not subject to the notice and posting requirements of the Act so long as the committee is comprised solely of members of the governing body, i.e., the committee may not contain individuals other than the members of the governing body; consists of less than the number of commission members who, if present at a meeting, would be able to make a decision; has a defined purpose and a time frame to accomplish that purpose; and is advisory, i.e., the committee has not been delegated any decision making power and will be returning to the full commission on its recommendation. Currently, the Planning and Economic Development Commission has no ad hoc committees.

Selection of Officers

The Chair and Vice Chair are selected annually from among the Commission’s members usually at the first meeting after July 31. This item was not brought to the Commission at the August 2021 meeting due to an error by staff. This meeting will allow appointments to the Chair and Vice Chair as well as two “standing” committees, the Design Committee and the Mobility Committee through July 2022. Staff will bring this item back to PEDC for consideration in August 2022. Appointments to committees do not require a formal motion and may be ratified by a consensus of the Commission. Standing committees are required to meet the public notice requirements of the Brown Act.

Design Committee (Standing Committee)

The Design Committee is a standing committee of two members of the Commission who advise staff and applicants on design review of various permit applications and also serve on the Advisory Design Panel¹. Current appointments: Jennifer Burrows and Paul Chang. Alternate: Jessica Kennedy.

Mobility Committee (Standing Committee)

The Mobility Committee is a standing committee of two members of the Commission as well as other representatives from local mobility-related organizations/entities. The Mobility Committee provides input/feedback and helps to prioritize the Walk Bike Ride Action items. Current appointments: Michael Vanderhurst and Jessica Kennedy. Alternate: Greg Eckert

¹ The Advisory Design Panel is an independent body that provides impartial professional advice to Town staff on matters relating to the design of development proposals and the relationship between the development proposal and Mammoth Lakes’ physical environment.

RECOMMENDATION

Staff recommends that the Planning and Economic Development Commission appoint members to the following offices and committees:

- Chair
- Vice Chair
- Design Committee
- Mobility Committee