



Town of Mammoth Lakes

Planning & Economic Development Commission Staff Report

Meeting Date: August 13, 2025

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

REQUESTING DEPARTMENT:
Community & Economic Development – Nolan Bobroff, Director

OBJECTIVE:

1. Appoint a Chair and Vice-Chair
2. Appoint members to the Design Committee

SUMMARY:

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

I. INTRODUCTION AND BACKGROUND

The PEDC is a five-member advisory body to the Town Council. The PEDC 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 PEDC.

The current terms are as follows:

- Michael Vanderhurst – Expiration of term – July 31, 2026
- Billy Deaver – Expiration of term – July 31, 2026
- Cynthia Fleming – Expiration of term – July 31, 2028
- Dawn Vereuck – Expiration of term - July 31, 2028
- Lana Grand - Expiration of term - July 31, 2028

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 PEDC has no ad hoc committees.

Selection of Officers and Committee Members

The Chair and Vice Chair are selected annually from among the PEDC's members at the first meeting after July 31. The current agenda item will allow the PEDC to discuss and select the Chair and Vice Chair and the Design Committee (*Standing Committee*) members for the following year. The appointments will remain in place until August 2026. 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.

Current Chair: Michael Vanderhurst

Current Vice-Chair: Dawn Vereuck

Design Committee (Standing Committee)

The composition of 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. The Design Committee typically meets 4 -6 times per year.

Current appointments: Dawn Vereuck and Cynthia Fleming. Alternate: Lana Grand.

Mobility Committee (Standing Committee)

The Mobility Committee was established in 2017 to develop and prioritize recommendations for implementation of the Walk Bike Ride Action items; however, the Mobility Committee has not met since August 2020. The composition of 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 recommendation is to make no appointments to the Mobility Committee but keep the Committee active should it be needed in the future. No action from the PEDC is necessary for this recommendation.

III. RECOMMENDATION

Staff recommends that the Planning and Economic Development Commission appoint members to the following officer positions and committee appointments:

- Chair
- Vice Chair
- Design Committee

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