

Subject: P&Z 2/12 notes & recommendations for 2/19 consent agenda

Date: Tue, 17 Feb 1998 00:27:49 -0800

From: cgk@hax.com (Chuck Kozak)

To: mary@hax.com, blohman@coastside.net, Perk@montara.com, jmarsh7212@aol.com, threezero@aol.com, chris_mccomb@Prodigy.com, dave-s@coastside.net, cgk@montara.com, kathryn@hax.com, tim@hax.com, laura.mclaughlin@worldnet.att.net, vesprimi@slip.net

Notes from MCC Planning and Zoning Committee Special Meeting 2/12/98

Subject: Focus, Organization, and Means of Operation of the MCC P&Z Committee.

Disclaimer - My notes, not the minutes, and so subject to the usual personal filters. I'm relying on Laura and David to fill in any gaps and/or make any corrections.

-chuck-

Attending: MidCoast Community Council Chair David Spiselman, MidCoast Community Council Member and P&Z Chair Laura Stein, P&Z member Chuck Kozak.

No quorum present, no votes taken. The following was put together by those attending for inclusive on the Consent Agenda of the next P&Z meeting on 2/19/98:

1. Objectives and expectations of Planning and Zoning (P&Z) Committee: Mission Statement. Sponsor: David Spiselman. The following wording was adopted for recommendation as a Mission Statement for the P&Z Committee:

"In conjunction with the County of San Mateo, to study, analyze, and make recommendations on Land Use Planning Issues and Projects, and to create long term strategic Land Use Plans with the community of the MidCoast."

2. Appointment of Co-Chair, decision on length of Chair's term. Sponsor: Laura Stein.

It was decided to recommend:

- a. That both the Chair and Vice-Chair be members of the MidCoast Community Council,
- b. That the Chair and Vice-Chair shall serve one year terms, from Jan. 1 - Dec. 31 or until collapse, whichever is longer,
- c. That the Vice-Chair shall succeed the Chair at the end of the year, or if the Chair collapses earlier,
- d. That MidCoast Community Council member Ric Lohman be appointed Vice-Chair.

3. Membership & Voting Procedure.

It was decided to recommend:

- a. That each MCC member will appoint one member of the community to the P&Z Committee,
- b. That the MCC consider adding two more at-large positions to P&Z for other members of the community,
- b. That the appointees shall be the only ones eligible to vote at the meetings,
- c. If an appointee is not present, the appointing MCC member may vote in their place,
- d. MCC members without an appointee may serve as voting members of the P&Z Committee.
- e. It is very important that MCC members and P&Z members keep themselves briefed of the current activities of the Committee, and that active members keep other Committee and Council members informed. Timely and detailed postings of email are considered sufficient for this task.

4. Procedure/structure for P&Z meetings:

On a variety of topics, the following is recommended:

a. use of facilitator and recorder:

The Chair shall act as facilitator of the meetings, unless a suitable volunteer is appointed. Recording of the "group memory" on a chart pad easel shall be rotated among volunteers. The group shall help the Recorder in noting significant comments, decisions, etc.

b. room arrangement:

To facilitate focus of the group, a semi-circle arrangement of chairs (without a table) facing the Chart Pad will be given a try. For those of us with security attachments to large stacks of paper, tables and extra chairs will be provided outside the semi-circle to hold our stuff.

c. what methods and techniques of discussing, planning, problem-solving, and decision making are we going to use:

This item was passed over for now.

d. how we will determine tasks, deadlines, and responsibilities:

At the Project Referral point (when the County first notifies the Council of a completed application being filed), the Chair will designate a member of the P&Z Committee to be a point-of-contact with the County Planner working on the project. The Committee member and the planner will continue to communicate at least weekly during the processing of the application, and the Committee member will keep the P&Z Committee apprised of the situation, any upcoming deadlines, decision points, public hearings, workshops, and special needs (community review meetings, neighborhood planning sessions, etc.) that may be necessary.

e. enforced time limits:

Time limits will be enforced to their length as specified in the agenda, unless the Committee votes or the Chair decides to extend it. Time management will be the responsibility of the item's sponsor, the Chair, and members of the Committee.

f. use of consent agenda.

Use of the Consent Agenda is encouraged for items on which individuals or small work groups have done extensive and thorough work. These recommendations will be on the Consent Agenda, for instance.

g. meeting date (day of the week).

It is recommended that the P&Z meetings remain on the 1st and 3rd Wednesday of each month.

h. handling of mail

Currently, the Chair regularly checks the mail at the Council PO Box on Tuesday and Saturday. This was considered sufficient, unless someone knows of something specifically time sensitive that is due to arrive, in which case they should take the responsibility to contact the Chair.

i. keys for P&Z members to MCCC office.

Yes, if possible.

j. accountability: informing chair of anticipated absence to meeting.

Any voting member of the Committee who cannot make it to a meeting should take the responsibility to be sure that their sponsoring Council member is in attendance, or if not possible, then the P&Z Chair should be notified.

k. filing.

We need some. Suggestions for an immediate sorting of incoming mail from

The County:

1. Project referral (the notice from the County that a completed application has been filed)
2. Urgent Time-Critical: Items with action deadlines within the next week to 10 days.
3. Notice and Process Items: Meeting notices, project updates, etc.
4. Long Term Planning and Strategic Process Items: Reports and drafts on long-term processes (i.e., updated drafts and reports on ABAG study, Substandard Lot report, etc.)

Any long-term strategy for filing was judiciously avoided.

5. Use of subcommittees for: (30 minutes)

- a. long-term planning (i.e. ABAG study, CCAG report, Substandard Lot study, MidCoast Economic Feasibility study, Master Plan revisions at the Airport and Harbor, Coastal Trail Plans, Design Review)

Suggested area of responsibility: " All obviously precedent-setting current projects as well as any changes to the LCP, General Plan, or Zoning or any other legal or regulatory impact on land use. Projects will be reviewed and tracked as described above in 4d.

b. use of subcommittees for short-term planning:

Suggested area of responsibility: Review of all projects referred to MCC by County Planning regardless of whether they are precedent setting. Projects that appear to fit the above definition of long term will be referred to Long Term Planning Subcommittee, others will be reviewed and tracked as described above in 4d.

c. criteria to determine classification: short -term vs. long-term.
See 5asb above.

At this point, I had to leave the meeting; David and Laura stayed with Leonard Woren to work out #6 below. I trust they will tell us what happened.

6. How will P&Z interface with: (30 minutes)

- a. other committees
- b. the MCCC

*The key objective being to prevent duplication of effort and overlap

Plus

539 P&Z

31fa 150

Subject: Important Addition to P&Z Notes 2/12

Date: Tue, 17 Feb 1998 15:50:15 -0800

From: cgk@hax.com (Chuck Kozak)

To: mary@hax.com, blohman@coastside.net, Perk@montara.com, jmarsh7212@aol.com, threezero@aol.com, chris_mccomb@Prodigy.com, dave-s@coastside.net, cgk@montara.com, kathryn@hax.com, tim@hax.com, laura.mclaughlin@worldnet.att.net, vespremi@slip.net

Oops - missed one. Add to Item #3:

f. All communication with County Officials and Elected Representatives regarding the P&Z Committee's recommendations, decisions, and requests should be through a member of the MCC, preferably the Chair or Vice Chair of P&Z (who, according to 2a above, would both be Council Members.)