

CHARTER: PLANNING AND ZONING COMMITTEE
(Adopted 3/4/98, Laura Stein)

MISSION STATEMENT

"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."

**CRITERIA TO DETERMINE ISSUES, PROJECTS, AND TOPICS WHICH P&Z
WILL ADDRESS**

The Committee's emphasis will be on the broad view of planning. This includes planning for the building of infrastructure: water, sewer, roads, schools, services. Future development will be addressed with relation to the LCP.

APPOINTMENT OF CHAIR AND VICE-CHAIR

- Chair and Vice-Chair will be members of the MidCoast Community Council.
- Chair and Vice-Chair will serve one-year terms – Jan. 1 through Dec. 31.
- Vice-Chair will succeed the Chair at the end of the year.

MEMBERSHIP AND VOTING PROCEDURE

- MCC Board Members will each appoint one member of the community to the Planning and Zoning Committee.
- Voting will only take place by appointees.
- Should an appointee be absent, their associated MCC member may vote in their place.
- MCC members without an appointee may serve as voting members.
- Each MCC Member and designee is responsible for maintaining current communication between themselves. Both parties need to be aware of the current activities and decisions of the Committee.

PROCEDURE AND STRUCTURE OF MEETINGS

- The Chair will act as facilitator of the meetings, unless a suitable volunteer is appointed.
- The role of *recorder* will be rotated among volunteers. The responsibility of the recorder is to write down basic ideas on a chart pad easel in front of the group participants. The objective is not to record everything that is said but to capture enough so that ideas can be preserved and recalled at any time.
- This record is called the *group memory*. It is the responsibility of each group member and the Chair to see that ideas are recorded accurately. The presence of a group memory has many beneficial effects:
 - ✓ Helps a group to focus on a task by providing a physical point of attention; i.e. Rather than sitting in a closed circle around a conference table, channeling their energies toward each other, the group members sit in a semicircle and automatically focus their energies on the problem as represented by the group memory;

- ✓ Participants can relax and let go of ideas in the knowledge that their contributions have been heard and preserved in full view of the group;
 - ✓ Frees you from taking notes;
 - ✓ Helps to prevent endless repetition (you can point to an item whenever an idea has already been recorded);
 - ✓ Encourages participation because it respects individuals (anyone can see that everyone's idea is important enough to be written down);
 - ✓ Provides minutes of the meeting.
- Room arrangement, use of the chair semicircle. One of the most effective ways to get a group to focus on a task is to seat the participants in a semicircle facing a group memory. The pent-up energy of the group is now released and directed toward the common problem as it unfolds on the easel pad in front of the group.
 - Tables will be provided behind the chairs to hold personal belongings. Many people feel uncomfortable without a table in front of them; it becomes a protective barrier. If participants have a lot of written materials in front of them on the table, they can easily get engrossed in reading and doodling and can drop out from the discussion for periods of time. Since the group memory makes note taking unnecessary, the need for a writing surface is diminished.
 - Enforced time limits: Due to the volume of items covered at each meeting, it will be necessary to enforce the time limits specified on the agenda – unless the Committee votes or the Chair decides to extend the time for an issue. Time management will be the responsibility of the item's sponsor, the Chair, and members of the Committee. ‘
 - 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.
 - Meeting Day: First and Third Wednesday of each month.
 - Designees will be provided with keys for the MCC office.
 - Accountability: Any voting member of the Committee who cannot attend a meeting is responsible to insure that their sponsoring MCC Council member is in attendance. If neither can attend, the Chair is to be notified in advance.

SHORT TERM (PROJECT) PLANNING

- P&Z will review all Referral of Planning Permit Application for Review and Recommended Conditions of Approval (Project Referrals) forwarded to us by the County of San Mateo's Planning and Building Division.
- Each permit application will be assigned to a member of the Committee on a volunteer basis or by rotation. The assignee will be the point of contact with the County Planner assigned to the project. The Planner and P&Z assignee will communicate weekly during the processing of the application.
- A "Permit Application" Log will be maintained by the Chair or Vice-Chair. The log will note: postmark of app., deadline date for response, what is being proposed, the County Planner assigned, the P&Z member assigned and date, and the action taken, by P&Z, on the application.
- The P&Z assignee will be responsible for notifying our Committee of the timeline, need for placing the project on the agenda, decision points, need for help or research, need for public hearing and follow-up.
- Our recommendations and/or recommended conditions of approval will be determined by the following:
 1. Is the proposed project precedent setting?
 2. Is the proposed project in conflict with the LCP and/or Community Vision?
- We will respond in writing to the Planner on all proposed permits – including those that we approve.

USE OF SUBCOMMITTEES FOR LONG TERM PLANNING (STRATEGY) PROJECTS

- Subcommittees will be formed to address projects that meet the following *precedent setting* criteria:
 1. Does the project impact or require changes to the LCP?
 2. Does the project require changes to the General Plan?
 3. Does the project require changes to our current zoning?
- Projects will be assigned to a specific Committee Member (Project Manager).
- Project Managers will create and staff their subcommittee. It is hoped that members of the community, not currently active, will be recruited to staff the subcommittees, in addition to other members of the P&Z.
- Project Managers will submit the following material to the Chair regarding their Project:
 1. Specific goal
 - a) Pinpoint issues or problems
 - b) What is your purpose?
 - c) Recommend a course of action
 2. Set a final deadline

3. Break project into subtasks
4. Organize subtasks into an appropriate progression
5. Set a schedule: deadlines for individual tasks and steps
6. Delegate specific tasks
7. Indicate staffing needs
8. How other committees will be involved

THE PROCEDURE BY WHICH P&Z WILL INTERFACE WITH OTHER COMMITTEES AND THE MCC

When the same issue, topic or project is being addressed by more than one Committee (i.e. The Airport Master Plan – involves land use planning in conjunction with the work of the Airport Committee), the P&Z Committee Member, assigned to that topic, will coordinate with the Chair of the corresponding Committee. (Suggested methods of coordination include: attending the corresponding Committee meetings, phone contact or e-mail.) The purpose of “Committee coordination” is to allow the creation of one comprehensive report. This report will be submitted to the MCC for review. Note: care must be exercised that the Brown Act restrictions are observed.

MAIL PROCESSING

- The MCC Chair will deliver mail to the MCC office at least twice a week (Wednesday and Saturday). All mail will be placed in the Black Binder (incoming mail), marked with the postmark date.
- The P&Z Committee Chair, or Vice-Chair will review all incoming mail. The following items will be routinely placed in the P&Z Red Binder:
 1. Building Permit Applications and correspondence regarding same
 2. Staff Reports and correspondence on Special Projects being addressed by P&Z
 3. Zoning Administration agendas and minutes
 4. Planning Commission agendas and minutes
 5. BOS agendas
- When mail is removed from the Black Binder (incoming mail), a copy will be made of the first page of the material removed. This page will be marked with P&Z and the date removed. The purpose being to insure that all MCC members are able to locate any mail items that have been removed and placed in the P&Z binder.
- A routine part of P&Z’s agenda will be the announcement and delegation of pertinent mail.