



MARIPOSA COUNTY

Planning · 209-966-5151



RESOLUTION - ACTION REQUESTED 2016-112

MEETING: March 8, 2016

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Approve the Catheys Valley Community Planning Advisory Committee
By-Laws

RECOMMENDATION AND JUSTIFICATION:

Approve the Catheys Valley Community Planning Advisory Committee By-Laws.

In accordance with Section 2.50.100.G of the Mariposa County Code, the Planning Director is responsible for the preparation of draft by-laws for the review and approval of the Planning Advisory Committees with final approval of the by-laws by the Board of Supervisors.

At their October 29, 2015 meeting the Catheys Valley Community Planning Advisory Committee recommended that the Board of Supervisors approve the attached by-laws.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Over the years the Board of Supervisors has approved by-laws for various planning advisory committees:

Wawona Town Planning Advisory Committee by-laws were approved December 12, 2006.

Fish Camp Town Planning Advisory Council by-laws were approved March 6, 2007.

Midpines Planning Advisory Committee by-laws were approved April 6, 2010.

These previously adopted by-laws served as a template for preparation of the draft Catheys Valley Community Planning Advisory Committee by-laws.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board of Supervisions could make modifications to the draft by-laws or if the Board does not approve the by-laws they would be referred back to the Catheys Valley Community Planning Advisory Committee for further review.

ATTACHMENTS:

151029 draft by laws approved by CVPAC, to BOS 160308 for adoption (DOC)
151029 CV PAC Draft Minutes (DOC)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 3/3/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

Catheys Valley Community Planning Advisory Committee

By-Laws

Article I Name of Organization

Section 1: The name of this organization shall be the Catheys Valley Community Planning Advisory Committee (hereinafter referred to as “the Committee”), as authorized by Section 2.50.100C of the Mariposa County Code and Resolution No. 2003-438.

Article II Purposes of the Committee

Section 1: The Committee has the following purposes:

- (a) to prepare and recommend a Community Plan,
- (b) to prepare and recommend applicable implementation regulations – such as zoning and design review – for the Plan to be adopted by the Board of Supervisors, and
- (c) to make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.

Section 2: The mission of the Committee is to represent the views and interests of the Catheys Valley Planning Area in a credible, conscientious, and fair manner.

Article III Members

Section 1: Membership on the Committee shall consist of nine (9) voting members appointed by the Board of Supervisors. The members of the Committee shall be comprised of members who shall be from one of the following groups:

- a) Property owners within the Catheys Valley Planning Area, or
- b) Owners of businesses located within the Catheys Valley Planning Area, or
- c) Employees of businesses located within the Catheys Valley Planning Area, or
- d) Electors registered to vote within the Catheys Valley Planning Area, or
- e) Residents of the Catheys Valley Planning Area.

Section 2: Ex-officio non-voting members appointed by the Board of Supervisors may include but are not limited to:

- a) the Board of Supervisors member from the Supervisorial District which includes Catheys Valley;
- b) the Planning Commissioner and the Parks and Recreation Commissioner from the Supervisorial District which includes Catheys Valley; and

- c) a representative from any of the following: California Department of Forestry and Fire Protection (CalFire), Mariposa County Fire Department, Mariposa County Public Works Department, and Mariposa County Planning Department.

Attendance of an ex-officio member may be requested in advance of any meeting of the committee.

Section 3: Committee members shall be appointed to staggered two-year terms and may be reappointed by the Board of Supervisors without term limitations. All terms shall expire upon the last day of February of the appropriate year. Committee members' terms shall be governed by Mariposa County Code, Section 2.50.100.C.

Section 4: Committee members shall provide advance notice to the Chair if they are unable to attend a meeting. The Chair shall determine if the absence is excused or un-excused. If a member fails to attend two consecutive meetings without a valid excuse for those absences, the Chair shall refer the matter to the County Supervisor of District III with a recommendation as to whether the member should remain on the Committee.

Article IV Officers

Section 1: Officers of the Committee shall consist of the Chair, the Vice-Chair, and the Secretary, to serve one year terms or until the successor of each is appointed and qualified.

Section 2: The Chair shall preside at all meetings of the Committee and shall perform all duties necessary or incidental to the office, including approval of the agenda topics for all such meetings.

Section 3: The Chair (or designee) shall represent the Committee at other public meetings and community events. The Chair shall only provide such representation based upon action taken by the Committee at a regularly scheduled meeting of the Committee in which a quorum was present.

Section 4: The Vice-Chair is Chair in the absence or inability of the Chair to act. The Secretary is Chair in the absence or inability of both the Chair and Vice-Chair to act.

Section 5: The Secretary shall prepare draft minutes of the meetings. The Secretary shall provide draft meeting minutes to the Planning Department within one week after the meeting. The Secretary shall provide final (approved) meeting minutes to the Planning Department within one week of approval.

Section 6: The Committee may request that the Planning Director (or the Planning Director's designee) serve as Secretary, provided that the Planning Director has staff and resources available for the purpose of preparing brief minutes. The Planning Director (or designee) shall be responsible for posting and distributing the agenda and agenda packets. The Planning

Director (or the Planning Director's designee) is responsible for recording the meeting and the archival storage of the audio.

Section 6: At the first scheduled meeting of each year, the Committee shall elect officers. Members will assume office immediately at that time.

Article V Ad-Hoc Study Committees

Section 1: At its discretion, and by a majority vote, the Committee may appoint members of the Committee to study specific items as determined by the Committee. The membership of any ad-hoc study committee may not comprise a quorum of the Committee.

Section 2: Ad-Hoc Study Committees may make recommendations and submit them to the Committee for review and possible action.

Section 3: Ad-Hoc Study Committees may include participants who are not Committee members, but whose participation is deemed valuable to the subject being studied.

Article VI Meetings

Section 1: All meetings of the Committee are open to the public. Members of the public may bring matters to the attention of the Committee, express opinions and request action. No action will be taken on items not on the agenda. Meetings of the Committee shall be subject to the provisions of the California Open Meeting Law (Brown Act) and shall be conducted in accordance with Robert's Rules of Order.

Section 2: Meetings shall be held at the call of the Chair or at the request of the majority of the Committee members. The Committee may consider an annual schedule of meetings for the coming year at its final meeting of the calendar year. If regular monthly meetings are not needed, meetings may be scheduled on an as-needed basis. Scheduling of "as-needed" meetings shall be coordinated by the Planning Director (or designee) and the Chair.

Section 3: Notice of Committee meetings shall be posted and published not less than fourteen (14) days prior to the date of the meeting at the following locations:

- a) The Planning Department internet site,
- b) The Mariposa County Government Center,
- c) The Catheys Valley Post Office,
- d) The meeting location, and
- e) Publication shall occur in a newspaper of general circulation

The Planning Director may supplement required notifications in any manner deemed appropriate for the content of the proposed agenda.

Section 4: An agenda shall be posted at the meeting location at least 72 hours prior to any regular meeting by the Chair (or designee).

Section 5: A quorum for a duly held meeting and for action on any item shall consist of a majority of the voting Committee members.

Section 6: At the discretion of the Chair, or upon request of a Committee member, public input on matters being considered by the Committee may be time-limited in order to allow for participation from all members of the public present who would like to speak, or for adequate deliberation by the Committee before making a decision.

Section 7: Every decision made by a majority of the members present at a duly held meeting, at which a quorum is present, shall be regarded as a decision of the entire Committee.

Section 8: An item on the agenda may, unless otherwise provided by ordinance, be continued to the next scheduled or to a subsequent meeting of the Committee, the date, time, and location to be specified.

Article VII Correspondence

Section 1: All correspondence received by any Committee member regarding matters being considered by the Committee shall be forwarded to the Chair, for distribution to all Committee members.

Section 2: Upon receipt of any correspondence directed to the activities or responsibilities of the Committee, the Chair shall place the correspondence on the agenda of the next regularly scheduled meeting, time permitting, for discussion by the Committee.

Section 3: The Chair (or designee) shall reply to any correspondence, or refer the correspondence to the Mariposa County Planning Commission or Board of Supervisors, based upon action taken by the Committee at a meeting in which a quorum is present.

Article VIII Amendments

Section 1: These by-laws and any amendments to these by-laws may be approved only at a regular meeting of the Committee.

Section 2: These by-laws and any amendment approved by the Committee will be submitted to the Board of Supervisors for review and final approval.