



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Board of Supervisors
Department No.:
For Agenda Of: November 20, 2007
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: John Baker, Director of Planning and Development
Contact Info: John McInnes, Director, Long Range Planning
805-568-3552

Derek Johnson, Deputy Director, Long Range Planning
805-568-2072

SUBJECT: Summerland Planning Advisory Committee ("SunPAC")

County Counsel Concurrence:

As to form/legality: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Recommended Action(s):

That the Board of Supervisors:

1. Create the Summerland Planning Advisory Committee ("SunPAC") by adopting a resolution (Exhibit 1) approving the formation of the SunPAC.
2. Establish the mission of the SunPAC to advise the Planning Commission and the Board of Supervisors on preparation of Commercial Design Guidelines, an update of the Board of Architectural Review (BAR) Guidelines for Summerland and a focused update of the Traffic, Circulation and Parking Chapter of the Summerland Community Plan.

Summary:

This item is on the agenda for the Board of Supervisors consideration pursuant to procedures outlined in Section V, Appointment Process and Membership Term, in the Board adopted General Plan Advisory Committee Guidelines of April 9, 1991.

The formation of a General Plan Advisory Committee ("GPAC") can be accomplished by approving the recommended actions creating the GPAC, appointing its members and identifying its mission. The Summerland Planning Advisory Committee is intended to operate as a GPAC and will be governed by the general provisions of the Board adopted GPAC Guidelines dated April 9, 1991 (see Exhibit 1 and Attachments).

Background:

The County Board of Supervisors adopted the Planning and Development’s Office of Long Range Planning Division Work Program which included the development of Summerland Commercial Design Guidelines, an update of the BAR Guidelines for Summerland and a focused update of the Traffic, Circulation and Parking Chapter of the Summerland Community Plan. The proposed design guidelines and updates will address architectural design, quality and compatibility of future infill and redevelopment in the Summerland commercial corridor; the design, quality and compatibility of new residential construction and additions; the need to address traffic parking and circulation issues within the community while enhancing the new streetscape improvements on Lillie Avenue.

The Summerland Planning Advisory Committee will collaborate with the community to assist with the items:

- Phase I - Development of Commercial Design Guidelines for Summerland
 - Estimated timeframe November 2007 through May 2008
- Phase II - Update of the BAR Guidelines for Summerland
 - Estimated timeframe May 2008 through September 2008
- Phase III - Update of the Traffic Circulation and Parking Chapter of the Community Plan
 - Estimated timeframe September 2008 through December 2008
- Phase IV - Environmental review, adoption and certification by the California Coastal Commission
 - Estimated timeframe January 2009 through February 2012

Fiscal and Facilities Impacts:

There is no provision of compensation or reimbursement to the SunPAC. Although not a direct cost of the formation of the GPAC, there are several indirect costs associated with the operation of the SunPAC. Meeting materials and supplies shall be provided by the County through the Planning and Development Department and there is a nominal cost for mileage reimbursement. Therefore, there is an approximate cost of \$1,000 to Planning and Development per meeting for hearing support. The specific plan update process is estimated to cost \$453,000.

Budgeted: Yes No

Fiscal Analysis:

Funding Sources	Current FY Cost:	Annualized Cost:	Total Project Cost
General Fund	\$ 28,849.72		\$ 452,834.00
State			
Federal			
Fees			
Other:			
Total	\$ 28,849.72	\$ -	\$ 452,834.00

Funding for the current FY costs associate with the Summerland Commercial Design Guidelines, update of the Board of Architectural Review (BAR) Guidelines for Summerland and a focused update of the Traffic, Circulation and Parking Chapter of the Summerland Community Plan was included in the

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adopted Fiscal Year 07/08 budget in the General County Programs, Planning and Development budget located on page D-284 of the County FY 07/08 budget.

Creation of the Summerland Planning Advisory Committee is not a mandated activity. It was undertaken by the County on an elective basis. No changes in service levels would occur.

There would be no facilities impact.

Staffing Impact(s):

Legal Positions:

N/A

FTEs:

N/A

Special Instructions:

1. Clerk of the Board shall post legal notice in the Santa Barbara Newspress at least 10 calendar days before the hearing.

Attachments: (list all)

1. Exhibit 1: Resolution in the Matter of Adopting Formation of the Summerland Planning Advisory Committee (SunPAC).
2. Attachment A: Summerland Community Plan Boundary Map.
3. Attachment B: April 9, 1991 County of Santa Barbara Board Approved GPAC guidelines.
4. Attachment C: Organizational Framework for the Summerland Planning Advisory Committee

Authored by:

Derek Johnson, Deputy Director, Office of Long Range Planning, 805-568-2072

cc: Shaunn Mendrin, Senior Planner, Office of Long Range Planning

EXHIBIT: 1

**Board of Supervisors Resolution in the Matter of Adopting
Formation of the Summerland Planning Advisory Committee**

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF APPROVING) RESOLUTION NO: 07-379
FORMATION OF THE)
SUMMERLAND PLANNING)
ADVISORY COMMITTEE)

WHEREAS, in June 2007, the Board of Supervisors approved the following: the development of Summerland Commercial Design Guidelines, an update of the Board of Architectural Review (BAR) Guidelines for Summerland, and a focused update of the Traffic, Circulation and Parking Chapter of the Summerland Community Plan in Comprehensive Planning Division's Work Program; and

WHEREAS, in October 1992, the Board of Supervisors approved the Summerland Community Plan and accompanying Board of Architectural Review Guidelines for Summerland; and

WHEREAS, in January 2001, the County of Santa Barbara Department of Public Works Transportation Division developed a conceptual plan report for the proposed phased circulation and parking improvements for the community of Summerland, and the construction of Phase 1 and 2A will begin this fall and early winter; and

WHEREAS, the 1992 Summerland Community Plan has reached its horizon and the Board of Supervisors has ordered the development of Summerland Commercial Design Guidelines, update of the existing Board of Architectural Review Guidelines for Summerland (to be called the Summerland Residential Design Guidelines), and an updated Traffic, Circulation and Parking Chapter of the existing Summerland Community Plan; and

WHEREAS, the Board of Supervisors accepted applications for positions on the Summerland Planning Advisory Committee from residents, property owners and/or business or other community representatives with interests within the Summerland Community Plan update boundary (Attachment A); and

WHEREAS, the First District Supervisor conducted interviews and selected eleven (11) members for the Summerland Planning Advisory Committee; and

WHEREAS, the Board of Supervisors has conducted a duly noticed public hearing.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitations are true and correct.
2. The Summerland Planning Advisory Committee (hereinafter referred to as SunPAC) shall be comprised of eleven members nominated by the First District Supervisor, as follows:

- a. Robert (Robin) Donaldson
 - b. David (Tom) Evans
 - c. Jennifer Fairbanks
 - d. Betty Franklin
 - e. Paul Franz
 - f. Barbara Godley
 - g. David Hill
 - h. Mary Holzhauer
 - i. Nancy Kimsey
 - j. Suzanne Perkins
 - k. Wickson Woolpert
3. The term of office shall be for approximately two (2) years coinciding with the term of office of the First District Supervisor. Termination of members shall be subject to majority approval by the Board of Supervisors. Replacement of members shall be based on nomination by the First District Supervisor subject to approval by the Board of Supervisors.
 4. An election of officers, consisting of at least a Chair, Vice-Chair and Recording Secretary shall take place at the second (2nd) meeting occurring after legal formation of the SunPAC.
 5. A quorum shall consist of 7 members and shall be required to conduct any County-sanctioned SunPAC meetings.
 6. All other provisions of the Guidelines for General Plan Advisory Committees and Similar Advisory Bodies, approved by the Board of Supervisors on April 9, 1991, shall apply to the SunPAC upon formation by the Board of Supervisors, including compliance with the Ralph M. Brown Act governing open meetings for local government bodies.
 7. The Summerland Community Plan update and the development of Summerland design guidelines shall be restricted to the boundary depicted in Attachment A. SunPAC members shall provide goals and comments solely for developments located within this boundary.
 8. The SunPAC is not permitted to review or comment on current development or Long Range Planning projects, unless specifically authorized by the Board of Supervisors. Attachment B depicts the role and function of County staff and the SunPAC. Attachment C illustrates the relationship of the Summerland Planning Advisory Group, the public and the County.
 9. The scope of work for the SunPAC shall be to assist staff in the development of Commercial Design Guidelines, an update of the Board of Architectural Review (BAR) Guidelines for Summerland and a focused update of the Traffic, Circulation and Parking Chapter of the Summerland Community Plan. The SunPAC's role shall include gathering public input, participating in the goal setting process, and developing recommendations on the land uses, policies and programs developed in the specific plan process.

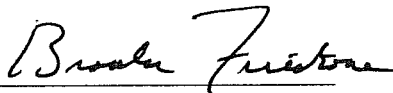
PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this 27 day of November, 2007, by the following vote:

AYES: Supervisors Carbajal, Wolf, Firestone, Gray, Centeno

NOES: None

ABSTAINED: None

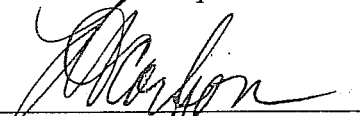
ABSENT: None



BROOKS FIRESTONE
Chair, Board of Supervisors
County of Santa Barbara

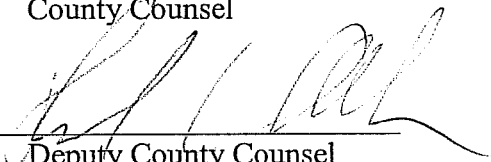
ATTEST:

MICHAEL F. BROWN
Clerk of the Board of Supervisors

By 
Deputy Clerk

APPROVED AS TO FORM:

STEPHEN SHANE STARK
County Counsel

By 
Deputy County Counsel

ATTACHMENT: A

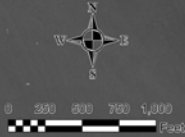
Summerland Community Plan Boundary Map



Summerland Community Plan

 Summerland Community Plan Boundary

Date of Imagery: June 16 & July 13, 2006 (mosaic)



ATTACHMENT: B

**April 9, 1991 County of Santa Barbara Board Approved
GPAC Guidelines**

GPAC GUIDELINES

Guidelines for General Plan Advisory Committees

And Similar Advisory Bodies

Santa Barbara County

April 9, 1991

1. Introduction

The purpose of these Guidelines is twofold:

- 1) To clarify the respective roles of the each participant in the citizen advisory committee process; and
- 2) To outline the “rules of the game,” so that everyone has similar expectations and understanding of the overall process, and each participant sees how they and others *together* contribute to “forwarding the actions;” that is, moving toward accomplishing the committee’s specific product-goals within an appropriate schedule and budget.

The advisory committee process is a collaborative one involving an often diverse array of individuals and viewpoints, levels of expertise and matters of concern. The public, committee appointees, and respective staff from the appointing Supervisor’s office, the Resource Management Department (RMD), and from other agencies and offices all benefit in having a clear understanding of their respective roles and responsibilities in the committees’ conduct of their official business.

We have made an effort to cover all essential aspects of the committee operations, such as how appointments are made, how long each member’s term is, the responsibilities of different participants, conflict of interest issues, and meeting procedures. Nonetheless, these Guidelines are not exhaustive, not do they incorporate all statutes and regulations which may apply to GPAC operations, e.g. State open meetings law (Brown Act). The Guidelines strive to make adequate reference to other rules, as appropriate.

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2. Applicability

These Guidelines apply to all Board-appointed citizen advisory committees whose primary mission involves products and activities of the County Resource Management Department (RMD). Although there are many groups which provide input to the public process, e.g. Technical Advisory Committees, Agricultural Element Advisory Committee, Transportation Demand Management Advisory Task Force, etc., for ease of reference in these Guidelines, they are collectively termed “GPACs” (General Plan Advisory Committees).

3. Establishment of GPACs

GPACs are established to advise the Board of Supervisors, Planning Commission, Planning and Development staff, and other County officials on matters related to the implementation and periodic modification of the Comprehensive Plan. These committees are creation of the County Board of Supervisors; their establishment is not specifically *required* by any State laws or regulations. Therefore, the Board of Supervisors has discretion to create, modify, and terminate GPACs, their membership, mission statement, schedule, etc. at any time.

4. Committee Authority

GPACs are advisory in nature and have no authority to approve, deny, or require modification to any matter or project under the committee’s consideration. The committee’s advice shall be conveyed to the appropriate decision-making body in the staff report. County staff will acknowledge GPAC input in formulation staff’s recommendations for action by County decision-makers. Staff is assigned responsibility for the timely completion of Board-approved Comprehensive Planning work programs and development permit application reviews.

5. Appointment Process and Membership Term

A) Size

The size of a GPAC shall be established by the Board of Supervisors upon creation of the committee. Typically, such committees consist of no more than fifteen (15) members. Committees should have an odd number of members; this eliminates ambiguity as to what constitutes a quorum, and minimizes the possibility of tie votes.

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B) Composition

The composition of a GPAC should be determined at the time of its creation, especially if it is intended that specific geographic areas, professional affiliations, community segments and/or other interest groups be represented in the committee's membership.

C) Vacancies and Application Process

A vacancy or vacancies on a GPAC shall exist

- 1) When the committee is created
- 2) When a member or members is/are formally removed by the Board of Supervisors, or
- 3) When the Board receives and acknowledges a letter of resignation from an incumbent.

Vacancies on a GPAC shall be advertised by the Clerk of Board of Supervisors in the same manner as vacancies for other County advisory commissions. Vacancies shall be advertised within ten (10) calendar days of their availability. Applications for membership shall be submitted on forms provided by the Clerk of the Board, and shall be accepted by the Clerk.

D) Selection Process

Upon the close of an application period, a copy of each application submitted will be given to the Board member(s) in whose district(s) the vacancy or vacancies exist. Appointment(s) shall be recommended by such Board member(s), for confirmation by the entire Board. In cases where a committee operates in more than one supervisorial district, representation on the committee shall be roughly proportional to the area and/or population of the respective districts. All members on such multi-district committees shall be specifically appointed by one of the participating supervisors. In no case can any individual be appointed concurrently as a regular member of more than one committee.

E) Term of Office

The term of office for a GPAC and its members is established by the Board of Supervisors when it creates the committee. For the committees which operate within a single supervisorial district, the maximum terms of office may be four (4) years, coinciding with the Board member's term of office. Other committees may have terms of office of two (2) years, unless a different term of office is set by the Board. In no case is any term of office indefinite.

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6. Committee Operations

A) Committee Mission and Responsibilities

The specific mission for a GPAC and its term of service shall be established by the Board of Supervisors at the time of its creation of the Committee. In the absence of any such specific mission statement, the mission of a GPAC shall be to:

- 1) Assist and advise the Board of Supervisors, Planning Commission, and County staff in their developing, adopting, ... Barbara County Comprehensive Plan;
- 2) Review and comment upon other matters related to the County's planning functions, upon specific direction by the Board of Supervisors.

B) Officers and Rules of Conduct

The responsibilities of the GPAC at large also include annual election of officers, consisting of at least a Chair, Vice-Chair, and Recording Secretary. The Chair shall lead all meetings, be the primary spokesperson for the GPAC, and be the primary committee liaison to staff and the public. The Vice-Chair shall fulfill the duties of Chair in the latter's absence. The recording Secretary shall take notes of, or tape-record, each regular and special committee meeting, and shall prepare minutes, and shall prepare minutes of motions, discussion items, etc. At a minimum, these minutes shall clearly convey actions and motions taken by the Committee. These minutes are to be considered, amended as needed and approved by the full committee at the earliest possible time. In addition, the committee may adopt specific rules of conduct and procedure, as long as such rules are consistent with the applicable laws and regulations (including these Guidelines).

C) Meeting Procedure

All GPACs are subject to the Brown Act, which set standards for public notice as to meeting time, date and location as well as items to be discussed. Key implications of this are as follows:

- 1) Noticing of all GPAC meetings, including time, location and an agenda, must be posted in a public place within the applicable area. Efforts should be made to provide adequate public notice beyond minimum Brown Act requirements of seventy-two (72) hours.
- 2) All GPAC meetings must be open and public. Meetings are to be held in a facility which makes adequate provision for attendance by all interested members of the public.
- 3) Members of the public are to be given an opportunity to speak to the Committee on any regular agenda item at the time it is being discussed. Members of the public will also be given an opportunity to speak to any

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relevant non-agenda item. All public speakers are subject to reasonable time constraints established by the Committee Chairperson and any adopted procedures. All public speakers are to identify their names and relevant business and/or personal interests they are representing for the record.

- 4) Committees will attempt to establish a consistent regular meeting time and location in their rules of conduct.
- 5) Minutes of GPAC meetings will be kept on file by both the committee secretary and RMD. These minutes shall be available for any interested person to examine.
- 6) All GPACs will elect officers and may adopt rules of procedure (See end of Section 5.B above)
- 7) Meetings shall run in a parliamentary style. Substantive issues will have higher priority than matters of procedural detail. The Chair has discretion in guiding discussion of items among Committee members while allowing for appropriate public input.
- 8) Staff may address the Committee at any time, with timely recognition by the Chair.
- 9) Quorum: A majority of the members of the GPAC constitute a quorum. Decisions are made by a majority of the members present and voting. No business may be transacted if fewer than a quorum is present. Formal votes by a committee are to have a motion and second, prior to allowing further discussion and a vote.
- 10) Members of the GPAC shall not vote on issues which involve a legal or ethical conflict of interest or duty (See section 7)
- 11) Subcommittees: GPACs may select subcommittees to focus on issues or subjects meriting more detailed work outside of the full Committee. Subcommittees are made up of Committee members only, and must number fewer than a quorum of the full GPAC. Subcommittee meeting arrangements may be set by either the staff or the committee. Such meetings are not legally required to be noticed or posted, but every effort should be made by a subcommittee officer or member to notice and/or post the meetings, as they are open to any interested member of the public. Information about their time and location is to be available through the overall committee secretary and through RMD staff. Subcommittees shall choose a Chair and a Vice-Chair, and may choose a Recording Secretary for preparing informal minutes. A report from any subcommittee meeting shall be made at the next full GPAC meeting. Staff support for subcommittee meetings may be provided, but is not required.

D) Attendance

GPAC members shall make every effort to attend regular meetings. Members unable to attend any meeting should contact the committee Chair or RMD staff at least

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seventy-two (72) hours prior to the meeting. Three consecutive unannounced absences by a member shall be grounds for dismissal from the GPAC, subject to the discretion of the appointing Supervisor(s).

E) Appearance on GPAC's behalf

The Chair, Vice-Chair, or other official designee shall speak for the Committee at any applicable non-GPAC public hearing or other meeting. Individual members of GPAC not so designated, who do testify at a public hearing or other meeting, shall clearly identify themselves as speaking individually as a member of GPAC, and shall clearly indicate that they are not authorized to speak for the full committee.

F) Timely adjournment of evening meetings

To encourage public participation, evening meetings of GPAC will be organized, agendaed and run so as to finish at a reasonable hour. If a particular GPAC finds its evening meetings habitually running past 9:30PM, staff and the Chair will work together to shorten the agendas and , if necessary, to expedite committee discussion and action on items.

7. Conflicts of Interest

GPAC members are not considered to be “public officials” as defined in § 82048 of the California Government Code, and therefore are not subject to the State Political Reform Act and its disclosure provisions (Government Code §§ 81000 et seq.). Nevertheless, GPAC members shall remove themselves from all discussions and votes on matters in which they have any direct personal financial interest, or where the member's professional allegiance and/or personal bias cannot be set aside to allow the member's fair consideration of the issue(s) at hand.

In gauging such extra-legal conflicts of interest and/or duty, each member shall exercise careful judgment and introspection in giving priority to the interests of fairness and objectivity; if there is any reasonable doubt that the member has a conflict, the member shall refrain from participation in the committee's deliberations and vote(s). Should a member not refrain voluntarily, and should the member's participation specifically be challenged by another committee member, staff, or the public, the member's participation on any item of official committee business may be prevented by a two-thirds majority vote of the full committee (i.e., at least two-thirds of the total incumbent committee membership, including the member in question). Pervasive or recurring conflicts of interest and/or duty should lead a member to resign voluntarily from a GPAC, and may be grounds for a dismissal by the appointing Supervisor(s).

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8. Committee and Staff Responsibilities

A) GPAC Member Duties

The responsibilities of the individual GPAC members include:

- 1) Punctually and fully attend all regular and special meetings of the GPAC and all relevant subcommittee meetings, to the maximum possible extent;
- 2) Come to all meetings fully prepared, having reviewed the agenda and all related written/graphic material available before the meeting;
- 3) Conscientiously follow high ethical standards in putting the broad public interest ahead of any personal interest and/or bias, and to abstain from all discussions and votes where this is not possible;
- 4) Promote full and open discussion of all matters of official committee business;
- 5) Support the committee Chair, Vice-Chair, and staff in maintaining order, keeping discussions relevant to the business at hand, and following proper procedures, while giving primary attention to matters of substance.
- 6) **In meetings pertaining to development projects, strive to comment on projects in a productive and expeditious manner which recognizes State and County-established processing timelines. Particularly, any GPAC comments on environmental documents relating to development projects shall be made within the established environmental review timelines.**

B) Board of Supervisors' Administrative Staff

The Administrative Assistant(s) of each pertinent Supervisor works cooperatively with RMD and other participating public agency staff, and observes and participates in the GPAC's activities on behalf of the Supervisor(s), as well as conveying the interests of the Supervisor(s) to the committee. The Administrative Assistant(s) are also responsible for matters relating to the appointment of GPAC members.

Meetings dealing with development project review are schedule by, and primarily supported by, the Board's Administrative Assistant(s), with an RMD planner familiar with the project in attendance, if feasible. **Scheduling of such meetings shall recognize case processing timelines. Representative of development projects shall be encouraged to attend all applicable GPAC meetings.**

C) RMD Planning Staff Duties

Staff responsibilities in supporting a GPAC include:

- 1) Schedule all GPAC meetings pertaining to Comprehensive Plan issues, making arrangements for all facilities, distribute written/graphic materials,

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- notices, agendas, etc. For such meetings, coordinate necessary staff participation and guest speakers;
- 2) For GPAC meetings as appropriate, prepare recommendations and other material for GPAC review and comment. Advise the GPAC on matters of both substance and procedure;
 - 3) Assist the GPAC Chair in promoting full and open participation by all GPAC members and other people in attendance at any meeting, keeping discussion pertinent to the business at hand;
 - 4) Handle information requests for material and general information related to the official business of the GPAC;
 - 5) Report the GPAC's activities. Recommendation and comment to County decision-makers and official within the framework of the overall presentation of staff recommendation on a committee product-goal (i.e. a draft community plan update, a technical element or portion thereof, or a project application);
 - 6) Coordinate with the Chair and Secretary on committee and subcommittee meeting schedules.

D) County Counsel

Staff support to GPACs will not be provided by County Counsel. Specific legal issues are to be directed through RMD to County Counsel for response; RMD shall also coordinate with Board Administrative Assistants on such items as applicable.

6. GPAC RESPONSIBILITIES AGREEMENT

“Responsibility Agreement”:

Statement of Commitment to County Guidelines for Advisory Committee Membership and Conduct

Members of the _____ General Plan Advisory Committee are asked to read, understand, and adhere to the following guidelines:

1. I understand that I will be asked to commit approximately 15-25 hours/month for the next _____ months/years for the following:
 - Six to nine hours each month to attend 2-3 meetings;
 - Document review, including but not limited to environmental documents, environmental constraints analyses, special studies, Comprehensive Plan elements, Zoning Ordinances, minutes, and other materials contained in meeting packets;
 - Participation on subcommittees when special issues need to be addressed;
 - Assisting County staff in organizing special events, publications, and public notices;
 - Participate in field investigation, as necessary.

PLEASE INITIAL HERE _____

2. I agree to punctually and fully attend all regular and special meetings of the GPAC and all relevant subcommittee meetings to the maximum possible extent. I understand that upon 3 unexcused absences or 5 consecutive absences I will be subject to dismissal from the committee. Absences may only be excused if communicated to the Chairperson of the committee or the appointing Supervisorial office in advance of a scheduled meeting.

PLEASE INITIAL HERE _____

3. I understand that I am expected to come to the meeting fully prepared, having reviewed the agenda and all related written/graphic material available before the meeting.

PLEASE INITIAL HERE _____

4. I will conscientiously follow high ethical standard in putting the broad public interest ahead of any personal interest and/or bias. I further

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understand that it is my duty to abstain from all discussions and votes on matters that could materially affect any development interest that I may have in any real property, or where a professional allegiance and/or personal bias cannot be set aside to allow my fair consideration of the issue(s) at hand. I further understand the if I should not voluntarily abstain from the discussion and/or vote in such situation, that my participation can be challenged by another committee member, staff or the public, and my participation in that issue can be prevented by a two-thirds majority vote of the full committee. I understand that pervasive or recurring conflicts of interest and/or duty should lead me to voluntarily resign from the committee and may be grounds for dismissal by the appointing Supervisor(s).

PLEASE INITIAL HERE _____

5. I commit to supporting the General Plan Update process.

PLEASE INITIAL HERE _____

6. I agree to communicate the issues under discussion with the constituents that I represent and to express their interests in public forum.

PLEASE INITIAL HERE _____

7. I agree to promote and publicize planning and the function of the committee to generate public interest and awareness.

PLEASE INITIAL HERE _____

8. I agree to promote and participate in full and open discussion of all matters of official committee business, and strive for consensus to the maximum possible extent.

PLEASE INITIAL HERE _____

9. I understand that I am expected to state the reason and basis for a decision before casting a vote on any substantive issue.

PLEASE INITIAL HERE _____

10. I agree to support the committee Chairperson and County staff in maintaining order, keeping discussions relevant to the business at hand, and following the proper procedures, while giving primary attention to matters of substance.

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PLEASE INITIAL HERE _____

11. I understand that it is the role of the Chairperson to lead all meetings, be the primary spokesperson for the committee, and be the primary liaison to the staff and public. The Chairperson is also expected to attend periodic meetings with staff prior to regular and/or special meetings of the committee to discuss the agenda and format of the meeting. The Vice-Chairperson shall fulfill the duties of the Chairperson in the latter's absence. The Recording Secretary shall take notes of, or tape record, each regular and special committee meeting, and shall prepare minutes of such meetings, which shall be considered and approved by the full committee at the earliest possible time.

PLEASE INITIAL HERE _____

As a member of the _____ General Plan Advisory Committee I have read and understand the guidelines provided above.

Signature

Date

ATTACHMENT: C

**Organizational Framework for the Summerland Planning
Advisory Committee**

Organizational Framework for Summerland Planning Advisory Committee

