



**PLANNING & DEVELOPMENT DEPARTMENT**  
**OFFICE OF LONG RANGE PLANNING**

**MEMORANDUM**

**DATE:** November 28, 2007

**TO:** SunPAC Members

**FROM:** Derek Johnson, Deputy Director  
Shaunn Mendrin, Senior Planner

**SUBJECT:** SunPAC Kick-Off Meeting, December 5, 2007

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Congratulations on your appointment to the Summerland Planning Advisory Committee (SunPAC)! As you are aware, the first meeting is scheduled for December 5, 2007 and it will be held in the County Planning Commission Chambers. We look forward to working with you over the next two years. In anticipation of the first meeting, we have compiled the following packet of materials to provide background for the December 5<sup>th</sup> meeting. The following materials have been included for your review:

1. Meeting Agenda. The meeting agenda for the December 5, 2007 meeting has been provided for your review. For further explanation, please see discussion on page 2.
2. Santa Barbara County Board of Supervisors adopted Guidelines for General Plan Advisory Committees. Please review as these are scheduled for adoption by the SunPAC on December 5.
3. General Plan Advisory Committee Member Agreement. Please review the enclosed Agreement and be prepared to sign at the December 5<sup>th</sup> meeting.
4. SunPAC Organizational Framework. This diagram illustrates the organizational framework, roles, and relationship between the Summerland Planning Advisory Committee, various County offices, elected and appointed officials, and the public.
5. SunPAC Ground Rules/Terms of Engagement. This is supplementary to the GPAC Guidelines and are intended to compliment the guidelines.
6. Summary of the Brown Act. This is provided as a reference and applies to the SunPAC.
7. Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21<sup>st</sup> Century. This provides basic understanding of how public meetings are conducted.

Separate binders for Planning Advisory Committee Agreement and reference materials and all meeting materials will be provided at the December 5, 2007 meeting. Please note meeting materials will be provided to you five (5) days of future scheduled meetings via e-mail. Materials will also be available by selecting the Summerland Planning Advisory Committee (SunPAC) on the following webpage:

<http://countyofsb.org/plandev/comp/planareas/summerland/>

Printed copies will always be provided at the actual meeting. Let us know if you would like printed materials in advance of the meeting. Materials will be posted to the web, meetings will be recorded, water served, etc.

### **MEETING AGENDA FOR DECEMBER 5<sup>TH</sup>**

Transmittal memos for each meeting will be provided from the Office of Long Range Planning, will include brief explanations, and provide clarification on enclosed agenda items. The first SunPAC meeting will be general in nature and provides background regarding the process, State law, and the function of the SunPAC.

#### Agenda Item 3

An opportunity for introductions of staff and SunPAC members will begin the first meeting. The discussion of qualifications, background and why members applied will be facilitated.

#### Agenda Item 4

Staff will present a power point presentation that will provide an overview of the meeting structure, Brown Act, and expectations. County Counsel will also elaborate on the Brown Act. A question and answer and public comment period will follow staff's presentation, followed by SunPAC members signing the General Plan Advisory Committee Agreement. Copies of the signed Agreements will be provided for your materials at the second meeting.

#### Agenda Item 5

Staff will provide a proposed tentative meeting schedule for the entire process. Staff has designed the schedule so that the SunPAC will generally meet once per month. The monthly meeting day and time can be adjusted accordingly to accommodate the SunPAC schedule. Occasionally, we will have two meetings.

**CC:** Supervisor Salud Carbajal, 1<sup>st</sup> District Office  
John McInnes, Director, Office Long of Range Planning  
Amy Donnelly, Assistant Planner, Office of Long Range Planning