

Midcoast Community Council

An elected Municipal Advisory Council to the San Mateo County Board of Supervisors

Serving 12,000 coastal residents

Post Office Box 64, Moss Beach, CA 94038-0064

Office Fax: (650) 728-2129 <http://mcc.sanmateo.org>

Agenda for

Administrative and Planning Retreat

Saturday, April 10, 2004 9:30 a.m. – 1:30 p.m.

Granada Sanitary District Office

504 Alhambra Blvd., El Granada

Council Members

Kathryn Slater-Carter,
Chair
(650) 728-5449
kathryn0@sonic.net

Sara Bassler
Vice-Chair
sarabassler@earthlink.net

Charlie Gardner
Secretary
(650) 296-3777
chasmoses@comcast.net

Paul Perkovic,
Treasurer
(650) 728-9500
perk@montara.com

Howard Lieberman
(650) 712-0428
hlieberman@cogswell.edu

Karen Wilson
(650) 728-3292
loordus@comcast.net

(vacancy on Council)

Standing Committees

Parks and Recreation
Kathryn Slater-Carter,
Chair

Planning and Zoning
Howard Liberman, *Chair*

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
- 4.
5. Approval of Agenda as Submitted (estimated start time: 9:30 am)
6. Ground rules by facilitator: Bob Ptacek
7. MCC Projects and Goals for the remainder of 2004 (estimated start time: 9:30 am)
8. **Discussion:**
9. How the MCC might best work with the Board of Supervisors
 - e. How committees can work best with County departments
 - f. Improve and establish community outreach and dialog:
 - i. Renew our commitment to sponsoring Candidates'
 - ii. Continue our involvement in the Adopt-A-Family program
 - iii. Other
 - g. Interface to CUSD and other special districts
 - h. Continue involvement on Tunnel project
 - i. Work with Half Moon Bay on items of mutual concern
 - j. Other goal-oriented topics
10. Administrative Items (estimated start time: 10:30 am)
11. Standing Committees:
 - e. Definition, purpose, and organization. Review of current situations,
 - i. ongoing work, orientation and goals. Recording of Committee
 - ii. meetings. Report on the highlights (the "top 10" projects of 2004).
 1. Parks and Recreation –
 2. Planning and Zoning /Public Works
 - f. Conversation with Debra Hirst – What MCC would like to see addressed at April 24 Session
12. Lunch Break(12 pm) No lunch served Reconvene at 12:45
13. Administrative items (cont'd):
 - e. Meeting Protocol
 - i. Timely Arrival/Departure at Meetings
 - ii. Notification to Chair of Absence
 - iii. iPhysical Meeting Set-Up

- f. Scheduling of Agenda Items - Completion of Agenda Item Request forms
- g. New MCC Council member and volunteer assistance:
 - i. Policies and Procedures manual
- h. Other administrative items:
 - i. New Microphones and Speaker system for Meetings?
 - ii. Alternate Meeting locations
 - iii. Website
 - iv. Phone Answering Machine
 - v. Mail pickup & distribution

14. Review of tasks, prioritization, elimination and assignment of responsibility (estimated start time: 1:00pm)

15. Adjourn (1:30 pm sharp)

16.

Regular Order of Business for Midcoast Community Council meetings:

1. **Call to Order**, determination of a quorum
2. **Pledge of Allegiance, Introductions**
3. **Public Comment** – The public is invited to speak on any topic not on the original agenda. The Council, however, can take no action if the item is not on the Regular Agenda. Speakers are asked to keep their remarks brief, generally under three minutes.
4. **Review of Agenda**
5. **Board of Supervisors Report** – Reports from Deborah Hirst of Supervisor Rich Gordon's office on County activities of interest, with questions and comments from the members of the Council and the public. Estimated Start: 7:40 p.m.
6. **Committee Reports** – Estimated Start: 7:50 p.m. If not concluded by 8 p.m., the committee reports may be continued until after the regular agenda.
 - Treasurer's Report – Paul Perkovic.
 - Park & Recreation – Chair: Kathryn Slater-Carter; meets second Monday of each month at 7:30 p.m. at Three Zero Café at the Half Moon Bay Airport.
 - Planning and Zoning – Chair: Howard Lieberman; meets first and third Wednesday of each month at 7:30 p.m. at Three Zero Café at the Half Moon Bay Airport. The Planning and Zoning Committee also reviews public works issues.

Note: Community members, appointed by an elected Council member, generally serve on committees and make recommendations for full Council discussion and approval. Committee meetings are fully noticed, open to the public and include a Public Comment period.
7. **Design Review Committee Report**
8. **Consent Agenda**
9. **Regular Agenda** – *See detailed agenda on other side.* Start Time: 8:00 p.m.
10. **Update on continuing Council projects.** Brief status reviews, and possible direction, on in-progress projects.
11. **Set Future Agenda & Meeting Dates** – Our next regular meeting is scheduled for **XXXX**, 2004.
12. **Adjournment**

You may contact Midcoast Community Council members at their telephone numbers listed on the front of this agenda; please call between 9:00 a.m. and 8:00 p.m. You may reach individual Council members via the listed email addresses, or all members at once by sending email to: MCC@SanMateo.org.

County projects are generally heard by the Zoning Hearing Officer on the first or third Thursday of each month. Contact the Zoning Hearing Secretary at 650-363-1862 for further details, or the specific Project Planner.

County projects and appeals may be heard by the Planning Commission, which usually meets on the second and fourth Wednesday of each month, in the Board of Supervisors Chambers. Letters should be addressed: Planning Commission, County Government Center, 455 County Center, 2nd Floor, Mail Drop PLN122, Redwood City, CA 94063. The Commission Secretary, Kan Dee Rud can be reached at 650-363-1859 or by facsimile at 650-363-4849.

County projects may be appealed to the Board of Supervisors, which meets on Tuesday each week (with some meetings omitted), in the Board of Supervisors Chambers. Letters to the Board should be addressed: Board of Supervisors, Hall of Justice and Records, 400 County Center, Redwood City, CA 94063. Board agendas and individual Supervisor contact information is available at the County's Web site, <http://www.co.sanmateo.ca.us/ctybos.htm>.