

Draft Minutes from MidCoast Community Council Retreat Meeting of 02/01/03

The meeting was called to order by Chair Sandy Emerson at 9:15 am. Members present were Slater-Carter, Vargas, Perkovic, Kozak, Lohman and Wilson. Laura Stein, former MCC member, arrive at 9:20 to act as meeting facilitator. Deborah Hirst, Legislative Aide for Supervisor Rich Gordon, was also in attendance as were some members of the public.

Public Comment

Karen Wilson discussed a storm water issue that involves A Coastal Affair cafe in Montara. Excess runoff is entering the property from uphill. The owner of the cafe received a notice from the County to correct the problem immediately. Linda Montalto Patterson of Hastings House in Miramar inquired about the way she might expedite her application for a use permit to host weddings in her garden. No events are being allowed by the County on the property and she has previous reservations that she wished to honor. These items will be referred to Supervisor Gordon and Environmental Services Agency Director Marcia Raines who will arrive at 11:00 am.

Regular Agenda

It was agreed that the agenda would be modified to include some of the techniques which Laura wished to incorporate during discussions. She then asked the group to take part in a focusing exercise intended to demonstrate an effective means for organizing and implementing the goals for the MCC during the retreat and the remainder of the year. It was decided that additional Public Comment by citizens in attendance will be moved to the 11:00 am time period.

MCC Projects and Goals for the Remainder of 2003

LCP Review: Based on discussions with him, it has been determined that comments by the MCC need to be completed and submitted to Project Planner George Bergman by May 14, 2003. Kathryn requests a review by County Counsel in advance of this submission to determine if any of the MCC recommendations will be challenged by the County on the basis of legality. In addition she believes it is imperative that the Council also present the document to a private law firm with knowledge of land use and the LCP.

Other concerns included the need to know the specifics of how the MCC comments will be integrated into the review/approval process by Planning Commission, Board of Supervisors and Coastal Commission. What are the specifics of the approval process itself? Is it possible that constituents will be able to vote on the final outcome? Chuck has written a letter to the County covering these questions.

Laura suggested that the Council create a "Waiting For" list to keep track of all requests for information, assistance, documents, etc. One Council member will be assigned to track and report on each item.

Regarding community outreach and support for the MCC positions on the LCP Review it was noted that public support and support from the City of Half Moon Bay will be essential if the Council wishes to have our positions adopted. Jack McCarthy, Planning Commissioner of Half

Moon Bay stated that a subcommittee consisting of Commissioners Kellenberger, Ream and himself has been formed to collaborate on the LCP Review with MCC members and residents of the Midcoast.

Note that not all items under this agenda heading were discussed due to time constraints.

As a result to the focusing exercise referenced earlier, Councilmembers discussed their number one concern for the year, be it positive or negative.

Deborah Hirst noted that her main concern is developing a way to distribute the Council's budgetary allowance more efficiently. She is wondering if it possible to disburse the entire \$3000 yearly budget in one lump sum. The Council can then manage our own money.

Karen Wilson cited the lack of legal representation on the side of community interests and the need for an Urgency Interim Ordinance to enact the new Coastside Design Review Standards in advance of the rest of the LCP amendments which will be developed out of the LCP Update process.

Laura interjected that as these items are discussed the question "What is the next action?" must be raised and must form the basis for moving forward on all issues of concern.

Kathryn Slater-Carter's comment was to ask for what you want. Her concerns have been covered in the previous discussion regarding the LCP Review process.

Chuck Kozak expressed the need for coordinated planning. How are things implemented on the County level? His ideal would be a sort of Utopian bureaucracy in which there was collaboration and communication on all issues. A Master Conservation and Development Plan must be instituted. As a first step a joint meeting of the County Division Directors and Council members needs to be convened.

Ric Lohman added that ocean advocacy interest would have to be included in any coordinated planning. It is important to first identify all who should be involved in such an effort. His main concern was local government, be it incorporation or annexation, and wants to reactivate the Forms of Good Government Committee.

Sandy Emerson's most important issue is completing the Coastal Trail from Pacifica to Pescadero and specifically the link from Surfer's Beach in El Granada to Mirada Road in Miramar. She feels that better cross-jurisdictional coordination is necessary to complete this project.

No comments from Paul Perkovic were entered. April Vargas discussed the fact that the MCC historically sets too many goals for itself with insufficient follow through to complete them. While the standing committee system has been successful, there is often a lack of discipline at meetings. Discussions drag on unnecessarily, past the point of effectiveness. Her goal is to see meetings and agenda items begin and end on time. If the meeting is called to order promptly at 7:30 pm it seems reasonable that business could be concluded by 10:00 or 10:30 at the latest. In order for this goal to be achieved, members of the MCC will have to make a commitment to honor the time schedule.

All of the goals/concerns cited were listed and a project manager was assigned for each:

LCP Adoption -- Chuck

Sandy and Paul will assist with gathering all minutes and letters to compile MCC comments.

Access to Legal Representation -- April

Commitment of Members -- Sandy

Disbursement of MCC Funds -- Paul

Master Conservation and Development Plan -- Chuck

Reactivation of the FOGG Committee -- Ric

Completion of the Coastal Trail -- Sandy

Adoption of Interim Ordinance for Design Review within 3 months -- Karen

Regional Planning and Increased Communication Between Local Municipalities --Chuck

Increased Community Involvement with the MCC -- Sandy

The next step is to lay out the next action for each item and set a time frame.

Visit with Supervisor Gordon and Director Marcia Raines

Sandy introduced both of our guests from County government and outlined the concerns expressed earlier in the meeting. Supervisor Gordon outlined the current budget situation in San Mateo County. Everything will slow down. He foresees 18-36 month delays in implementing projects and policies. The County's \$1 billion annual budget is composed of State and Federal funds comprising 50% of the total. In order to receive these funds, the County is mandated to spend County matching funds. This leaves about \$200 million for discretionary spending. Parks and Recreation programs are paid for almost entirely from discretionary funds. If the County institutes no new programs but all honors all existing contracts and adjusts for inflation there will be projected cuts of \$27 million if the Vehicle License Fees are raised and continue to be passed to the Counties or \$60 million if the Counties lose the VLF. There are currently 90 vacant staff positions. These will probably be eliminated.

In 2003, two MidCoast projects will almost surely be completed. These are the LCP Update and the final report from the Parks and Recreation Needs Assessment Task Force, expected sometime this summer. In addition it is hoped that the County can assist with the successful purchase of the El Granada Mobile Home Community by a non-profit agency. This is in no way guaranteed, however.

Turning to the Council's requests, these commitments were made:

Interim Ordinance for Design Review : A 4/5 vote of the Board is required. County Counsel would have to make a finding of an emergency. No additional information from the Council is necessary. County Counsel will be consulted and a report will be made to the Council within 30 days.

Impartial representation from County Counsel/assignment of one member of this department to work with the MCC on a regular basis: Legal representation is possible. The impartiality of that representation is another question. Supervisor Gordon will consult with County Counsel and report back to the Council within 30 days.

Streamlining the reimbursement process/possibility of MCC managing our own budget: Pescadero Municipal Advisory Council has a memorandum with the County to do this. It requires an independent bank account of a specified type and as record keeping and reporting system is required. Supervisor Gordon will research whether we can enter into a similar agreement and will report back within 30 days.

Public Comment

Laura Stein asked about meetings between Mayors of HMB and Pacifica and MCC Chair, begun when she was on the Council. Are they continuing? Supervisor Gordon answered no. Pacifica has different issues than the communities to the south. In addition, regional planning takes place at the staff, not the Board level. Attempts have been made to work with HMB but the turnover of staff there has made this difficult. As Staff stability increases in the City there is hope for building a more cooperative relationship. Marcia Raines commented that there has been progress between the County and the City's Parks and Recreation Dept. Collaborations between the Public Works and Planning Depts. have been less successful.

Kathryn mentioned that overall traffic planning is necessary. Chuck suggested some formal structured interaction, even twice a year to identify issues and establish a regular channel of dialogue among elected officials. Jack McCarthy expressed the willingness of the current HMB Planning Director to pursue this. Chuck will follow up on this.

Ginny McShane of Moss Beach commented that people in the Midcoast are "turned off" by the Council. We are not thought to be a representative body. Those who feel unrepresented are not willing to run for seats on the Council because of the time commitment involved. They feel intimidated by the prospect of speaking in front of the MCC at one of our meetings.

Kathryn suggested inviting concerned citizens to serve on one of the MCC's standing committees. The time commitment is not as demanding. Sandy said she would work on this.

Leonard Woren asked Supervisor Gordon what he sees as a timeline for Midcoast self government. The Supervisor responded that he does not expect a governmental change for the next five to ten years. Given the current State tax structure there is not enough of a tax base for incorporation or annexation. Although it would cost HMB money to annex the Midcoast, at some point it may be seen as desirable as a way to gain control over land use or

gain political advantage. He does not believe that the City would consider this in the short term.

Paul asked that the Supervisors try to lock in funding for local jurisdictions. The Supervisor responded that the California State Association of Counties, the Special Districts Association and the League of California Cities are all addressing this issue. Revenue must be linked to services.

Linda Montalto Patterson asked about applying for a use permit for Hastings House. There is currently a stop order on any public events at the site and the process is vague. Sara Bortolussi is the planner. Marcia Raines did not have enough information to comment. Karen will forward Marcia the file on this project.

Regarding the situation at A Coastal Affair, Marcia needs to see a copy of the letter sent to the property owner.

When asked about the County's willingness to participate in the effort to pave the Coastal Trail, Marcia said that in concept, there is agreement with achieving this goal. Laura asked that the paving be continued south, through El Granada as well. Marcia stated that with Supervisor Gordon's help, she can organize a meeting of all the interested parties/agencies.

Supervisor Gordon urged that letters of support be sent to the Coastal Conservancy in support of a \$1.5 million grant for the purchase of the west parcel of Mirada Surf. The Conservancy will meet on February 27 in San Diego.

Mr. and Mrs. Ross of El Granada asked why they did not receive a response to the letter they sent commented on the development fee proposal to fund park and recreation services on the Midcoast. The County Manager's office prepared a response but lost their address. He will pass along their address and see that the response is sent out.

Karen asked how the Planning and Public Works Divisions can work together to address common issues. Marcia Raines said she will get back to Karen.

Leonard Woren asked that there be a more even distribution of the time set aside for public comment and Council comments during deliberations on agenda items. He feels that the Council often speaks for so long that the time schedule for an agenda item is exceeded and in order to make up time, public comment is severely restricted. Sandy acknowledged this and pledged to work on a more equitable allocation of time on each item. In addition she will formulate a more consistent procedure for opening and closing public comment during deliberations. She asked that Council members arrive at meetings by 7:15 pm and that all members complete the agenda item request form to streamline meeting processes.

In the time remaining, the items previously listed were revisited to assign time lines and develop next actions. It was decided that work plans for each item would have to be submitted within a time period representing 25% of the time allocated for completion of the project. The Council member responsible for each project has the responsibility for submitting and following the work plan.

LCP Adoption -- Chuck

Sandy and Paul will assist with gathering all minutes and letters to compile MCC comments.

Time to Completion: Six months (from January 1)

Work Plan Due: Middle to end of February

Access to Legal Representation -- April

Time to Completion: Three months

Work Plan Due: End of February

Commitment of Members -- Sandy

Time to Completion: Three months

Work Plan Due: End of February

Disbursement of MCC Funds -- Paul

Time to Completion: Three months

Work Plan Due: End of February

Master Conservation and Development Plan -- Chuck

Time to completion: Six months

Work Plan Due: Middle to end of February

Reactivation of the FOGG Committee -- Ric

Time to Completion: Three months

Work Plan Due: Middle to end of February

Completion of the Coastal Trail -- Sandy

Time to Completion: One year

Work Plan Due: Beginning of April

Adoption of Interim Ordinance for Design Review within 3 months -- Karen

Time to Completion: Three months

Work Plan Due: Beginning of March

Regional Planning and Increased Communication Between Local Municipalities --Chuck

Time to Completion: Six months

Work Plan Due: Middle of March

Increased Community Involvement with the MCC – Sandy
Time to Completion: Six months
Work Plan Due: Middle of March

Administrative Items

Meeting Protocol:

Council members were reminded of the need to arrive at meetings about 15 minutes early to assist with meeting set up. The Chair must be notified of a member's absence at an upcoming meeting and it was again stressed that Agenda Item Request forms be completed for each item heard during each meeting.

New microphones and speaker system:

It was decided that with 4 more microphones there will be no need to be shifting them around during the meeting. Each Council member will have one and there will be an extra for the podium. A new mixer will also be required. Chuck will talk to our MCTV Cameraperson, Beau, to determine the equipment that is most compatible with the cable systems cameras and sound.

Alternate meeting locations:

I was determined that the Sheriff's Substation in Moss Beach would have too many staffing restraints for the Council to be able to use it on a regular basis. With upcoming budget cuts, the future of that facility may be in jeopardy. For now, Committee meetings will continue to be held at the 3-0 Cafe.

Subcommittees: Definition, purpose and organization:

Each current and immediate past Chair of each standing committee will prepare a brief review of 2002 and an overview of plans for 2003 to be present at the 2/12/03 regular meeting of the Council.

Website:

Sandy asked that Councilmembers post their own items on the MCC website or forward them to her for posting.

Telephone answering machine:

Sandy and April will monitor phone messages and urged that the unit be hooked up as soon as possible. The exact location of the device was not made clear, however.

Mail pickup and distribution:

Sandy and April will pick up Council mail and it will be distributed in person or in office mailboxes at least twice per week.

Review of tasks, prioritization , elimination and assignment of responsibility:

Paul will continue to bring the MCC audio gear to the meetings and set it up with the help of his colleagues.

Waiting ForList

1. Emergency Interim Ordinance for Design Review response by March 1
Requires County Counsel Opinion
Karen
2. MCC access to County Counsel on an as-needed basis response by March 1
Supervisor Gordon must meet with County Counsel
April
3. Reimbursement and budget streamlining response by March 1
Deborah will consult with MCC and Co. Mgr office
PMAC budget documents will be sent to Paul
Paul
4. Coordination between Planning and Public Works Divisions no date given
Marcia Raines will contact Karen
Karen

Action Items

Chuck will follow up on regional collaborative efforts.

Sandy will get information on letters of support to the Coastal Conservancy for a \$1.5 million grant for the purchase of Mirada Surf west parcel.

Sandy will strategize on community outreach to encourage participation by those with diverse opinions.

The meeting was adjourned at 11:59 am.

Respectfully submitted by Secretary April Vargas