

**CHARTER: PLANNING AND ZONING COMMITTEE**  
(Adopted 3/4/98, Laura Stein – Amended 2000, 2001, Chuck Kozak)

**MISSION STATEMENT**

"In conjunction with the County of San Mateo and the MidCoast Communities, to study, analyze, and make recommendations on referred Residential Projects, Land Use Planning Issues and Projects, and to help create long term strategic Land Use Plans."

**CRITERIA TO DETERMINE ISSUES, PROJECTS, AND TOPICS WHICH P&Z WILL ADDRESS**

The Committee's main emphasis in reviewing all referrals will be on the broad view of planning. This includes planning for the building of infrastructure: water, sewer, roads, schools, services. Future development will be addressed with relation to the LCP.

**APPOINTMENT OF CHAIR AND VICE-CHAIR**

- Chair and Vice-Chair will be members of the MidCoast Community Council.
- Chair and Vice-Chair will serve one-year terms - Jan. 1 through Dec. 31.
- There is no set succession to the Chair at the end of the year.

**MEMBERSHIP AND VOTING PROCEDURE**

- MCC Board Members will each appoint one member of the community to the Planning and Zoning Committee.
- Voting will only take place by appointees.
- Should an appointee be absent, their associated MCC member may vote in their place.
- MCC members without an appointee may serve as voting members.
- Each MCC Member and designee is responsible for maintaining current communication between themselves. Both parties need to be aware of the current activities and decisions of the Committee.

**PROCEDURE AND STRUCTURE OF MEETINGS**

- Enforced time limits: Due to the volume of items covered at each meeting, it will be necessary to enforce the time limits specified on the agenda - unless the Committee votes or the Chair decides to extend the time for an issue. Time management will be the responsibility of the item's sponsor, the Chair, and members of the Committee. '
- Consent Agenda: Use of the Consent Agenda is encouraged for items on which individuals or small work groups have done the necessary work. The background analysis and recommendations will be printed as part of the Consent Agenda.
- Meeting Day: First and Third Wednesday of each month.
- Designees will be provided with keys for the MCC office.
- Accountability: Any voting member of the Committee who cannot attend a meeting is responsible to insure that their sponsoring MCC Council member is in attendance. If neither can attend, the Chair is to be notified in advance.

### **SHORT TERM (PROJECT) PLANNING**

- P&Z will review all Referral of Planning Permit Application for Review and Recommended Conditions of Approval (Project Referrals) forwarded to us by the County of San Mateo's Planning and Building Division.
- Each permit application will be assigned to a member of the Committee on a volunteer basis or by rotation. The assignee will be the point of contact with the project applicant and the County Planner assigned to the project. The Planner and P&Z assignee will communicate weekly during the processing of the application.
- A file for each project referred shall be maintained, with copies of all materials supplied by the applicant and the County, and all correspondence from the P&Z Committee.
- The P&Z assignee will be responsible for contacting, communicating and scheduling with the applicant, notifying our Committee of the timeline, need for placing the project on the agenda, decision points, need for help or research, need for public hearing and follow-up.
- Our recommendations and/or recommended conditions of approval will be determined by the following:
  1. Is the proposed project precedent setting?
  2. Is the proposed project in compliance or in conflict with the LCP, Zoning Regulations, Design Guidelines, Community Design Manual, Community Plan and/or Community Vision?
  3. What can be done to bring the project into compliance and what actions or issues, if any, need to be immediately addressed?
- We will respond in writing to the Planner on all proposed permits - including those that we approve.

### **USE OF SUBCOMMITTEES FOR LONG TERM PLANNING (STRATEGY) PROJECTS**

Subcommittees will be formed to address projects that meet the following precedent setting criteria:

1. Does the project impact or require changes to the LCP?
2. Does the project require changes to the General Plan?
3. Does the project require changes to our current zoning?

Projects will be assigned to a specific Committee Member (Project Manager).

Project Managers will create and staff their subcommittee. It is hoped that members of the community, not currently active, will be recruited to staff the subcommittees, in addition to other members of the P&Z.

## **THE PROCEDURE BY WHICH P&Z WILL INTERFACE WITH OTHER COMMITTEES AND THE MCC**

When the same issue, topic or project is being addressed by more than one Committee (i.e. The Airport Master Plan - involves land use planning in conjunction with the work of the Airport Committee), the P&Z Committee Member, assigned to that topic, will coordinate with the Chair of the corresponding Committee. (Suggested methods of coordination include: attending the corresponding Committee meetings, phone contact or e-mail.) The purpose of "Committee coordination" is to allow the creation of one comprehensive report. This report will be submitted to the MCC for review. Note: care must be exercised that the Brown Act restrictions are observed.

## **INCOMING REFERRAL PROCESSING**

- The P&Z Chair will arrange to have all referrals sent to a specified address of their designation. In addition, the P&Z Chair will monitor incoming mail to the MCC for relevant items.
- Incoming referrals will be reviewed for completeness and any obvious problems or issues, and contact the planner for more information if necessary. The P&Z Chair may decide to delay review or return a referral to the County if it is determined it is incomplete, incorrect, or irrelevant. In all cases, the County planner shall be informed of any such action.
- The P&Z Chair will designate a target review date for the referral – referrals will be reviewed in numeric order according to their PLN number. The Chair shall assign the project to a committee member for review and presentation at the designated meeting.